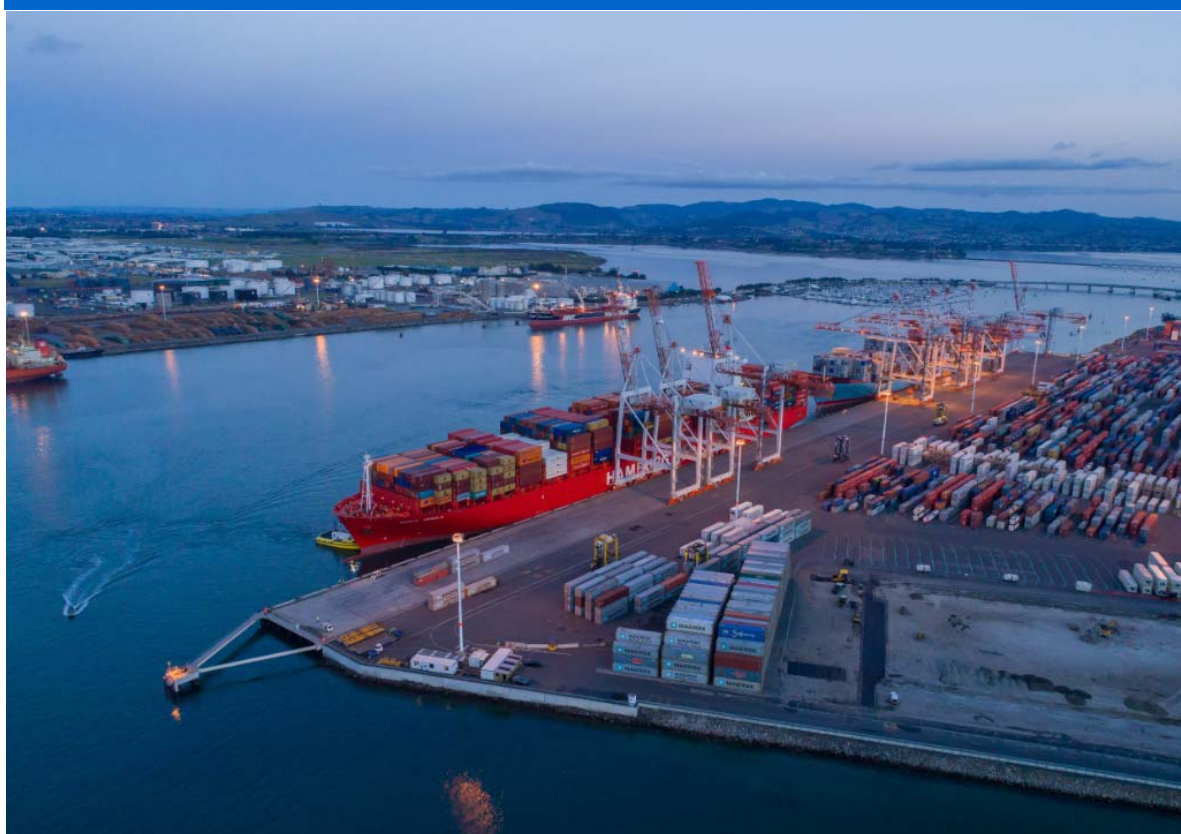


PORT OF  
TAURANGA



# Emergency Procedures Manual



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For any amendments or additions required, please contact:

Phil Julian, Manager Operations  
Email: [phili@port-tauranga.co.nz](mailto:phili@port-tauranga.co.nz)  
Phone: 07 572 8882 or ext 882



**Port of Tauranga Limited**

Salisbury Avenue • Mount Maunganui • New Zealand  
Private Bag 12504 • Tauranga Mail Centre • Tauranga 3143  
Phone: +64 7 572 8899 • Fax: +64 7 572 8800  
[www.port-tauranga.co.nz](http://www.port-tauranga.co.nz)

## *Emergency Procedures Manual*

### **EMERGENCY TELEPHONE NUMBERS**

#### **Emergency Services**

Fire Service	}	
Ambulance	}	111
Police	}	

**Diving Incidents** 111

#### **Poisoning Incidents**

National Poisons Centre, Dunedin (24 hours) 0800 764 766

#### **Government & Local Authorities**

BOP District Area Health Board (Phil Shoemack) 07 577 3770

Civil Defence – BOP Emergency Management 0800 884 880

WorkSafe New Zealand (WSNZ) 0800 030 040

Bay of Plenty Regional Council Pollution Hot Line 0800 884 883

Harbourmaster – BOP Emergency Management 0800 884 880  
(Mobile) 021 976 178

Duty Harbourmaster (24 hours) 07 928 3385

Ministry for Primary Industries (MPI) 07 927 5700

Maritime New Zealand (MNZ) – all maritime emergencies (24 hours) 0508 472 269

Maritime Safety Inspectors (Tauranga) 07 575 2079  
Gerard Pollock (Port State) (Mobile) 0272 048 053  
Blair Simmons (Mobile) 0272 048 052

NZ Customs Service 07 928 7680  
(Mobile) 029 277 0635

Oil Spill Service, Duty Officer 04 473 6369

Tauranga City Council (24 hours) 07 577 7000

Public Health Service 0800 221 555

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## *Emergency Procedures Manual*

### **1.0 SCOPE**

This Emergency Procedures Manual has been prepared for the Port of Tauranga, which comprises the following facilities:

- Commercial wharves at Mount Maunganui and Sulphur Point, including vessels berthed alongside such wharves
- Berths for vessels owned or operating under contract to the Port of Tauranga Limited
- Covered and open storage areas within the port area
- Port of Tauranga Limited property

The scope of this manual covers any emergency situation:

- Which threatens property and / or life within the port area.
- Where personal injury has occurred or could occur as a result of the emergency.
- Where damage has occurred to property or where property is placed in danger as a result of the emergency.
- Where the possible impact of the emergency could result in serious environmental damage.

### **Crisis Recovery and Communications Plan**

- While the Emergency Procedures Manual covers the appropriate response to protect the Port's employees and infrastructure, the Crisis Recovery and Communications Plan (which is held by each Divisional Manager) should be referred to in order to best deal with the restoration or maintenance of full operating status after an event which has curtailed port operations.

### **Pandemic Health Plan**

- While the Emergency Procedures Manual covers the appropriate response to protect the Port's employees and infrastructure, the Pandemic Health Plan (which is held by each divisional Manager) should be referred to in order to best deal with the restoration or maintenance of full operating status after an event which has curtailed port operations.

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### **2.0 PURPOSE OF MANUAL**

The purpose of this manual is:

- to provide a guide for the initial response to an emergency situation and to facilitate the early calling of the emergency services when required;
- to ensure the provision of first aid for injured persons in an effort to preserve human life;
- to ensure the efficient communication between emergency services and Port of Tauranga Limited in an emergency situation; and
- to control or limit the effect an emergency or potential emergency might have on the port facilities and port employees.

### **3.0 ORGANISATION**

#### **3.1 RESPONSE TO EMERGENCIES**

In the event of an emergency occurring, it is of vital importance for personnel to respond quickly and efficiently in order to effectively manage the incident in its early stages, or to its conclusion, depending on the type of incident.

##### **3.1.1 Emergency Co-ordinator**

The Manager Operations is the designated Emergency Co-ordinator for Port of Tauranga Limited. He is responsible for the direction and co-ordination of any emergency response undertaken in accordance with this manual.

##### **3.1.2 Alternative Emergency Co-ordinator**

In the absence of the Manager Operations, his responsibility will be carried out by the Manager Operations Services & Security or his nominated alternate.

### **4.0 HAZARDOUS SUBSTANCES**

#### **4.1 IN TRANSIT (PIPED)**

All hazardous substances that are piped over the Port of Tauranga wharf area to or from neighbouring companies' storage facilities have a Ship's Manifest and Customs Clearance Certificate detailing what each substance is.

A manifest is supplied by the relevant ship's agent before the vessel arrives in port and NZ Customs Department supplies a Customs Clearance Certificate. These two items are distributed to the following:

- Cargo Supervisor

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- Customer Service Centre (if substance unknown, the New Zealand Fire Service to be advised)
- Shipping agent
- Stevedore or company responsible for discharge
- Importing company

### **4.2 IN STORE ON SITE**

All hazardous substances that are stored within the Port of Tauranga wharf area for purposes of importing/exporting have a Dangerous Goods Certificate supplied by the importer/exporter of the substance, before or when the goods are received.

Copies of the Dangerous Goods Certificate are distributed to the following as appropriate:

- Cargo Supervisor
- Cargo Shed Office (inside storage only)
- Customer Service Centre
- Truck driver (delivering / receiving substance)
- Tauranga Container Terminal

### **4.3 HAZARDOUS SUBSTANCES USED BY PORT COMPANY**

All hazardous substances used and handled by Port of Tauranga staff are stored in a secure area and used in a safe and clean environment.

Appropriate hazardous substance registers must accompany these items that are located in the following areas:

### **4.4 HAZARDOUS SUBSTANCE RESIDUE**

If you suspect incoming containers and / or cargo may have hazardous residue eg dust you will need to contact the Public Health Service who will liaise directly with Custom's Integrated Targeting and Operations Centre (ITOC) and the Ministry of Health Environmental and Border Health to obtain further information about the vessel and cargo.

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LOCATION	STORAGE FACILITY	REGISTER LOCATION
<b>Butters Area:</b>	Dangerous Goods Store	Works office, foyer wall
<b>Transfer Station:</b>	Storeroom	Store room
<b>Pilot Launch Amenities:</b>	Pilot launch – gear store	Lunch room
	Tugs – gear store	
	Tugs – oil locker	
<b>Tug Tai Pari:</b>	Deck locker	
<b>Tug Tai Timu:</b>	Deck locker	
<b>Tug Sir Robert:</b>	Oil and paint locker	Tug office
<b>Terminal:</b>	X	X
<b>Car/Plant Wash:</b>	X	X
<b>Engineering and</b>		On workshop office wall
<b>Electrical Workshop –</b>	Dangerous Goods Store	
<b>Sulphur Point</b>		

### 5.0 NOTIFICATION OF AN EMERGENCY

This section of the Emergency Procedures Manual covers the notification to personnel that an emergency exists. The method of communicating this information will depend on the particular situation, but can be summarised under the two principal methods of **Alarm System** and **Verbal Notification**.

In all cases, the raising of an alarm plays a vital role in communicating the situation between the individual raising the alarm and all other persons involved.

The notification of an evacuation is provided for in Section 6.

#### 5.1 ALARM SYSTEM

The activation of a fire alarm system automatically declares a fire emergency within the port area. To communicate the alarm to the New Zealand Fire Service, dial 111 (once you have an outside line). The likely response time from giving the alarm to the arrival of the first emergency equipment is less than five minutes.

The notification of an evacuation is provided for in Section 6.



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### **5.2 VERBAL NOTIFICATION**

In certain situations, such as those not involving fire, the alarm may be given verbally. This in no way reduces the urgency of the situation and appropriate action in accordance with this manual should be taken.

## **6.0 EVACUATION PROCEDURES**

### **6.1 GENERAL**

This section presents the evacuation procedures to be followed in emergency situations where human life is threatened. In these instances, the evacuation of buildings and working areas is of paramount importance. In order to confirm that all personnel are accounted for, it is important to conduct a head count at a place designated for this purpose and familiar to all personnel involved.

### **6.2 PORT EVACUATION**

When a decision is made to evacuate any Port of Tauranga building or the port area, the following notification systems and procedures will apply.

On advice of a recommendation to evacuate, the on duty CSC operator will advise all port staff and port users, by means of email and text message, of the appropriate recommended action to take.

Port operations will take guidance from civil emergency authorities as appropriate. These authorities will take control.

All exit gates from the port will be opened and evacuees will exit the port via the closest gate.

Each company will be responsible for head count at its designated assembly point and the result of that head count will be recorded.

Port Security staff on mobile patrol will advise the senior officer of the emergency service present of any incident which may require expert emergency attention.

Masters of ships in port should, on receipt of any evacuation warning, immediately contact Tauranga Port Radio on VHF channel 12 for further advice and information.

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If the emergency demands immediate evacuation of the CSC and staff are unable to instigate the evacuation process, CSC staff or senior Port staff member present shall alert the Rail Desk at Tauranga Container Terminal (24 hours) Tel: 572 8765 or extension 765.

TCT Rail staff shall instigate the mass text and email evacuation procedures.

Refer Appendix 8 for instruction on mass text and email alert evacuation procedure.

In the case of emergency evacuation of the tanker berth, the Customer Service Centre will advise the following:

BOPRC Pollution Hot Line	0800 884 883
BP Depot	07 572 7100 / 0274 947 678
Butters Workshop	0274 797 972 / 0274 991 196
C3 Tally Yard	07 572 8919
Chevron Depot	07 574 4372 / 0272 438 892
Duty Harbourmaster	07 928 3385
Golden Bay	07 575 7169
Gull Depot	07 572 3806 / 021 444 966
Kiwi Forest Industries	07 575 0323 / 0274 905 773
Mobil Depot	07 575 4077 / 0274 436 703
Grain Corp Liquid Terminals	07 575 6536
Stolthaven	07 575 3714
Z Depot	027 533 3461

### **6.3 PERSONNEL ASSEMBLY AREAS**

It is the responsibility of all personnel and contractors to be familiar with the procedures applicable to them.

In the event of an emergency evacuation:

- Walk immediately to the designated personnel assembly area by the safest and most direct route.
- Assist the person taking the head count by standing still and checking for the presence of colleagues.

### **6.4 GENERAL ASSEMBLY AREAS**

#### **Mount Maunganui Wharf Area:**

- Port of Tauranga Administration Building – assemble outside flag poles on Salisbury Avenue or in truck triangle outside No.1 Shed.

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- No 5 Berth north – assemble outside Rata Street gatehouse
- No 6 Berth to No 11 Berth – assemble outside Hull Road gatehouse
- No 11 Berth to Butters Landing – assemble south of Tasman Quay entrance
- Tanker Berth – assemble adjacent to access gate at Pacific Terminals

### **Tauranga Container Terminal/Sulphur Point:**

- Assemble on the boundary of the car park outside of the Terminal buildings.

### **6.5 SPECIFIC EVACUATION PROCEDURES: AMMONIA RELEASES FROM COLD / COOL STORES**

- Inform Emergency services
- Establish wind direction via Envieu.

**NB:** Windssocks are also located on the Cold Store and at N-end of Berth 23 and S-end of Berth 25 to indicate wind direction.

- Establish the **evacuation zone** according to the Initial Emergency Response Guide (IERG) – indicated immediately under the “Public Safety” heading in the IERG.

For Anhydrous Ammonia used in CSN an **immediate evacuation** of TCT yard areas within **100** metres in all directions should be initiated.

If a large spill is involved extend evacuation area to **800** metres.

- **If the straddle amenities are outside the evacuation zone** advise all straddle drivers and reefer operators, the location of the incident and the wind direction and that they are to place their container down carefully and proceed to the straddle amenities building. Operators are to remain clear of the evacuation zone and remain **up wind** of the incident site wherever possible.
- All personnel are to wait **inside** the straddle amenities for further instruction and roll call
- **If the straddle amenities are inside the evacuation zone** advise all straddle drivers and reefer operators, the location of the incident and the wind direction and that they are to place their container down carefully and proceed **up wind** to the stevedore amenities at either North berth or South berth, whichever is the most upwind location. Operators are to remain clear of the **evacuation zone** and remain **up wind** of the incident site wherever possible. All personnel are to wait **inside** the stevedore amenities for further instruction and roll call.

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- If the spill is considered large or a fire is involved and the IERG evacuation distance is greater than **800m**, a full site evacuation will be required. In this event inform straddle team leaders of situation and that all drivers to evacuate the straddle amenities in a controlled and safe manner and to muster in the south Terminal car park.
- Where vessel operations are occurring within the **800m evacuation zone**, TCT Planners to coordinate evacuation of all personnel located on board vessel as per the procedure outlined in the “TCT Hazardous Emergency Response ON BOARD VESSEL”.
- Check communication plan **Communications** has been actioned

### **Communications**

TCT Ops to notify:

- Emergency services
- Customer Service Centre
  - Manager Terminal Operations & Terminal Logistics Manager
  - Group Health & Safety Manager
  - Service Provider Management (ISL / C3 / QM / CCC / KiwiRail)
  - Transport Operators (if main truck exchange must be closed)

**Via emergency txt**

TCT Planners to notify:

- On board personnel via hatch man or foreman
- Vessel's command
- Line Operator of vessels alongside
- Local Border Agencies (NZ Customs & MPI)
- Vessel Planning Supervisor & Shipping & Planning

**Via emergency txt**

Accurate notes and details of activities are to be maintained during the emergency response process.

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### Mount Maunganui Cold Store:

Upon the release of ammonia:

- An alarm will sound.
- Move to assembly point by Rata Street gatehouse.
- If not clear of affected area, move up-wind of the cold store.
- A wind sock is located on the fence adjacent to the store to indicate wind direction.

### 6.6 EVACUATION WARDENS

There will be one designated warden for the Salisbury Avenue Administration building and one for the Tauranga Container Terminal office (Sulphur Point).

Each warden will have a high visibility vest, appropriately identified.

The warden will delegate appropriate persons to act as deputies and assume responsibility for designated departments within the two buildings. Outside of normal office hours or in the absence of the designated warden, the Customer Service Centre Co-ordinator on duty and the senior planner or R&D Co-ordinator (at the Terminal), as appropriate, will assume responsibility at the respective sites.

### EVACUATION / FIRE WARDEN SAFETY CODE OF PRACTICE

#### Scope

This code outlines the procedures to be taken by fire wardens during an evacuation. The material contained in this code is designed to introduce the responsibilities for fire wardens and assist them with training.

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### **Fire Alarm Procedures**

When the fire alarm sounds:

- 1 Don your warden's vest.
- 2 Assess whether the cause of the alarm is in your area of responsibility.
- 3 Encourage people to leave the area and oversee the activities of your delegated wardens if applicable.
- 4 Knock loudly on any locked doors, including toilet doors, and shout to occupants to evacuate. Don't spend unnecessary time waiting at a locked door for a response.
- 5 Should an individual refuse to leave, note their location.
- 6 Assist in directing building occupants to their closest emergency exit. Should the exit be blocked, direct the occupants to a secondary exit.
- 7 Follow the last person from the building and close any fire doors behind you.
- 8 Don't use elevators.
- 9 Direct people down stairways in single file, on the left hand side, to allow access for responding emergency personnel.
- 10 Assist anybody who has problems negotiating the stairs.
- 11 Try to keep occupants calm during and after the evacuation.
- 12 Take the visitors' log from the Reception desk with you before you vacate the building.
- 13 Once outside the building, direct the occupants to the designated assembly point.
- 14 Should you have important information for the Fire Service, such as location of individuals unable/unwilling to leave, location of the fire, or materials involved in the fire, appoint one of your delegated fire wardens to take charge and report to the nearest fire fighter.
- 15 Don't allow anyone to return to the building, even if the alarm stops. You will be directed to return by the Fire Department.

### **Fighting Fire**

- Fire wardens may choose to fight small fires due to their special position and training, however they should only fight fires to assist in the evacuation process.
- The first consideration when fighting a fire is personal safety. No-one should attempt to fight a fire if they have not been trained to do so or if they doubt that they will be able to contain the fire.
- Portable fire extinguishers are located in strategic positions around the building. Fire extinguishers can be used on small fires – never on a person.

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- Keep in mind that the average fire extinguisher supplies about 30 seconds or less of fire suppression. If the fire is too large to be suppressed in this time, leave the fire fighting to the professionals.

### **Proper operation of fire extinguishers:**

- 1 Pull the pin to release the handle.
- 2 Aim the extinguisher nozzle at the base of the fire.
- 3 Gently squeeze the top handle to the bottom handle.
- 4 Sweep nozzle from side to side, moving forward as you extinguish the flames.
- 5 When in doubt, don't attempt to fight the fire. Evacuate and leave the fire fighting to the Fire Department.

### **Post Evacuation Role**

Following an evacuation, Wardens must hold a formal de-brief session with the other wardens and complete the building evacuation report , in particular identifying any issues, problems, challenges encountered during the evacuation. This completed report must be logged into the VAULT database.

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## BUILDING EVACUATION CHECKLIST

<b>DATE:</b>			
<b>TIME:</b>			
<b>TYPE OF EVACUATION:</b>	<b>FIRE</b>	<b>FLOOD</b>	<b>OTHER/.....</b>

<b>SECTOR CLEARANCE</b>	
Ground Floor – CSC/Commercial	Cleared Y/N
Warden (name):	

Property Division	Cleared Y/N
Warden (name):	

1 <sup>st</sup> Floor	Cleared Y/N
Warden (name):	

<b>BUILDING CLEARED</b>	
Time:	
Time taken:	

<b>EXERCISE COMPLETED</b>	
Time:	
Signed (chief warden):	

<b>EVACUATION WARDEN TRAINING</b>	
Date:	
Signed (chief warden):	

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### **7.0 SPECIFIC EMERGENCY PROCEDURES**

#### **7.1 ACCIDENTS / INCIDENTS**

**IMPORTANT:** The Customer Service Centre should be the first point of contact (07 572 8888) in order for them to arrange and guide emergency services and / or medical personnel to and from the scene of the accident.

##### **Major Incidents**

- **Major Incidents include the following:**
  - Notifiable Events
  - Lost Time Injuries
  - Medical Treatment Injuries
  - Significant Property Damage Events and /or Near Hits
- Contact CSC immediately.
- CSC must then notify the appropriate Divisional Manager and Group Health & Safety Manager **as soon as reasonably possible by 'phone'**.
- The Group Health & Safety Manager must then notify the Corporate Services Manager who must then notify the Chief Executive and remaining Senior Management Team members **as soon as practically possible by 'phone'**.
- The supervisor / manager must complete an incident report in the **VAULT database** as soon as reasonably possible but no later than **one working day**.

##### **Minor Incidents (First Aid / Minor Near Hits / Minor Property Damage)**

- POTL workers shall report all minor incidents to their supervisor / manager within **one working day** of the incident.
- All minor incidents must be entered into the POTL VAULT incident database no later than **two working days** of the incident.

##### **Immediate WorkSafe NZ Notification (Notifiable Events)**

A notifiable event is when any of the following occurs as a result of work:

- A death
- Notifiable illness or injury
- Notifiable incident

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- For any Notifiable Event involving a POTL worker and / or operation, WorkSafe New Zealand are to be verbally notified by the POTL Manager in charge of the operation as soon as possible by either:
  - 1 **Telephone** 0800 030 040
  - 2 [Complete the online notification form](#)

### **Immediate Police Notification (Fatality)**

- For any fatalities involving a POTL worker, the POTL Group Health & Safety Manager is to be **verbally notified by phone (027 246 3548)** as soon as is reasonably possible.
- Group Health & Safety Manager notifies the Police and Corporate Services Manager immediately.
- Corporate Services Manager to immediately notify the Chief Executive and other members of SMT of the fatal incident
- Corporate Services Manager to invoke media blackout protocols on the incident.
- Group Human Resources Manager to seek immediate victim support assistance for deceased's immediate family and / or partner

## **INCIDENT MANAGEMENT**

### **Preserve the site (Freeze the Scene)**

The POTL Manager in charge of the workplace and / or operation involved in the Notifiable Event must take all reasonable steps to ensure that the site of the notifiable event **is preserved and not disturbed** until a WorkSafe Inspector authorises you to do so.

#### **The site may **only** be disturbed if:**

- you need to assist the injured person
- it's essential to make the site safe or minimise the risk of someone else being hurt or killed
- directed to do so by the Police
- permitted by the WorkSafe or a WorkSafe Inspector.

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### To ensure the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the site should stop. Work may continue in other parts of the workplace.
- no alterations should be made to the plant, vehicles, or structures involved.

### **Incident Management Procedure**

#### **Initial Emergency Contact**

The Customer Service Centre should be the first point of contact (07 572 8888) in order for them to arrange and guide emergency services and / or medical personnel to and from the scene of the accident.

#### **After the Initial Incident / Accident**

Once assistance has been given by emergency services, contact the injured person's supervisor.

#### **Supervisor To:**

Secure site if a Notifiable Event, ensuring nothing is removed (unless it hinders personal safety). See "**Preserve the site (Freeze the Scene)**" for guidance.

- Ensure the area is safe to prevent any recurrence of the accident
- Immediately advise the appropriate Manager of the incident.

#### **Manager To:**

- Notify their Divisional Manager and Group Health & Safety Manager immediately of the incident detailing the nature and severity of the incident.
- Notify WorkSafe NZ and the scene frozen if the incident is a Notifiable Event.
- Record the incident in the VAULT database as soon as practicable.

#### **Divisional Manager To:**

- Notify the Corporate Services Manager, Chief Executive and remaining Senior Management Team members.

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### **Group Health & Safety Manager to:**

- Ensure WorkSafe NZ have been correctly notified and the scene frozen if the incident is a Notifiable Event.
- Ensure Corporate Services Manager has been notified.
- Ensure Group Human Resources Manager has been notified.

### **Emergency Rescue from Ship**

The purpose of these instructions is to provide assistance in the event of an emergency situation where a person requires assistance/rescue from a hard to reach position on board a vessel.

Where a stevedore or crew member becomes involved in a situation on board any vessel that requires an extraction or on-site first-aid assistance and specialised extraction equipment is required, the following procedures shall apply:

- The stevedore, foreman or supervisor shall immediately provide first-aid assistance as appropriate.
- The stevedore, foreman or supervisor shall immediately make contact with emergency services and request assistance.
- Provide the Port of Tauranga Customer Service Centre (07 572 8888) with a situation report and make any immediate requests for assistance.

### **The Customer Service Centre will:**

- Offer and provide any assistance as required.
- Send a mobile Security patrol to the scene to assist. Security to take any appropriate safety/rescue equipment (defibrillator, first aid kit).
- Call emergency services as required.
- Arrange for POTL Security to escort emergency services from the security gates to the incident scene.
- Call for specialised rescue equipment as deemed appropriate by the scene commander.
- Seek advice from the scene commander as to the assistance or equipment needed to effect any rescue.

### **Contact Numbers:**

McLeod Crane Hire	Tel	021 537 504	24 hours
Pollock and Sons Crane Hire	Tel	07 574 2951	24 hours

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The Customer Service Centre will advise the crane hire company of the nature of the incident and a description of the incident scene so that they can determine the most suitable plant or machinery to deploy.

The scene commander will determine if either crane hire company should provide any additional rescue plant or machinery.

### **7.1.5 Emergency Rescue Platform Procedure Tauranga Container Terminal – Sulphur Point**

**Purpose:** In the event of an emergency situation where a person has fallen into a vessel hold and / or the victim is in a hard to reach position onboard a vessel.

#### **Hatch Man Responsibilities**

- Call an “ALL STOP, ALL STOP, ALL STOP” on channel 14
- Notify TCT Ops on channel 14 with details of what has happened
- Notify Foreman
- Instruct a straddle to collect emergency rescue platform from old crane amenities yard and deliver to the correct crane. Consider position of victim and which way the platform is positioned under the crane. Platform can be lowered over the top of the victim providing it has been placed correctly under the crane
- Instruct the crane driver to lock onto the emergency rescue platform and standby
- Wait for the emergency services to arrive at rescue platform
- Ride with the emergency services staff in the rescue platform providing communications to the crane driver

#### **Foreman Responsibilities**

- Ensure most appropriately trained staff attend to victim with first aid kit
- Ensure all staff not required for assistance return to portacom
- Ensure Emergency Services have clear access to the vessel without delay
- Liaise with Emergency Services on arrival – provide victim name etc
- Notify stevedoring Management (management to notify next of kin)
- Discuss with TCT Ops for non affected operations to restart (other vessels)

## *Emergency Procedures Manual*

### **TCT Ops Responsibilities**

- Collate information from the hatch man
  - Location
  - Type of probable injury – Fall, crush, head injury, broken limbs
  - Victim name
- Call 111 requesting Ambulance service and Fire Dept (**Your location is: Port of Tauranga, Tauranga Container Terminal, Sulphur Point, North end of Mirrielees Road**)
- Call Customer Service Centre to arrange shuttle to guide emergency services from gate to accident scene or make alternative arrangements to ensure an escort is available.
- Contact Terminal Shipping & Planning Manager and Terminal Logistics Manager
- Consider non effected operations that could restart without impeding Emergency Services arrival.

### **Crane Driver Responsibilities**

- Ensure the emergency rescue platform has been placed under the crane the correct way around to provide the best access to the victim
- Follow all direction from the hatch man and / or Foreman and / or Emergency Services.

### **Emergency Services Responsibilities**

- On arrival take over all care of the victim
- Coordinate rescue of victim utilising the emergency rescue platform if deemed appropriate.

## Emergency Procedures Manual

### 7.1.6 Tauranga Container Terminal Rescue Equipment - Sulphur Point



#### Container crane rescue platform:

Container crane locks onto this just like a container. Designed to land over the top of the victim, primarily used in tight positions on board ships. Most likely scenario, victim fallen into ship's hold.



#### Straddle Rescue Platform

This platform is used exclusively for patient rescue from straddle carrier drivers' cabins. Rescue straddle locks on and raises to victim enabling emergency services to extract victim.



### 7.1.7 Person Falling From the Wharf into the Water

#### Personnel Cage

This is used on a daily basis by stevedores but could be utilised to transport firefighting equipment and fire staff onto ships' decks and can only be used under deck in case of emergency. Container crane locks onto this just like a container.

#### Action by Witness:

Take immediate action by throwing a lifebuoy to the person.



Lifebuoys are placed on light poles and wharf buildings along the Mount Maunganui and Sulphur Point wharves. See Appendix 5 of this manual.

- Raise an alarm by whatever measure available.
- Make immediate contact with the Customer Service Centre by phone on 572 8888 or extension 888.
- Provide accurate description of where the person in the water is and condition of the person as he / she appears.
- Remain on the wharf and keep the person in sight.
- Take whatever emergency action is appropriate considering your own capabilities.

**Action by the Customer Service Centre:**

- Make immediate contact with Port of Tauranga launch crew – request immediate assistance.
- Advise Pilot or Master of any vessel berthing or departing berth.
- Advise Manager Operations or Manager Operations Services & Security.
- Utilise Port of Tauranga CCTV and retain visual contact of person in water.
- Contact ambulance and arrange for Port of Tauranga Security to meet ambulance.
- Despatch trained first aid staff with defibrillator to safe arrival point.

## **7.2 SERIOUS ILLNESS AT WORK**

**ASSESS THE SITUATION** and decide on the priorities of action.

**CALL FOR ASSISTANCE**

**If emergency services required, dial 111** (once you have an outside line).

Indicate you are calling from the Tauranga area and give clear details of the situation and its exact location on the wharf.

**CHECK**

- Airway and breathing
- Bleeding
- Level of consciousness
- Shock
- Other needs
- Perform CPR and / or other first aid techniques as are required by the situation
- Perform CPR and / or other first aid techniques as are required by the situation.



**DO NOT**

Move the person unless there is immediate danger or difficulty in breathing makes it essential. If you must move the person, do so with extreme care.

**CONTACT**        The Customer Service Centre (CSC) to arrange for the guidance of the ambulance to and from the scene if necessary.

**CONTACT**        The Supervisor in order to arrange a relief etc for the ill person.

**CONTACT**        The appropriate Manager to notify of incident.

**7.3 DIVING EMERGENCY PROCEDURE**

- Ensure clear airway.
- Restore breathing – mouth to mouth resuscitation.
- Assure heart functioning – external cardiac massage.
- Stop massive bleeding.
- Call for medical assistance.
- If an entrapment problem, request more air supply.
- Administer 100% oxygen – oxy-viva resuscitator.
- Proceed to shore with all haste.
- Arrange for shore transport to medical aid.

**Remember:**

- Do nothing that will harm the diver.
- Do not give any drugs – including aspirin etc.
- Stress with phone calls for assistance that “**it is a diving emergency**”.

**To Arrange Medical Assistance:**

- Contact the **Customer Service Centre** (CSC) – call **Tauranga Port Radio Channel 12 or 16** all hours.
- The **CSC** to contact emergency services (**dial 111**), who should indicate they are calling from the Tauranga area and give clear details of the situation and exact location on the wharf.

**Procedure:**

- State that “**there is a diving emergency**”.
- State suspected cause of emergency if known and any other relevant information.
- State where diver is being taken to.
- Ask where doctor will meet diver and if any transport is required.

- Arrange transport if required.
- Confirm arrangements with diver.

## 7.4 FIRE

### 7.4.1 Fire in or on Port-owned Property

#### **At the Scene of the Fire:**

**RAISE ALARM** using manual fire alarms (where available).

#### **CALL FOR ASSISTANCE**

**If emergency services required, dial 111** (once you have an outside line).

Indicate you are calling from the Tauranga area and give clear details of the incident and exact location on the wharf.

**CONTACT** the Customer Service Centre (CSC) who will activate the evacuation alarm if necessary and arrange for the area to be secured and provide guidance for emergency services to and from the fire.

The CSC is to notify the Manager Operations, or in his absence, the Manager Wharf Services / Security, or their alternates.

**ASSIST** the Area Warden or senior staff member on duty who will undertake a thorough check of the area to ensure that **all personnel** have vacated.

Apply the requirements of Section 7.1.1 "Accident Resulting in Injury" if necessary.

When all personnel have evacuated the area and where there is no danger to yourself and others, if safe to do so, use appropriate fire fighting equipment (available).

### **7.4.2 Fire on Berthed Vessel**

#### **RAISE ALARM**

Dial 111 (once you have an outside line).

Indicate you are calling from the Tauranga area and give clear details of which vessel/s is / are involved and where it is berthed eg Mount Wharf, Sulphur Point.

#### **CONTACT**

Customer Service Centre (CSC)      Ph: 07 572 8888

**VHF Channel 16 or 12** (Tauranga Port Radio)

CSC is to notify Manager Operations, Manager Operations Services & Security and Duty Pilot as required.

The Manager Operations / Manager Wharf Services / Security / Duty Pilot (or as delegated by the former) will liaise with the CSC to determine who of the following is to be notified:

- Duty Pilot
- Manager Operations Services & Security
- Security (if appropriate)
- Harbourmaster
- Maritime New Zealand
- Ships' agents
- Linesmen
- Tugs
- Pilot launch
- Other vessels
- Pilots

The Manager Operations / Manager Wharf Services / Security / Duty Pilot (or as delegated by the former) is to provide liaison and communications between the emergency services and the Port of Tauranga Limited.

Customer Service Centre to:

- Open gates for emergency services.
- Cordon off area around vessel.

When all the concerned parties are in attendance and the situation has been assessed:

- The Manager Operations, or his alternate, in discussion with the Harbourmaster, is to decide whether other vessels should be moved for their safety.

The New Zealand Fire Service is to decide:

- If any cargo is to be shifted.
- If there is any risk to surrounding property.
- If there is any risk of explosion.
- If there are any hazardous substances involved.
- If there is any risk to Mount Maunganui or Tauranga residents.

Vessel and hazardous substance details are usually carried on board the vessel and located close to the gangway when in port.

If the Manager Operations, or his / her alternate, decides to deploy the mobile fire pump on board one of the tugs, then one of the following crane companies need to be contacted to supply a suitable crane.

McLeod Crane Hire	Ph: 021 537 504	24 hours
Pollock & Sons Crane Hire	Ph: 07 574 2951	24 hours

#### **7.4.3 Fire on Berthed Vessel Carrying Hydrocarbons or Chemicals in Bulk**

##### **RAISE ALARM**

- Dial 111 (once you have an outside line).
- Indicate you are calling from the Tauranga area and give clear details of the incident and where it is berthed eg Mount Wharf, Sulphur Point.
- **The vessel involved should stop all cargo work.**

##### **CONTACT**

Customer Service Centre    Ph: 07 572 8888    VHF Channel 16 or 12(TRG Port Radio)

Customer Service Centre is to notify as required:

- Duty Pilot
- Manager Operations Services & Security
- Manager Operations
- Security (if appropriate)
- Harbourmaster
- Maritime New Zealand
- Ships' agents
- Linesmen
- Tugs
- Pilot launch
- Other vessels
- Pilots

The Manager Operations / Manager Operations Services & Security / Duty Pilot (or as delegated by the former) is to provide liaison and communications between emergency services and Port of Tauranga Limited.

When all the concerned parties are in attendance and the situation has been assessed the following should be decided:

- If there is any risk to surrounding property.
- If there is any risk to Mount Maunganui or Tauranga residents.

If the Manager Operations (or as delegated by the former) decides to deploy the mobile fire pump aboard one of the tugs then one of the following crane companies need to be contacted to supply a suitable crane.

McLeod Crane Hire	Ph: 021 537 504	24 hours
Pollock & Sons Crane Hire	Ph: 07 574 2951	24 hours

#### **7.4.4 Fire on Vessel in Roadstead**

Notification of fire will normally be direct from the vessel to the Customer Service Centre (Tauranga Port Radio).

### **CONTACT**

The Customer Service Centre to notify as required:

- Emergency services
- Duty Pilot
- Manager Operations Services & Security
- Security (if appropriate)
- Manager Operations
- Harbourmaster
- Ships' agent
- Maritime New Zealand
- Tugs
- Pilot launch
- Property Services Manager

The Customer Service Centre is to set up communications between the vessel and the emergency services.

When all the concerned parties are in attendance and the situation has been assessed, the following are to be decided:

- How best to tackle the fire
- If there is any risk of explosion
- If any hazardous substances are involved
- If there is risk to Mount Maunganui or Tauranga residents

Floating plant is to provide transport and fire fighting capability. Additional personnel and workboats are available through the Watch Office and Property Division.

When the fire is under control, the Manager Operations, or his alternate, in consultation with the emergency services and other concerned parties, is to decide whether to berth the vessel for drying down and / or further assessment.

If the Manager Operations, or his / her alternate, decides to deploy the mobile fire pump aboard one of the tugs, then one of the following crane companies need to be contacted to supply a suitable crane.

McLeod Crane Hire	Ph: 021 537 504	24 hours
Pollock & Sons Crane Hire	Ph: 07 574 2951	24 hours

## 7.5 SPILLAGE

### 7.5.1 General

Spillages of oil or toxic substances represent a threat to the environment and therefore the cleanup of any pollution of this kind is a priority. Personnel working within the port area are requested to keep a careful watch for pollution and to report it promptly if any is found. Persons who are called out in response to a pollution incident are requested to give their utmost support and effort to the cleanup operation.

**Tier I:** Oil spill contained on land. No fear of contamination.

**Tier II:** Oil spill in harbour or discharged into harbour or waterway.

### 7.5.2 Oil Spill

#### **Reporting Oil Spills / Pollution**

##### ***By Telephone***

All reports of oil spills / pollution within the Tauranga Harbour limits are to be directed to the Harbourmaster.

<b>Harbourmaster</b> Ph: 0800 884 880 Ph: 0275 193 559	<b>BOPRC</b> <b>Pollution Hot Line</b> Ph: 0800 884 883	<b>Port of Tauranga</b> <b>Customer Service Centre</b>
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##### ***By Radio***

All reports from shipping or marine radio are to be directed through the Customer Service Centre (Tauranga Port Radio) – VHF Channel 16 or 12.

##### ***Tier I Response***

All reports of oil spills / pollution on land with no likelihood of spillage into the harbour or waterways must be reported to the Customer Service Centre who will determine the size of the spillage from the information received and notify one of the managers – see the Crisis Recovery and Communications Plan (which is held by each divisional Manager).

##### ***Tier II Response***

Details of response and clean up strategies for oil pollution are contained in the **Bay of Plenty Regional Council's Tier II Oil Spill Contingency Plan**. This comprehensive plan is maintained by Bay of Plenty Regional Council and is available at the following place within the port areas:

- Customer Service Centre

##### ***Tier I Clean Up***

Oil spill cleanup equipment is located at the following places:

- Sulphur Point – Yellow container east of G Block or C Block, slot B1. Key from TCT Operations
- Mount Maunganui – Cargo Services
- Mount Maunganui – Blue shed at intersection of Hull Road / Wharf Road. Key from Security / CSC

In the event of an oil spill, personnel will be drawn from various organisations to make up a response team.

(See the Crisis Recovery and Communications Plan which is held by each divisional Manager.)

**Tier II Clean Up**

Refer to Bay of Plenty Regional Council's Plan.

**7.5.3 Hazardous Substance Spill – Mount Wharves****Spill Discovered on a Ship Berthed Alongside**

In any spill where hazardous substances are involved, there is the potential of serious risk to any person approaching the spill. The best course of action to take is to get upwind of the incident and call the Customer Service Centre.

**CONTACT**

The Customer Service Centre, phone 07 572 8888 (or ext 888) and give details of the incident, name of the vessel and approximate position of the spillage on board.

The Customer Service Centre to:

- Advise the stevedoring supervisor immediately.
- Advise vessel Master or person in command.
- Notify Mount gatehouses of pending arrival of emergency services. Direct Security/shuttle to arrange initial cordon and evacuation of premises downwind.
- Initiate location of documentation to identify the hazardous material.

The Customer Service Centre to contact:

- |   |                  |
|---|------------------|
| • New Zealand Fire Service  | Dial 111         |
| • Pacific Health  | Ph: 07 579 8000  |
| • Bay of Plenty Regional Council Pollution Hot Line<br>(if potential spillage into harbour) | Ph: 0800 884 883 |

and one of the following:

- Manager Operations
- Manager Operations Services & Security
- Property Services Manager

**PORT STAFF WILL:**

Liaise with emergency services and offer any assistance requested.

- Assist with provision of machinery to remove container to the container wash facility.  
Note: can also use hydrogen peroxide bund.
- Arrange clean up materials as requested by New Zealand Fire Service.



- Spill clean-up equipment is stored at the Cargo Services Office and the spill equipment sheds adjacent to the rail line at the intersection of Hull Road and Wharf Road.

**DO NOT**

Attempt to take any remedial action until instructed to do so either by the operations personnel named above or by a member of the emergency services.

**GENERAL**

Dangerous Goods Declarations are held at the Customer Service Centre.

The New Zealand Fire Service co-ordinates the Tauranga Hazardous Substances Technical Liaison Committee which is a body of professional and other parties who can be called upon in a hazardous substances spill.

When the hazardous substance spill is within a Port of Tauranga work area, the Customer Service Centre will notify:

- Manager – Civil Works, or in his absence
- Property Services Manager

**CONTROL THE SPILLAGE**

Can the product be moved to a safer location? (Keep to sealed areas to avoid soil contamination and avoid any product entering the harbour). Suggest moving to:

- Mount Maunganui Container Wash site (close valve)

**Spill Discovered On Wharf Apron**

In any spill where hazardous substances are involved there is the potential of serious risk to any person approaching the spill. The best course of action to take is to get upwind of the incident and call the Customer Service Centre:

**CONTACT**

The Customer Service Centre, phone 07 572 8888 (or ext 888) and give details of the incident and the position of the spillage.

The Customer Service Centre to:

- Advise the stevedoring or marshalling supervisor immediately
- Notify Mount gatehouses of pending arrival of emergency services. Direct security/shuttle to arrange initial cordon and evacuation of premises downwind.
- Initiate location of documentation to identify the hazardous material.



The Customer Service Centre to contact:

- |   |                  |
|---|------------------|
| • New Zealand Fire Service  | Dial 111         |
| • Pacific Health  | Ph: 07 579 8000  |
| • Bay of Plenty Regional Council Pollution Hot Line<br>(if potential spillage into harbour) | Ph: 0800 884 883 |

and one of the following:

- Manager Operations Services & Security
- Manager Operations
- Property Services Manager

Port staff will:

- Liaise with emergency services and offer any assistance requested.
- Assist with provision of machinery to remove container to the container wash facility.  
Note: can also use hydrogen peroxide bund.
- Arrange clean up materials as requested by New Zealand Fire Service.
- Spill clean-up equipment is stored at the Cargo Services Office and the spill equipment sheds adjacent to the rail line at the intersection of Hull Road and Wharf Road.

## **DO NOT**

Attempt to take any remedial action until instructed to do so either by the operations personnel named above or by a member of the emergency services.

Dangerous Goods Declarations are held at the Customer Service Centre.

The New Zealand Fire Service co-ordinates the Tauranga Hazardous Substances Technical Liaison Committee which is a body of professional and other parties who can be called upon in a hazardous substances spill.

When the hazardous substance spill is within a Port of Tauranga work area, the Customer Service Centre will notify:

- Manager – Civil Works, or in his absence, the Property Services Manager

### **7.5.4 Procedures to Minimise Hazard**

In the event of a spill of product within the wharf area, the following guidelines should be adopted:

- Identify the product.

- Determine whether the product is hazardous or not. (Even if not hazardous, it could pose environmental problems in bulk form).
- Hazardous Substances Officer, Tauranga City Council, can assist with identification, ph: 07 577 7000 (24/7)

### **Control the Spillage**

Can the product be moved to a safer location? (Keep to sealed areas to avoid soil contamination and avoid any product entering the harbour).

- Mount Maunganui Container Wash site (close valve)
- Hydrogen peroxide bund area

#### **7.5.4 TCT Hazardous Commodity Leak - Tauranga Container Terminal (TCT) Sulphur Point**

##### **Emergency Response – ON BOARD VESSEL**

In the event of **uncontrolled Hazardous** substance release or a person reporting feeling unwell as a result of an **unidentified odour** detected on board a vessel berthed alongside at Tauranga Container terminal (TCT):

##### **Initial Response**

- TCT Ops to call an emergency “all stop” on all operating channels in use (13/14/15/17/20) and all operating cranes channels. Advise all personnel (foreman, straddles, stevedores, cranes, electricians, reefer service providers) there is an emergency situation and a “hazardous exclusion zone is being initiated”.
- TCT Ops to establish wind direction utilising enView.
- Contact Emergency services by dialling 111, advise it is a Hazardous substance spill situation and request to attend:
  - Fire Services
  - Ambulance – if personnel have been exposed and / or are feeling unwell
  - Police - advise Terminal operations have ceased and traffic control is required
- Contact CSC and advise of the situation. Request TCT specific emergency txt to be activated, and immediate assistance from security for emergency services escort, personnel transfer and / or communication purposes. A van is required to be dispatched.

- The emergency response txt will activate the terminal emergency response team who will take over the emergency response management once on site
- Emergency services to be provided with radio comms from TCT on arrival
- Once emergency services are on site they are deemed to be in control of the emergency response and all instructions / requests by emergency services are to be complied with.
- If possible TCT Planner to identify the on board location of the spill / incident and the hazardous substance involved. Identification to be via the TOS utilising container number, location and verbal / radio communications. The incident site should not be approached by any personnel until product has been identified and / or emergency services are present.
- If substance is known / has been identified, initiate Procedure 1.
- If substance is unknown / has not been identified, initiate Procedure 2.

### **Procedure 1: Uncontrolled release of Known Hazardous Substances Located and Identified On Board Vessel**

#### **IMMEDIATELY ON IDENTIFICATION OF THE HAZARDOUS PRODUCT, TCT OPS TO:**

- Inform Emergency services of product type
- Perform a Google search using the Citrix application for the substance “Material Safety Data Sheet” (MSDS) and 4 x copies printed. 1 x copy to be handed to each of the emergency services at earliest possible time (at gatehouse on way in). 1 x copy to remain at TCT for emergency response team

**ESTABLISH THE ISOLATION ZONE** according to the IERG – this is the “isolation distance” indicated immediately under the “Public Safety” heading in the IERG

- If the Hazardous container involved possesses multiple hazards, the most hazardous substance is to be referenced when determining the isolation distance and other information within the IERG response guide.
- If you are unsure, the initial isolation zone for all personnel to be established at 100m
- TCT Planners to advise vessel command to “protect in place”. All vessel crew to return to quarters, close all windows and doors and deactivate ventilation systems.
- TCT Planner to coordinate with foreman so that all on board personnel operating in the isolation zone and capable of exiting the vessel without increasing exposure (ie

reduce distance to hazardous spill), or are capable of exiting the vessel without entering the exclusion zone are to evacuate the vessel immediately and assemble at the nominated assembly point according to the guidelines within the “Evacuation assembly point - Potential locations” outlined below.

- TCT Planner to coordinate with foreman so that all on board personnel operating in the isolation zone who cannot evacuate the vessel without risk of increasing exposure (ie reduce distance to hazardous spill), or are outside the isolation zone but unable to exit without transiting the isolation zone are to assemble at either the bow or stern of the vessel dependent on their current location.
- Personnel required to assemble at either the bow or stern of the vessel are to be evacuated via personnel cage / rescue platform. Once off the vessel, such personnel are to be provided clear advice as to the required route to the nominated assembly point to ensure they do not transit the exclusion zone. **Note:** personnel working cranes and / or differing berth locations may have to travel different routes.
- Crane drivers are to assemble at the same (on shore) assembly point as that nominated for on board personnel.
- For on board personnel located at either the bow or stern of the vessel: TCT planner to Initiate rescue effort by informing emergency services and arranging resources required e. rescue platform, Kalmar straddle, crane, crane operator.
- Terminal vehicles to be made available to transport on board personnel and crane drivers where necessary.
- The emergency services will determine if an evacuation is required, however if they are delayed and the spill is considered large, ie tank ruptured the evacuation distance utilised in the IERG should be utilised.
- If the spill is considered large and the IERG evacuation distance is greater than 600m, a full site evacuation is required. In this event, inform foreman and stevedores of situation and that all stevedores are to evacuate the stevedore amenities in a controlled and safe manner and to muster in the south Terminal car park.
- Where **OTHER** vessels are within the isolation zone, TCT Planners to advise vessel command to “protect in place”. All vessel crew to return to quarters, close all windows and doors and deactivate ventilation systems.
- Check communication plan **Communications** has been actioned
- Accurate notes and details of activities are to be maintained during the emergency response process.

### **Evacuation Assembly Point - Potential locations**

Northerly wind - North Berth 23 stevedores' hut

Southerly wind - South Berth 25 Stevedores hut.

Easterly/Westerly wind - North 23 / South 25 Berth huts as appropriate.

### **Procedure 2: Unknown Haz Substances / Unidentified Odour Where Personnel Have Reported Feeling Ill as a Result ON BOARD VESSEL**

- If the product and location is identified at any point revert to the most relevant position in Procedure 1.
- In the event of unidentified odour detected on board where personnel have reported feeling ill, the (entire) vessel where the odour has been detected is considered the spill location. Establish the **isolation zone** according to the IERG – this is the “isolation distance” indicated immediately under the “Public Safety” heading in the IERG
- TCT Planner to utilise the “worst case” scenario of “Gases – Toxic, Flammable” – Guide 05 of the IERG (page 210) to be utilised for isolation and evacuation distances.
- If you are unsure, the initial isolation zone for all personnel to be established at 100m
- TCT Planners to advise vessel command to “protect in place”. All vessel crew to return to quarters, close all windows and doors and deactivate ventilation systems.
- Personnel are not to enter the container stowage area to attempt to identify the source
- All on board personnel operating in the exclusion zone (the entire vessel) are to evacuate the vessel immediately and assemble at the nominated assembly point according to the guidelines within the “Evacuation assembly point - Potential locations” outlined below.
- Crane drivers are to assemble at the same (on shore) assembly point as nominated for on board personnel
- Terminal vehicles to be made available to transport on board personnel and crane drivers where necessary.
- The emergency services will determine if an evacuation is required, however if they are delayed and the spill is considered large, ie tank ruptured the evacuation distance utilised in the IERG should be utilised.
- If the spill is considered large and the IERG evacuation distance is greater than 600m, a full site evacuation is required. In this event, inform foreman and stevedores of situation and that all stevedores are to evacuate the stevedore amenities in a controlled and safe manner and to muster in the south Terminal car park.

- Where **OTHER** vessels are within the isolation zone, TCT Planners to advise vessel command to “protect in place”. All vessel crew to return to quarters, close all windows and doors and deactivate ventilation systems.
- Check communication plan **(3) Communications** has been actioned
- Accurate notes and details of activities are to be maintained during the emergency response process.

### **Evacuation Assembly Point - Potential locations**

Northerly wind - North Berth 23 Stevedores hut.

Southerly wind - South Berth 25 Stevedores hut.

Easterly/Westerly wind - North 23 / South 25 Berth huts as appropriate.

### **Communications**

TCT Ops to notify:

Via emergency txt

- Emergency services
- Customer Service Centre
- Manager Terminal Operations & Terminal Logistics Manager
- Group Health & Safety Manager
- Service Provider Management (ISL / C3 / QM / CCC / KiwiRail)
- Transport Operators (if main truck exchange closed)

TCT Planners to notify:

Via emergency txt

- On board personnel via hatch man or foreman
- Vessel command to “protect in place”. All vessel crew to return to quarters, close all windows and doors and deactivate ventilation systems.
- Maritime New Zealand
- Line Operator
- Local Border Agencies (NZ Customs & MPI)
- Vessel Planning Supervisor & Shipping & Planning Manager

### **Resumption of Operations**

- Ensure all staff remain at evacuation assembly point and operation are not to continue until the “all clear” is received from the emergency response team.
- Operations will only resume on direction of incident commander (and post coordination center meeting to discuss safe and orderly plan to resume work.

## **Leaking Container if HAZARDOUS on a Vessel Berthed Alongside**

### **7.5.5 TCT Hazardous Commodity Leak: Emergency Response – In Yard**

In the event of **uncontrolled** hazardous substance release or a person reporting feeling unwell as a result of an **unidentified** odour detected within the container storage / straddle operating area.

#### **Initial Response**

- TCT Ops to call an emergency “all stop” on all operating channels in use (13/14/15/17) and all operating cranes channels. Advise all personnel (straddles, stevedores, cranes, reefer service providers) there is an emergency situation and a “hazardous exclusion zone is being initiated”.
- Establish wind direction utilising en-view.
- Contact Emergency services by dialling 111, advise it is a Hazardous substance spill situation and request to attend:
  - Fire Services
  - Ambulance – if personnel have been exposed and / or are feeling unwell
  - Police - advise Terminal operations have ceased and traffic control is required
- Contact CSC and advise of the situation. Request TCT specific emergency txt to be activated, and immediate assistance from security for emergency services escort, personnel transfer and / or communication purposes. A van is required to be dispatched.
- The emergency response txt will activate the Terminal emergency response team who will take over the emergency response management once on site
- Emergency services to be provided with radio comms from TCT on arrival
- Once emergency services are on site they are deemed to be in control of the emergency response and all instructions / requests by emergency services are to be complied with.
- If possible, TCT Ops to identify the location of the spill / incident and the hazardous substance involved. Identification to be via the TOS utilising container number, location and verbal / radio communications. The incident site should not be approached by any personnel until product has been identified and / or emergency services are present.
- If substance is known / has been identified, initiate Procedure 1.
- If substance is unknown / has not been identified, initiate Procedure 2.



**Procedure 1: Uncontrolled release of (Known) Haz Substances Located and Identified in Terminal Operating Area**

**IMMEDIATELY** on identification of the Hazardous product TCT Operations to:

- Inform Emergency services of product type
- Perform a Google search using the Citrix application for the substance MSDS (Material Safety Data Sheet and 4 x copies printed. 1 x copy to be handed to each of the emergency services at earliest possible time (at gatehouse on way in). 1 x copy to remain at TCT for emergency response team

**ESTABLISH THE ISOLATION ZONE** according to the IERG – this is the “isolation distance” indicated immediately under the “Public Safety” heading in the IERG

- If the Hazardous container involved possesses multiple hazards, the most hazardous substance is to be referenced when determining the isolation distance and other information within the IERG response guide.
- If you are unsure, the initial isolation zone for all personnel to be established at 100m

**IF THE STRADDLE AMENITIES ARE OUTSIDE THE ISOLATION ZONE** (see Appendix 1): Advise all straddle drivers and reefer operators, the location of the incident and the wind direction and that they are to place their container down carefully and proceed to the straddle amenities building. Operators are to remain clear of the isolation zone and remain up wind of the incident site wherever possible.

- All personnel are to wait **inside** the straddle amenities for further instruction and roll call.

**IF THE STRADDLE AMENITIES ARE INSIDE THE ISOLATION ZONE** (see Appendix 1): Advise all straddle drivers and reefer operators, the location of the incident and the wind direction and that they are to place their container down carefully and proceed to the stevedore amenities at either North berth or South berth, whichever is the most upwind location. Operators are to remain clear of the isolation zone and remain up wind of the incident site wherever possible.

All personnel are to wait **inside** the stevedore amenities for further instruction and roll call.

- The emergency services will determine if an evacuation is required, however if they are delayed and the spill is considered large, ie tank ruptured by straddle or other equipment, the evacuation distance utilised in the IERG should be utilised.
- If the spill is considered large and the IERG evacuation distance is greater than 600m, a full site evacuation is required. In this event inform straddle team leaders of situation and that all drivers to evacuate the straddle amenities in a controlled and safe manner and to muster in the south Terminal car park.

Where vessel operations are occurring within the 100m isolation zone, TCT Planners to coordinate evacuation of all personnel located on board vessel as per the procedure outlined in the “TCT Hazardous Emergency Response ON BOARD VESSEL”

Check communication plan **(3) Communications** has been actioned

Accurate notes and details of activities are to be maintained during the emergency response process.

### **Procedure 2: Unknown Haz Substances / Unidentified Odour Where Personnel Have Reported Feeling Ill as a Result**

If the product and location is identified at any point revert to the most relevant position in Procedure 1.

Personnel are not to enter the container storage area to attempt to identify the source.

Any straddles and / or terminal equipment carrying containers within a 100m “isolation zone” from the straddle amenities are to continue via the shortest possible distance until they have reached a distance exceeding the 100m isolation zone. Place their container down carefully and proceed to the straddle amenities and await further instruction and roll call.

All straddles and / or terminal equipment carrying containers outside the 100m isolation zone from the straddle amenities to place their container down carefully and immediately make their way to the straddle amenities and await further instruction and roll call.

TCT Ops to utilise the “worst case” scenario of “Gases – Toxic, Flammable” – Guide 05 of the IERG to be utilised for isolation and evacuation distances.

Vessel operations will cease and TCT planner to advise on board personnel to make their way to the most upwind stevedore facility and await further instruction and roll call

Emergency services will determine if an evacuation is required.

Check communication plan **(3) Communications** has been actioned.

### **Communications**

TCT Ops to notify:

- Emergency services
- Customer Service Centre
- Manager Terminal Operations & Terminal Logistics Manager
- Group Health & Safety Manager
- Service Provider Management (ISL / C3 / QM / CCC / KiwiRail)
- Transport Operators (if main truck exchange closed)

**Via emergency txt**

TCT Planners to notify:

- On board personnel via hatch man or foreman
- Vessel's command
- Line Operator
- Local Border Agencies (NZ Customs & MPI)
- Vessel Planning Supervisor & Shipping & Planning Manager

**Via emergency txt**

### **Resumption of Operations**

Ensure all staff remain at evacuation assembly point and operation are not to continue until the "all clear" is received from the emergency response team

Operations will only resume on direction of incident commander (and post coordination center meeting to discuss safe and orderly plan to resume work

#### **7.5.8 TCT Hazardous Commodity Leak: Emergency Response – Rail Apron**

Response procedure for an **uncontrolled** hazardous substance release or a person reporting feeling unwell as a result of an **unidentified** odour detected within the CT site Rail apron area.

**Initial Response**

- QM staff to immediately contact QM team leader and TCT rail supervisor and describe situation details.
- TCT rail supervisor and QM team leader to advise all personnel on rail apron site (Kiwi rail, QM, NZL, SCS) there is an emergency situation and a “hazardous exclusion zone is being initiated” and they are to evacuate the affected area.
- TCT rail supervisor to inform TCT Ops and establish wind direction utilising Enview.
- TCT Ops to make call on all operating RT channels (13/14/15/17) and advise all potentially impacted personnel (straddles, reefer service providers, shed operations) of the exclusion zone in effect.
- Contact Emergency services by dialling 111, advise it is a Hazardous substance spill situation and request to attend:
- Fire Services
- Ambulance – if personnel have been exposed and / or are feeling unwell.
- NZ Police - advise Terminal operations have ceased and traffic control is required. Advise if wind direction / spill location mean public evacuation is also required.
- Contact CSC and advise of the situation. Request TCT specific emergency txt to be activated, and immediate assistance from security for emergency services escort, personnel transfer and / or communication purposes. A van is required to be dispatched. The emergency response txt will activate the Terminal emergency response team who will take over the emergency response management once on site.
- Emergency services to be provided with radio comms from TCT on arrival.
- Once emergency services are on site they are deemed to be in control of the emergency response and all instructions / requests by emergency services are to be complied with.
- If possible, TCT Rail supervisor to identify the location of the spill / incident and the hazardous substance involved. Identification to be via the TOS utilising container number, wagon / location, CCTV and verbal / radio communications. The incident site should not be approached by any personnel until product has been identified and / or emergency services are present.
- If substance is known / has been identified, initiate Procedure 1.
- If substance is unknown / has not been identified, initiate Procedure 2.

**Procedure 1: Uncontrolled release of (Known) Haz Substances Located and Identified in Rail apron area.**

- Immediately on identification of the hazardous product, TCT Rail to:
  - Inform Emergency services of product type
  - Perform a Google search using the Citrix application for the substance MSDS (Material Safety Data Sheet) and 4 x copies printed. 1 x copy to be handed to each of the emergency services at earliest possible time (at gatehouse on way in). 1 x copy to remain at TCT for emergency response team
- Establish the **isolation zone** according to the IERG – this is the “isolation distance” indicated immediately under the “Public Safety” heading in the IERG.
- If the hazardous container involved possesses multiple hazards, the most hazardous substance is to be referenced when determining the isolation distance and other information within the IERG response guide.
- If you are unsure, the initial isolation zone for all personnel to be established at 100m.
- Where the isolation zone affects Terminal operating yard area TCT Ops are to implement additional response actions as per the procedure outlined in the “*TCT Hazardous Emergency Response - IN YARD*”.
- **If staff amenities are outside the isolation zone** (see Appendix 1): Advise the location of the incident and the wind direction. Instruct affected staff that they are proceed to their relevant amenities building. CT staff to park in triangle and return to QM office. Operators are to remain clear of the isolation zone and remain up wind of the incident site wherever possible.
- All personnel are to then wait **inside** their amenities for further instruction and roll call.
- **If the staff amenities are inside the isolation zone** (see Appendix 1): Advise the affected CT staff the location of the isolation zone and recommended route to the nominated alternative assembly point. Alternative assembly points could be the QM workshop, straddle amenities hut or North / south berth stevedore amenities. Staff are to remain clear of the isolation zone and remain up wind of the incident site wherever possible.

- All personnel are to wait **inside** the alternative amenities for further instruction and roll call.
- Emergency services will determine if an evacuation is required, however if they are delayed and the spill is considered large, ie tank ruptured by collision damage, the evacuation distance utilised in the IERG should be utilised.
- If the spill is considered large and the IERG evacuation distance is greater than 600m, a full site evacuation is required. In this event, inform service provider team leaders of situation and that all drivers to evacuate the amenities in a controlled and safe manner and to muster in the south Terminal car park.
- Check communication plan **(3) Communications** has been actioned
- Accurate notes and details of activities are to be maintained during the emergency response process.

**Procedure 2: Unknown Haz Substances / Unidentified Odour Where Personnel Have Reported Feeling Ill as a Result**

- If the product and location is identified at any point revert to the most relevant position in Procedure 1.
- Personnel are not to enter the CT site rail apron area to attempt to identify the source.
- Any terminal equipment carrying containers within the 100m “isolation zone” are to continue via the shortest possible distance until they have reached a distance exceeding the 100m-isolation zone. They are to then place their container down carefully if applicable and proceed to the relevant amenities and await further instruction and roll call.
- All terminal equipment carrying containers outside the 100m isolation zone are to place their container down carefully if applicable and immediately make their way to the relevant amenities and await further instruction and roll call.
- TCT Ops to utilise the “worst case” scenario of “Gases – Toxic, Flammable” – Guide 05 of the IERG to be utilised for isolation and evacuation distances.
- Vessel operations will cease and TCT planner to advise on board personnel to make their way to the most upwind stevedore facility and await further instruction and roll call.
- Emergency services will determine if an evacuation is required.

- Check communication plan **(3) Communications** has been actioned.

### Communications

TCT Ops to notify

- Emergency services
- Customer Service Centre
- Manager Terminal Operations & Terminal Logistics Manager
- Group Health & Safety Manager
- Service Provider Management (ISL / C3 / QM / CCC / KiwiRail)
- Transport Operators (if main truck exchange closed)

**Via emergency txt**

TCT Planners to notify (If applicable)

- On board personnel via hatch man or foreman
- Vessel's command
- Line Operator
- Local Border Agencies (NZ Customs & MPI)
- Vessel Planning Supervisor & Shipping & Planning Manager

**Via emergency txt**

### Resumption of Operations

- Ensure all staff remain at Evacuation assembly point and operation are not to continue until the "all clear" is received from the emergency response team
- Operations will only resume on direction of incident commander (and post coordination center meeting to discuss safe and orderly plan to resume work)

### **TCT Spill Pit Procedures – Hazardous Product Identified**

**Note:** The movement of a leaking container from its original location will only be done in consultation with the emergency services and only if it is deemed safe to do so.

**Note:** The below procedures must be completed **prior** to moving the container to the spill pit.

- TCT Ops to evaluate the possibility and logistics of transporting the portable spill tank to the leaking container. This is likely when a severe leak is detected. For smaller less significant leaks transportation to the spill pit is most likely.
- TCT Ops / TCT Planner to immediately notify all stevedoring foreman to initiate immediate emergency evacuation of southern stevedoring facilities.
- TCT Ops to notify Specialised Container Services to evacuate staff within 300 metres of the spill pit.
- TCT Ops / TCT Planner to immediately notify security and or TCT Ops representative to erect barriers across East road with a minimum 300 meter (or as directed by emergency services) clearance from the spill pit. Erect "ROAD CLOSED – HAZARDOUS SPILL – NO ENTRY" signage. Barriers and all signage located in yellow spill container (TCT Ops have key).
- Security and or TCT Ops representative to erect "STEVEDORE FACILITY CLOSED – HAZARDOUS SPILL - NO ENTRY" signage (sandwich board) on yellow walkway at southern end of wharf apron. Notify TCT Ops road closed signage in place & stevedore facilities evacuated.
- Security and or TCT Ops representative – At spill pit close the retaining valve at the outlet to contain the product (the valve is normally open to release rain water). Exit the area to a safe distance, minimum 300 metres.

**Do not proceed any further until all of the above has been completed**

- TCT Ops instruct that the transportation of the container will now proceed to the spill pit.  
**Note:** Should there be another leaking container over the pit then the second container will be placed over the portable spill tank.
- TCT Ops to notify all users via channels 13, 14, 15 that a hazardous container is on the spill pit and to remain a safe distance at all times (300 metres). Strictly no entry to the area including stevedore facilities until further notice and that East Road is now closed to all users.
- Refer to Part 7 of this document "Control of devan and safe handling of product in spill container".

All signage and fencing is stored inside yellow spill container located beside spill pit.

**Control of devan and safe handling of product in spill container**


























- If appropriate area must remain cordoned off until determined that it is safe to remove that cordon.
- Container is not to be opened until cleared with Emergency Services or TCT Ops.



- Ascertain whether Emergency Services are required to be in attendance during devanning.
- Devan procedure is to be advised and controlled by Emergency Services, TCT Ops or their appropriate agents.

## Emergency Procedures Manual

### 7.5.10 Dangerous Goods Classes Placards and Labels

Dangerous Goods Classes and Divisions			
1.1, 1.2, 1.3	EXPLOSIVES		
1.4	Substances and articles which present no particular hazard		
1.5	Very insensitive substances which have a mass explosion hazard		
1.6	Extremely insensitive articles which do not have a mass explosion hazard		
2.1	FLAMMABLE GASES		
2.2	NON-FLAMMABLE NON-TOXIC GASES		
2.2 Sub-risk 5.1	OXIDISING GAS (Oxygen and Nitrous Oxide - only for road or rail transport or for storage in Australia)		
2.3	TOXIC GASES		
3	FLAMMABLE LIQUIDS		
4.1	FLAMMABLE SOLIDS		
4.2	SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION		
4.3	SUBSTANCES WHICH, IN CONTACT WITH WATER, EMIT FLAMMABLE GASES		
5.1	OXIDIZING SUBSTANCES		
5.2	New Label, ORGANIC PEROXIDES		
	Old Label (not permissible after 1 January 2011)		
6.1	TOXIC SUBSTANCES		
6.2	INFECTIOUS SUBSTANCES		
7	RADIOACTIVE MATERIAL (Category I)		
	RADIOACTIVE MATERIAL (Category II or III)		
7 Cont	FISSILE MATERIAL		
8	CORROSIVE SUBSTANCES		
9	MISCELLANEOUS DANGEROUS SUBSTANCES & ARTICLES		
	MIXED CLASSES (for road or rail transport or for storage in Australia)		
	ELEVATED TEMPERATURE SUBSTANCES		
	ENVIRONMENTALLY HAZARDOUS SUBSTANCES		

## **7.6 INCIDENTS ON HARBOUR**

### **General**

The Customer Service Centre at the Port of Tauranga Limited will be used as a communications centre for incidents such as these, as it can provide tidal, weather, navigation and shipping information, along with facilities for holding meetings.

### **7.6.1 Collision Between Vessels**

Alarm raised to Tauranga Port Radio VHF Channel 16 or 12.

Tauranga Port Radio (Customer Service Centre) to notify as required:

- Duty Pilot
- Manager Operations
- Harbourmaster
- Ships' agents
- Maritime New Zealand
- Emergency services, if required

Duty Pilot will arrange through the Customer Service Centre for the following to be called out if necessary:

- Tugs
- Pilot launch
- Pilots
- Linesmen

When the concerned parties are in attendance and the situation has been assessed, the Manager Operations, in consultation with the Harbourmaster, is to decide:

- Effect of state of tide.
- Effect of weather and forecast.
- Effect on other shipping using the port.
- If vessels involved can be berthed, anchored or run aground, and the best positions for these options.
- Possible threat of oil pollution.
- Possible threat of chemical pollution or threat from hazardous substances.
- Possible need to discharge cargo or ballast.
- Availability and use of pump/salvage equipment.
- Need for inspection by divers.
- Repairs that may be required by damaged vessels.

### **7.6.2 Stranded Vessel**

Alarm raised to Tauranga Port Radio VHF Channel 16 or 12.

Tauranga Port Radio (Customer Service Centre) to notify:

- Duty Pilot
- Manager Operations
- Harbourmaster
- Ships' agents
- Maritime New Zealand
- Emergency services, if required.

Duty Pilot will arrange through the Customer Service Centre for the following to be called out if necessary:

- Tugs
- Pilot launch
- Pilots
- Linesmen

When the concerned parties are in attendance and the situation has been assessed, the Manager Operations, in consultation with the Harbourmaster, is to decide:

- Effect of state of tide.
- Effect of weather and forecast.
- Effects on other shipping using the port.
- Possible threat of oil pollution.
- Possible threat of chemical pollution.
- Whether tugs can refloat vessel.
- Possible need to discharge cargo or ballast.
- Additional tug power which may be required from other ports.

## **7.7 NATURAL DISASTERS**

### **7.7.1 Earthquake**

#### **At the time of the quake:**

- Stay inside.
- Keep away from windows and / or heavy furniture.
- Take cover in a doorway or under a strong table or other structural support.
- Keep calm.

#### **When the tremors stop:**

- Use a transistor radio for official information.
- Turn off electrical equipment and any gas supply.
- Turn off water.
- Proceed to emergency assembly area, assisting those who may be injured.
- Advise the Customer Service Centre of any personnel unable to move and their location.
- Keep alert for after-shocks.

#### **Customer Service Centre to:**

- Ensure that any injured person(s) are attended to in accordance with the requirements of Section 7.1.1 "Accident Resulting in Injury" of this manual, using first aiders present. The list of first aiders is available on Port of Tauranga phone lists, distributed throughout the port and a list of first aid equipment is contained in Appendix 2 of this manual.
- Assess the situation with respect to the state of buildings and surrounding property and if necessary, evacuate to a "safer" area.
- Assess injuries and property damage.
- Advise Tauranga City Council of situation where possible.
- Advise Civil Defence HQ of situation using emergency numbers.

### **7.7.2 Tsunami – Tidal Wave**

- Alarm will be raised by Civil Defence Authority and Port CSC, by siren, local radio, electronic email or text.
- Manager Operations to consider the desirability of clearing ships to sea in conjunction with the Harbourmaster.
- Also consider clearing Port Company tugs to sea.
- If a decision is made not to clear ships from the port, advise ship masters of likely consequences, timing of tsunami etc, so that ship can prepare itself for the resultant tidal surges.
- Evacuate port area on advice from Civil Defence Authority or as otherwise considered appropriate. (See Section 6 “Evacuation Procedures” and Appendix 8).
- Move to high ground or to a safe position as advised by Civil Defence.
- **Do not go to the seafront.**

### **7.7.3 High Wind Warning**

#### **General**

A high wind warning generally indicates a forecast of winds exceeding those normally encountered. The duration of such a phenomenon can vary from a short period of time, to lasting several hours. A characteristic of such winds is that they tend to be fairly constant in direction.

#### **Action**

- The alert will be raised by a warning from the weather forecasting services.
- The Customer Service Centre to notify:
  - Duty Pilot
  - TCT Ops
  - Duty Crane Supervisor
  - Property Division
  - Ships' agents
  - Stevedores
  - Marshalling companies
  - All shipping including vessels berthed alongside and in the roadstead.

- Bring all loose materials inside and secure all materials and machinery too large to move. Consideration should be given, but not limited, to the following points:
  - Cranes
  - Sheds
  - Cargo stacks
  - Tugs and other floating plant
  - Additional moorings for vessels alongside

#### **7.7.4 Hurricane or Severe Storm**

##### **General**

The forecast of a hurricane or severe storm generally indicates the possibility of extreme weather conditions. The duration of such a phenomenon can vary greatly, as can the characteristics of the storm. In the case where the eye (centre of the storm) passes through or close to the area, the wind will vary greatly both in direction and strength. Heavy rainfall is associated with such weather conditions.

##### **Before the Storm Hits**

- The alert will be raised by the Civil Defence Authority or by the weather forecasting service.
- Customer Service Centre to notify:
  - Duty Pilot
  - TCT Ops
  - Duty Crane Supervisor
  - Property Division
  - Ships' agent
  - Stevedores
  - Marshalling companies
  - All shipping including vessels berthed alongside and in the roadstead
- Tape large windows (plastic tape will do).
- Bring all loose materials inside and secure all materials and machinery too large to move. Consideration should be given, but not limited, to the following points:
  - Cranes
  - Sheds
  - Cargo stacks
  - Tugs and other floating plant
  - Additional moorings for vessels alongside

**During the Storm**

- Stay inside and away from windows.
- Shelter in the strongest part of the building.
- If roof starts to lift, open windows on sheltered side of the building.

**When the Storm Abates**

The Customer Service Centre will ensure that any injured persons are attended to by first aiders and will report on injuries and building conditions to the Emergency Co-ordinator.

The Emergency Co-ordinator to:

- Arrange for emergency medical assistance, if necessary.
- Arrange for the evacuation of buildings considered to be unsafe and for the safe housing of personnel.
- Advise the Civil Defence Authority of damage and casualties.

**7.8 EXTERNAL THREATS****7.8.1 Intruder Alert****General**

These instructions cover the entry into Port of Tauranga Limited property by unauthorised persons. The property covered includes:

- Administration building (at Mount Maunganui)
- Cargo sheds
- Tauranga Container Terminal administration building
- and all other Company property

**Procedure**

In the event that you find an intruder on the premises listed above, immediately alert the Customer Service Centre, ph: 07 572 8888 (or ext 888). Do not approach the intruder – wait for assistance.

The Customer Service Centre to call for appropriate assistance, either Security if available, or Police.



### **7.8.2 Bomb Threat**

#### **General**

Any report received concerning the presence of a bomb or other explosive device will, in the experience of the Police, originate from one of the following sources:

- (a) A person or persons who genuinely believe that they have found such a device.
- (b) A person or persons wishing to create a public mischief, panic or disturbance.
- (c) A person or persons who have actually planted such a device.
- (d) A person or persons wishing to create a diversion for some other enterprise.

In the case of (a) above, it can be assumed that you will be dealing with an employee or other such co-operative person.

These instructions are applicable mainly to case (b) and (c) above. Case (d) is less likely to apply but should not be dismissed.

A bomb threat checklist is contained on the following two pages and should be completed at the time the threat is received. The importance of remaining calm and keeping the person making the threat talking, cannot be over-emphasised. The longer the person is kept talking, the more information you can obtain.

#### **BOMB THREAT CHECKLIST**

##### **When the threat is received by telephone:**

##### **Instructions for person receiving the threat**

Stay calm, be polite and avoid interrupting the person making the threat. Do not hang up or transfer the call to another extension: loss of the connection may deprive the organisation of valuable information.

##### ***TAKE THE THREAT SERIOUSLY***

##### **Seek assistance from fellow staff to notify:**

- Manager Operations Services & Security
- Manager Operations
- Corporate Services Manager

**KEEP THE PERSON TALKING AND ATTEMPT TO OBTAIN THE FOLLOWING INFORMATION:**

- 1 When is the bomb going to explode? \_\_\_\_\_
- 2 Where is the bomb located? \_\_\_\_\_
- 3 What does the bomb look like? \_\_\_\_\_
- 4 What kind of bomb is it? \_\_\_\_\_
- 5 What will make the bomb explode? \_\_\_\_\_
- 6 Did you place the bomb? \_\_\_\_\_
- 7 Why did you place the bomb? \_\_\_\_\_
- 8 What is your name? \_\_\_\_\_
- 9 Where are you now? \_\_\_\_\_
- 10 What is your address? \_\_\_\_\_

**NOTE DOWN:**

The exact wording of the threat: \_\_\_\_\_

**NOTE FROM CALLER'S VOICE** (*tick or note as required*)

<u>Voice Characteristics</u>		<u>Speech</u>		<u>Language</u>	
Loud	Soft	Fast	Slow	Local	English
High pitch	Deep	Distinct	Distorted	Excellent	Good
Pleasant	Raspy	Stutter	Nasal	Foul	Broken
Intoxicated		Slurred	Lisp	Assumed foreign style	
Other		Other			

<u>Accent</u>	<u>Manner</u>	<u>Background Noises</u>	
Local	Rational	Factory machines	Trains
Maori	Coherent	Bedlam	Animals
Well-spoken	Deliberate	Music	Quiet
Foreign	Righteous	Office machines	Voices speaking
	Angry	Mixed street	Aircraft
	Irrational	Traffic	Crockery
	Incoherent	Party atmosphere	Motor
	Emotional	House noises	Static
	Laughing	Other	

Did the caller appear to be familiar with the building and / or the port layout from their description of the bomb's location?

Date of call	Start Time	End Time	Duration	Male / Female	Estimated Age

**When the threat is received by mail:**

Person opening the letter:

- Keep calm
- Deliver letter and envelope to Corporate Services Manager or Manager Wharf Services/Security
- Do not permit any other persons to handle the letter

Whenever a bomb threat is received, immediately advise:

- Manager Operations Services & Security
- Corporate Services Manager
- Chief Executive

**8.0 INTERACTION WITH EMERGENCY SERVICES****8.1 NEW ZEALAND FIRE SERVICE**

In the event of an emergency involving a fire ashore, the responsibility for fire fighting rests with the New Zealand Fire Service.

**In case of an emergency dial 111** (once you have an outside line).

In the event of an emergency involving a fire on a vessel, the responsibility remains with the vessel's Master, although the New Zealand Fire Service will render whatever assistance is required to fight the fire. In such a case, a New Zealand Fire Service Indemnity Form for Special Services (FSC 262), is to be signed by the Master or his/her representative.

**8.2 NEW ZEALAND POLICE**

In an emergency, the Police will function in the following roles:

- The control of law and order, including access and the control of bystanders. Investigation of the cause of any incident that results in a person's death, serious injury or to damage to property owned by a third party. In circumstances where foul play is not suspected, the Police will normally leave such investigations to the MBIE Inspector.
- The evacuation of the public from areas outside the port area.
- The identification of bodies.

**In case of an emergency, dial 111** (once you have an outside line).

### **8.3 ST JOHN AMBULANCE**

The function of this service is to provide emergency medical services within the port area. They should be called to any incident involving injury or serious illness.

**In case of an emergency, dial 111** (once you have an outside line).

## **9.0 INTERACTION WITH LOCAL BODIES**

### **9.1 BAY OF PLENTY REGIONAL COUNCIL**

Bay of Plenty Regional Council is the lead agency responsible for oil spill contingency planning in the Tauranga Harbour. In line with this responsibility, a comprehensive oil pollution response plan has been prepared for the Tauranga Harbour. Responsibility for implementing this plan is exercised through the Harbourmaster and through a contract with the Port of Tauranga Limited.

Additionally, the responsibility for the safety of navigation within the Tauranga Harbour rests with Bay of Plenty Regional Council and again, this responsibility is exercised through the Harbourmaster.

### **9.2 TAURANGA CITY COUNCIL**

Tauranga City Council operates a licensing and inspection programme for the prevention of accidents concerning hazardous substances. In the event of an emergency involving hazardous substances within the port area, the City Council would be involved through the Tauranga Hazardous Substances Technical Liaison Committee and in any inquiry conducted after the event.

### **9.3 MARITIME NEW ZEALAND**

Maritime New Zealand is available in emergency situations involving shipping through its regulatory role and as a source of expert knowledge. Callout can be achieved through the 24-hour emergency callout number or through local Maritime Safety Inspectors.

### **9.4 CIVIL DEFENCE**

In the event of a disaster at the port, Civil Defence would carry out an external role dealing mainly with the evacuation of surrounding properties and residential areas if necessary. They would be brought into action by the Police or the New Zealand Fire Service.

## **10.0 EMERGENCY RESOURCES**

### **10.1 FLOATING PLANT**

Some units of Port of Tauranga Limited such as floating plant are equipped with fire fighting equipment. Additionally, salvage equipment is available for the tugs. A list of equipment and individual vessel ability is contained in Appendix 3 of this manual.

### **10.2 EQUIPMENT**

Fire fighting equipment is available in all Port of Tauranga Limited buildings. Appendices 3 and 4 of this manual contain a list of all equipment.

### **10.3 EMERGENCY WATER SUPPLY**

In the event of a civil emergency that causes a disruption to the normal supply of fresh water, stored water is available from the two sprinkler water supply tanks that are situated on the left side of the rail siding at the northern end of Main Road at Sulphur Point. This water supply is chemically tested every six months and is suitable for human consumption. Access taps for water supply are situated in the small shed adjacent to the two water tanks. Potable water is also available on floating plant.

## **11.0 FIRST AID FACILITIES**

### **11.1 FIRST AID EQUIPMENT**

First aid kit equipment is housed at numerous places within the port area. Equipment carried by the Port of Tauranga Limited is regularly checked and maintained by Essential First Aid Supplies. A list of this equipment is contained in Appendix 2 of this manual.

### **11.2 TRAINED PERSONNEL**

Lists of Port of Tauranga Limited's first aid personnel are available on Health & Safety noticeboards distributed throughout the port.

## **12.0 EMERGENCY COMMUNICATIONS**

The communication centre for emergency situations would be set up in the Customer Service Centre. This centre provides telephone and radio communications to all areas of the port along with weather, shipping and navigation information and operates 24 hours per day.

Communications between the Port of Tauranga Limited, and emergency services will be set up by the Customer Service Centre using a portable VHF set.

### **13.0 PUBLIC RELATIONS AND MEDIA LIAISON**

In the case of an emergency incident, it is the policy of the Port of Tauranga Limited that only the Chief Executive or his delegate/s make press releases or liaise with members of the media. This policy allows for a more consistent release of information to the various media groups.

If you as an individual are approached by a member of the media, politely refer them to the Head of Division, if one is on site nearby, otherwise to the administration building where media liaison will be set up in the case of a prolonged incident.

### **14.0 REPORT ON EMERGENCY**

All accidents and incidents likely to result in harm must be reported.

#### **14.1 ACCIDENTS & INCIDENTS WHICH DO NOT RESULT IN NOTIFIABLE EVENT**

Complete the Supervisor's Incident/Accident Investigation Report and submit to the immediate Supervisor as soon as practical.

#### **14.2 ACCIDENTS & INCIDENTS WHICH DO RESULT IN NOTIFIABLE EVENT**

Accidents occurring ashore must in all cases be reported to WSNZ.

Accidents occurring onboard floating plant must be reported to Maritime New Zealand.

### **15.0 GLOSSARY AND ABBREVIATIONS**

<b>BOPRC</b>	Bay of Plenty Regional Council
<b>CD</b>	Civil Defence
<b>IERG</b>	Initial Emergency Response Guide
<b>LT</b>	Light tower
<b>MNZ</b>	Maritime New Zealand
<b>PIEAC</b>	Petroleum Industry Emergency Action Committee
<b>POTL</b>	Port of Tauranga Limited
<b>TCC</b>	Tauranga City Council
<b>TCT</b>	Tauranga Container Terminal
<b>THSTLC</b>	Tauranga Hazardous Substances Technical Liaison Committee
<b>WSNZ</b>	WorkSafe New Zealand

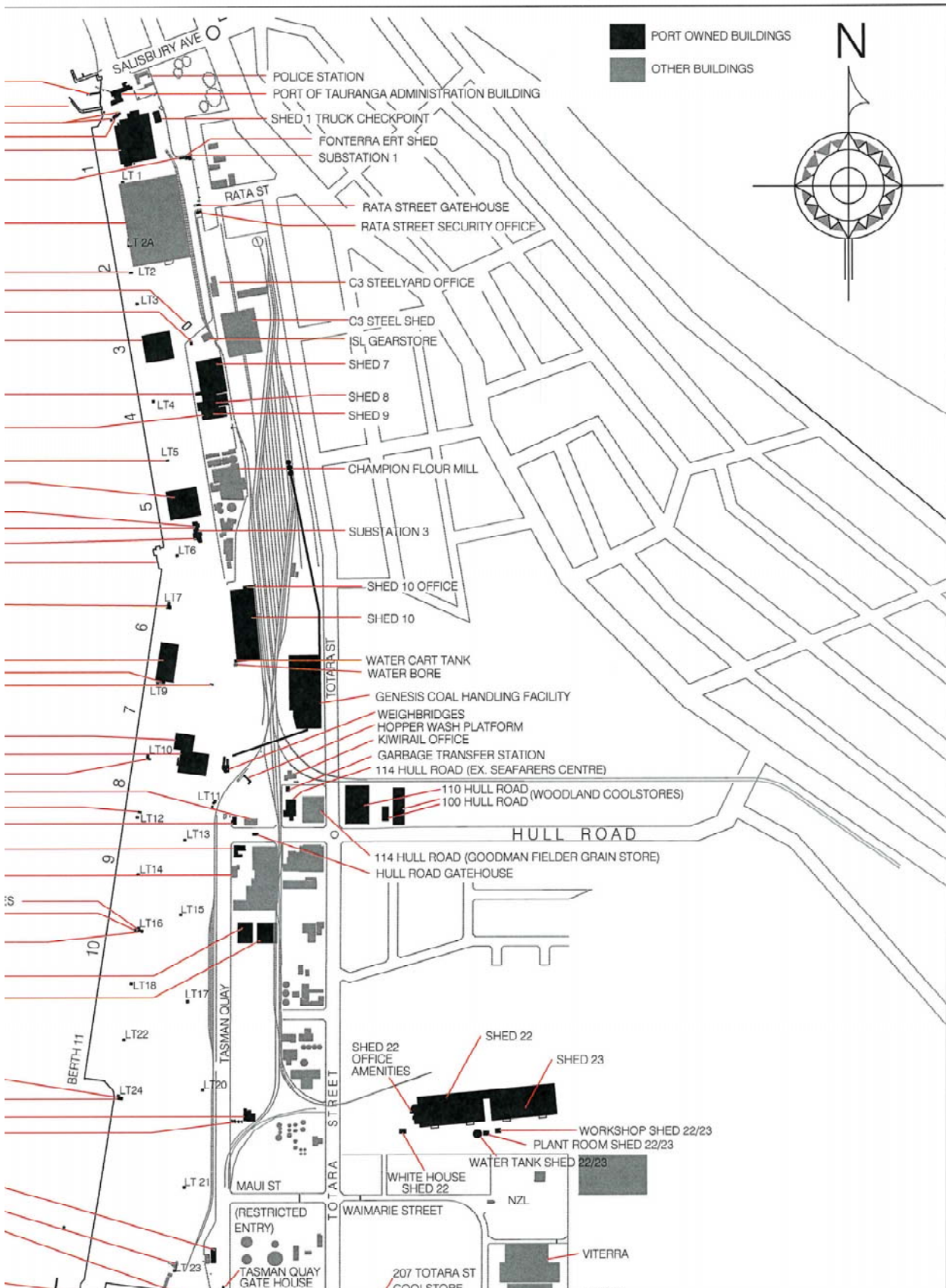
## **16.0 REVIEW AND REVISION**

Due to the wide range of emergency incidents that can occur within the port area and the many factors that can have an effect on the outcome of an emergency, the task of maintaining a complete Emergency Procedures Manual is nearly impossible. In an effort to ensure the manual is comprehensive enough in its approach and effective for the purpose of emergency response, it should be subject to review on an annual basis. Therefore, after each recorded incident at the port, the Port of Tauranga Limited's Group Health & Safety Manager in conjunction with the Health and Safety Committee shall be responsible for debriefing the incident and where required, reviewing the adequacy of this manual and making such changes as are necessary to update it.

Additionally, it is the responsibility of the Group Health & Safety Manager to review the information contained in the manual for correctness. This should include a check on telephone numbers and contact personnel, and where necessary, should result in a revision of the manual on an annual basis.

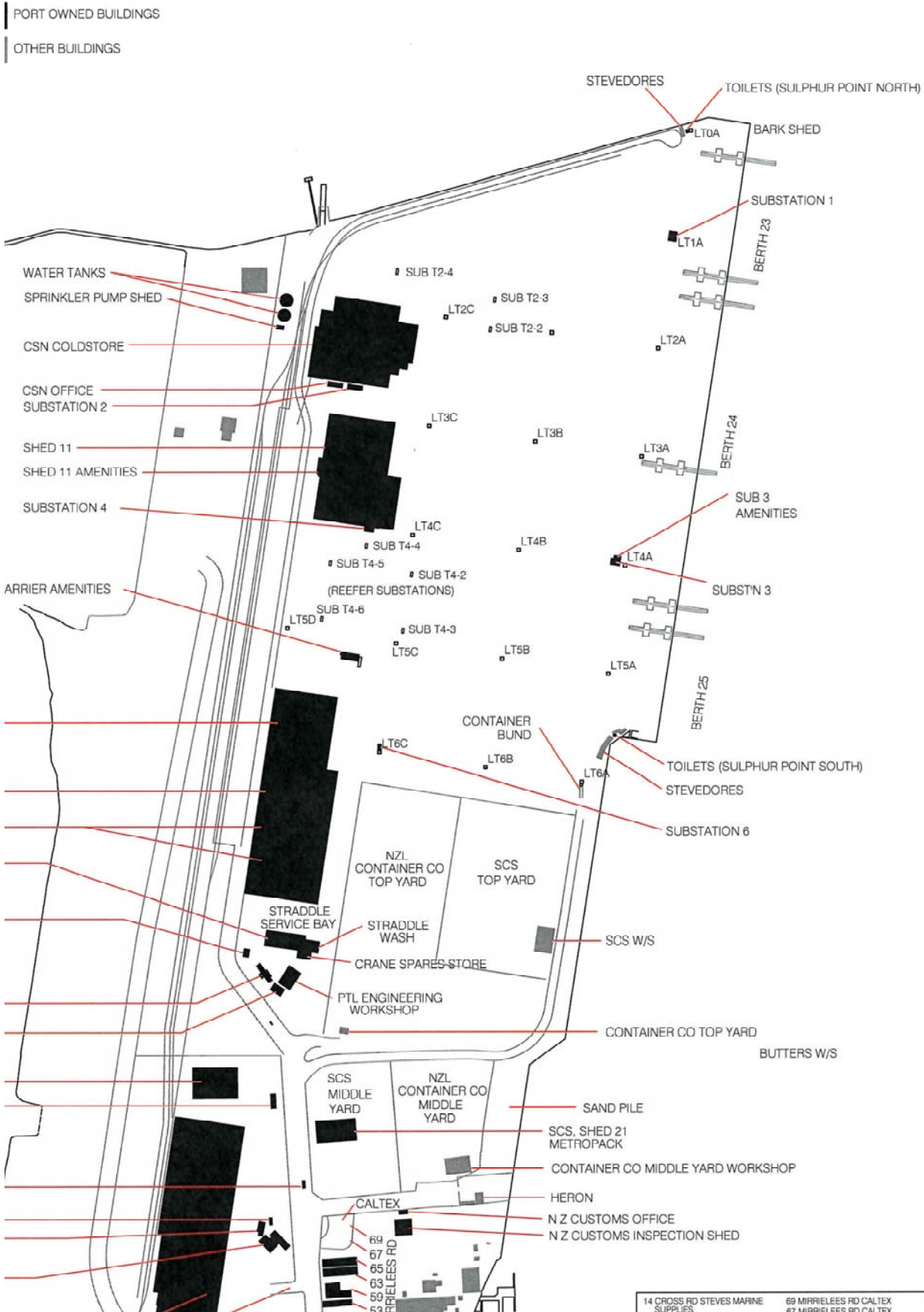


## 17.0 PORT MAPS





# Emergency Procedures Manual



## **APPENDIX 1 PERSONNEL ASSEMBLY POINTS**

<b>Area</b>	<b>Assembly Point</b>	<b>Area Warden (Person Responsible for Head Count)</b>
Works Department (Butters Landing)	Butters crane	Works Supervisor
Administration Building	Front lawn	Manager Operations Services & Security
Crane Amenities	Car park	Crane Operator
Pilot Launch Amenities	Car park	Launchmaster
Tugs (when alongside)	Gangway	Tugmaster
Tauranga Container Terminal	Boundary of car park outside Terminal building	TCT Rail Duty Person
Cargo Sheds	Each shed has a light tower (LT) designated for assembly of personnel as follows:	
	Shed No 1	LT 1 Cargo Services Supervisor
	Shed No 2	LT 3 Cargo Services Supervisor
	Shed No 3	LT 5 Cargo Services Supervisor
	Shed No 4	LT 7 Cargo Services Supervisor
	Shed No 5	LT 10 Cargo Services Supervisor
	Shed No 11	LT 3C Cargo Services Supervisor
	Shed No 16	LT 2B Cargo Services Supervisor

Employees working outside those areas specified above should evacuate to the nearest safe open area, away from the hazard, and make contact with the closest Area Warden as soon as possible.

## **APPENDIX 2      FIRST AID KIT EQUIPMENT – LOCATION LIST**

### **ADMINISTRATION BUILDING**

Records Room (first floor)  
 Property Photocopy Room (ground floor)  
 Customer Service Centre (ground floor)  
 (includes defibrillator)  
 Watch Office (ground floor)

### **CARGO SERVICES**

Cargo Services Office  
 Weighbridge

### **OPERATION SERVICES**

Manager – Wharf Services vehicle  
 Operation Services truck 1  
 Operation Services truck 2  
 Operation Services van  
 Crane Amenities Building (Sulphur Point)  
 Transfer Station

### **SECURITY SERVICES**

Sulphur Point Gatehouse  
 Tanker Berth Gatehouse  
 Hull Road Gatehouse  
 Supervisor – Security vehicle  
 Mobile Security vehicle

### **BUTTERS (WORKS DEPT)**

Canteen  
 Fitters' workshop and vehicles  
 Electricians' workshop and vehicles

### **FLOATING PLANT**

*Tug Tai Pari*  
*Tug Tai Timu*  
*Tug Sir Robert*  
*Arataki*  
*Te Awanui*

### **TAURANGA CONTAINER TERMINAL**

Reception Desk  
 R & D Operations Building  
 Rail Desk (defibrillator only)

### **APPENDIX 3      FLOATING PLANT EMERGENCY EQUIPMENT**

#### **TUG *TAI PARI***

Equipped with external firefighting monitor capacity of 1200 tonnes per hour.

#### **TUG *TAI TIMU***

Not equipped for firefighting but able to accommodate the Port's portable firefighting pump and monitor.

#### **TUG *SIR ROBERT***

Not equipped for firefighting but able to accommodate the Port's portable fire fighting pump and monitor. The *Sir Robert* has limited salvage ability but is a useful tug able to be deployed in a range of emergencies.

#### **PILOT LAUNCH *ARATAKI* AND SURVEY/PILOT LAUNCH *TE AWANUI***

Equipped with man-over rescue platforms to retrieve people from the water.

#### **SALVAGE EQUIPMENT (stored in "crane spares shed")**

This consists of:

- 2 salvage wires
- 6 shackles each of 200 tonnes breaking strain
- 2 messenger ropes
- 2 springs

#### **MOBILE FIRE FIGHTING EQUIPMENT (stored in "mobile fire pump shed")**

This consists of:

- Diesel driven fire pump
- Foam monitor and hoses
- 7,800 litres of fire fighting foam

## APPENDIX 4 SCHEDULE OF HAND-HELD EQUIPMENT & EMERGENCY LIGHTING

### Mount Maunganui Wharf

#### PTL Administration Building

Location	Equipment	Size	ID No.	PT/RC
Reception	hose reel	19mm	02005348	
Outside operations	hose reel	13mm	02005752	
Inside commercial	hose reel	13mm	02005349	
Upstairs management	hose reel	19mm	02005344	
Ground amenities	C02	3.5kg	02005751	2020
Operations	ABE	2.0kg	02005753	2018
Upstairs copy room	C02	2.0kg	02005342	2022
Upstairs amenities	ABE	1.0kg	02005345	2018
Upstairs management	ABE	2.0kg	02005343	2020
Upstairs amenities	hose reel	13mm	02005349	
Operations	C02	5.0kg	02005754	2019
Rear reception	C02	3.5kg	02005922	2020
Brent's Office	C02	3.5kg	02005857	2022
Sleep Hut	C02	3.5kg	02006767	2022

#### Shed 2

Location	Equipment	Size	ID No.	PT/RC
Office entrance	ABE	4.5kg	02005422	2020
Diesel room	ABE	2.2kg	02005421	2018
South east	hose reel	19mm	02005423	
South west	hose reel	19mm	02005424	
Middle east pylon	hose reel	19mm	02005425	
North	hose reel	19mm	02005427	
North west	hose reel	19mm	02005426	

#### Shed 3

Location	Equipment	Size	ID No.	PT/RC
North wall	hose reel	19mm	02005519	
East wall	hose reel	19mm	02005516	
South east wall	hose reel	19mm	02005517	
South west wall	hose reel	19mm	02005522	
West wall	hose reel	19mm	02005521	
North east	C02	5.0kg	02005518	2021
Diesel pump room	ABE	2.5kg	02005523	2018
North wall	ABE	2.2kg	02005520	2022
Cargo services kitchen	ABE	4.5kg		

**Shed 4 - North**

Location	Equipment	Size	ID Ref.	PT/RC
East wall	SPW	9.0l	02005440	2021
Rear Exit	C02	5.0kg	02005439	2019
Doorway	ABE	9.0kg	02006036	2021
North wall	hose reel	13mm	02005437	
West wall	hose reel	13mm	02005438	

**Shed 5 - North**

Location	Equipment	Size	ID Ref.	PT/RC
East wall	hose reel	19mm	02005497	
West wall	hose reel	19mm	02005498	
East wall	ABE	2.2kg	02005495	2019

**Shed 5**

Location	Equipment	Size	ID Ref.	PT/RC
West wall	hose reel	19mm	02005491	
South wall	hose reel	19mm	02005484	
South wall	hose reel	19mm	02005485	
East column centre	hose reel	19mm	02005493	
North wall	hose reel	19mm	02005488	
North wall	hose reel	19mm	02005499	
North wall	ABE	4.5kg	02005490	2019
West wall	ABE	4.5kg	02005496	2018

**Shed 5 – South**

Location	Equipment	Size	ID Ref.	PT/RC
East wall	ABE	4.5kg	02005498	2022
East wall	hose reel	13mm	02005492	
West wall	hose reel	13mm	02005494	

**Shed 7**

Location	Equipment	Size	ID Ref.	PT/RC
North wall	hose reel	19mm	02005532	
East wall	hose reel	19mm	02005530	
East wall	hose reel	19mm	02005531	
West wall	hose reel	19mm	02005533	

**Shed 9**

Location	Equipment	Size	ID Ref.	PT/RC
East wall	hose reel	19mm	02005417	
West wall	hose reel	19mm	02005416	

**Shed 10**

Location	Equipment	Size	ID Ref.	PT/RC
North west	ABE	9.0kg	02004958	2019
West	ABE	9.0kg	02004960	2018
South west	ABE	9.0kg	02005646	2019
South east	ABE	9.0kg	02005648	2019
South east	ABE	9.0kg	02005644	2019
East	ABE	9.0kg	02005650	2019
East	ABE	9.0kg	02005643	2019
Rear Wall	ABE	9.00kg		2019
Front of Shed	ABE	9.00kg		2019
Front of Shed	ABE	9.00kg	02005649	2019
Upstairs	ABE	2.5kg		2019
Under stairs	C02	5.0kg		2021
Smoko room	ABE	4.5kg	02006766	2022
Upstairs office	ABE	2.7kg		2019
Nth east	HYDRANT			
Nth west	HYDRANT			
South west	HYDRANT			
Switch room	HYDRANT			

**Shed 22 & 23**

Location	Equipment	Size	ID Ref.	PT/RC
Shed 2-49 south	ABE	9.0kg	02004906	2020
Trackside	SPW	10.0l	02006947	2020
Shed 1-10 training	C02	3.5kg	02004916	2018
Shed 1-63 nth wall	SPW	10.0l	02005130	2020
Shed north wall	SPW	10.0l	02004919	2020
Shed 1-19 south no	C02	3.5kg	02005131	2019
Shed 1-27 south no 2	ABE	9.0kg	02005133	2020
Shed 1-28 south no 2	ABE	9.0kg	02005128	2020
Shed 1-33 east	SPW	10.0l	02006946	2020
Shed 1-34 east	SPW	10.0l	02005118	2020
Shed 2-35 west	SPW	10.0l	02005141	2020
Shed 2-36 west	ABE	9.0kg	02005140	2020
Shed 2-40 south no	ABE	9.0kg	02005145	2020
Shed 2-41 south no	SPW	10.0l	02005146	2020
Shed 2-43 south no 3	ABE	9.0kg	02005121	2020
Shed 2-10A Training	SPW	10.0l	02004917	2019
Shed 2-50 south	SPW	10.0l	02004911	2020
Shed 2-51 south	ABE	9.0kg	02004910	2020
Shed 2-52 south no 4	ABE	9.0kg	02005120	2020
Shed 2-53 south no 4	ABE	9.0kg	02004909	2020
Shed 2-58 east	ABE	9.0kg	02004904	2020
Nth side of sheds	SPW	10.0l	02005137	2020
Nth side of sheds	SPW	10.0l	02005139	2020
Nth side of sheds	SPW	10.0l	02005135	2020
Nth side of sheds 63	ABE	9.0kg	02006944	2020
Nth side of sheds	SPW	10.0l	02004901	2020
Nth side of sheds	SPW	10.0l	02004903	2020
Whitehouse 3 hallway	C02	2.0kg	02006945	2020
Shed 1-9 training room	C02	2.0kg	02004918	2018
Office 22	C02	3.5kg	02006943	2020
Track side	C02	3.5kg	02004902	2020
Shed 1-16 west db	ABE	9.0kg	02005129	2020
Shed 1-18 south no	C02	3.5kg	02005125	2018
Shed 1-25 south	C02	3.5kg	02005425	2018
Shed 1-30 south	C02	3.5kg	02004908	2018
Shed 2-39 south no	C02	3.5kg	02005144	2019
Track side	C02	3.5kg	02005136	2020
Shed 2-47 south	C02	3.5kg	02004913	2020



**Shed 22 & 23 continued**

Location	Equipment	Size	ID Ref.	PT/RC
Nth side of sheds	C02	3.5kg	02005136	2020
Office 4 outside	hose reel	19mm		
Shed 1-8 west	hose reel	19mm	02005134	
Shed 1-17 west	hose reel	19mm	02005132	
Shed 1-23 south no	hose reel	19mm	02005127	
Shed 1-24 south	hose reel	19mm	02005126	
Shed 1-26 south	hose reel	19mm	02005124	
Shed 1-32 east	hose reel	19mm	02005123	
Shed 1-32a east	hose reel	19mm	02005122	
Shed 2-37 west	hose reel	19mm	02005142	
Shed 2-38 west	hose reel	19mm	02005143	
Shed 2-45 south no 3	hose reel	19mm	02004915	
Shed 2-46 south	hose reel	19mm	02004914	
Shed 2-48 south	hose reel	19mm	02004912	
Shed 2-55 east	hose reel	19mm	02004907	
Shed 2-56 east	hose reel	19mm	02004905	
Office	hose reel	19mm		
Office 5 smoko room	ABE	2.3kg	02004920	2020

**Tanker Berth**

Location	Equipment	Size	ID Ref.	PT/RC
Security hut	ABE	2.5kg	02005782	2018
Diesel shed	ABE	2.2kg	02005783	2018
Wharf	hose reel	19mm	02005781	
Observation Hut	ABE	4.5kg		2020
Mobile unit	ABE	50kg	02005780	2019
Mobile unit	ABE	50kg	02005779	2019
Switch room	C02	4.5kg	02005787	2019

**Butters Workshop**

Location	Equipment	Size	ID Ref	PT/RC
Office	ABE	2.5kg	02005328	2020
Electrical	C02	2.0kg	02005329	2018
Electrical	ABE	2.2kg	02005330	2019
Lunch room	ABE	2.2kg	02005331	2022
Workshop	ABE	2.5kg	02005333	2022
Workshop	C02	3.5kg	02005332	2019
Goods Store Bunker	ABE	4.5kg		2018

**Cargo Services Office**

Location	Equipment	Size	ID Ref.	PT/RC
Lunchroom	ABE	4.5kg	02005537	2020
Upstairs	hose reel	13mm	02005538	

**Weigh Bridge**

Location	Equipment	Size	ID Ref.	PT/RC
Office	ABE	2.7kg		

**Substations – Mt. Wharf**

Location	Equipment	Size	ID Ref.	PT/RC
Sub 1	C02	3.5kg	02005499	2020
Sub 2	C02	3.5kg	02005500	2021
Sub 3	C02	3.5kg	02005539	2019
Sub 4	C02	3.5kg	02005445	2018
Sub 5	C02	3.5kg	02005541	2018
Sub 6	C02	5.0kg	02005542	2018
Sub 7	C02	3.5kg	02005543	2019
Sub 8	C02	3.5kg		2019
Sub butters	C02	3.5kg		

**Quarantine Transfer Station**

Location	Equipment	Size	ID Ref.	PT/RC
Stair landing	C02	3.5kg	02005302	2019
Office	ABE	2.2kg		2020
Rear wall	ABE	2.2kg	02005303	2020
Next to roller door	ABE	9.0kg	02005301	2020

**Hull Road Gatehouse**

Location	Equipment	Size	ID Ref.	PT/RC
Gate house	ABE	2.26kg	02005305	2020

**Rata Street Gatehouse**

Location	Equipment	Size	ID Ref.	PT/RC
Guard house	ABE	2.0kg	02005304	2018

**Oceania House**

Location	Equipment	Size	ID Ref.	PT/RC
Ground floor	C02	3.5kg	02005337	2022
Ground floor	ABE	2.7kg	02005336	2020
Top floor	SPW	9.0l	02005339	2019
Top floor kitchen	ABE	1.0kg	02005340	2021
Seafarers	ABE	1.0kg	02005335	2020
Holmes Group	C02	3.5kg	02005338	2022

**Sulphur Point Wharf****Shed 11**

Location	Equipment	Size	ID Ref.	PT/RC
Canopy	hose reel	19mm	02005558	
Canopy	hose reel	19mm	02005851	
Zone A	hose reel	19mm	02005556	
Zone B	hose reel	19mm	02005555	
Zone C	hose reel	19mm	02005554	
Zone E	hose reel	19mm	02005557	
Zone H	hose reel	19mm	02005563	
Zone I	hose reel	19mm	02005562	
Zone L	hose reel	19mm	02005561	
Zone L	hose reel	19mm	02005560	
Canopy	hose reel	19mm	02005559	

**Seeka, Port of Tauranga**

Location	Equipment	Size	ID Ref.	PT/RC
Rear Canopy	ABE	2.5kg	02005593	2020
Lunch room	AFF	6.0ltr		2019
Plant room	C02	3.5kg	02004583	2019
Rear canopy	C02	3.5kg	02002609	2022
Compressor room	C02	3.5kg	02004552	2019
Repack area	C02	4.5kg	02004580	2020
West store	ABE	2.5kg	02005553	2020
Coolstore	hose reel	13mm	02004579	
Coolstore 2	hose reel	19mm	02004570	
Coolstore 7	hose reel	13mm	02004584	
Repack area	hose reel	13mm	02004582	
Repack area	hose reel	13mm	02004581	
North store	hose reel	13mm	02004578	
Rear wall	hose reel	13mm		
Rear wall	hose reel	13mm		

**Sulphur Point Substations**

Location	Equipment	Size	ID Ref.	PT/RC
Sub 1-2	C02	3.5kg		2022
Sub 2-4	C02	5.0kg		2019
Sub 2-3	C02	5.0kg		2019
Sub 2-2	C02	5.0kg	02005627	2019
Sub 6	C02	5.0kg		
Sub 4	C02	3.5kg	02005445	2018
Sub 4	C02	3.5kg	02005444	2018
Sub 10	C02	5.0kg	02005527	2019
Sub 10	C02	5.0kg	02005528	
Sub 4-6	C02	5.0kg	02005788	2022
Sub 4-3	C02	5.0kg	02005789	2018
Sub 4-2	C02	5.0kg	02005787	2018
Sub 4-5	C02	5.0kg	02005785	2021

**Sulphur Point Mechanic & Electrical Workshop**

Location	Equipment	Size	ID Ref.	PT/RC
Electrical	ABE	2.5kg	02005259	2019
Store	ABE	4.5kg	02005262	2020
Workshop south east	ABE	4.5kg	02005263	2022
Mezzanine store	ABE	2.5kg	02005620	2020
Workshop	ABE	4.5kg	02005264	2022
Workshop northwest	C02	3.5kg	02005265	2022
Lunchroom	ABE	1.0kg	02005260	2019
Oil Store	ABE	9.0kg		2018
Battery Charging Room	ABE	2.5kg	02005261	2022

**Sulphur Point Pumphouse**

Location	Equipment	Size	ID Ref.	PT/RC
Inside	ABE	4.5kg	02005443	2018
Inside	hose reel	19mm	02005442	

**Crane Amenities**

Location	Equipment	Size	ID Ref.	PT/RC
Upstairs	ABE	2.5kg	02005867	2018
Upstairs	C02	3.5kg	02006866	2020
Bottom of stairs	ABE	2.5		2021
Smoko room	ABE	2.5	02005868	2018

**Tauranga Terminal**

Location	Equipment	Size	ID Ref.	PT/RC
By Diesel shed	ABE	4.5kg	02005625	2019
Hallway	C02	2.0kg	02005325	2018
Hallway	C02	2.0kg	02005327	2018
Kitchen	ABE	2.5kg	02005623	2019
Office	ABE	2.5kg	02005624	2018
Reception	ABE	2.5kg		2020
Reception	ABE	4.5kg	02005326	2021

**Straddle Amenities**

Location	Equipment	Size	ID Ref.	PT/RC
Amenities	C02	2.0kg	02005018	2018
Upstairs	C02	3.5kg	02005019	2018
	hose reel	13mm		
Upstairs	hose reel	13mm	02005021	
Outside north	hose reel	13mm	02005322	

**Sulphur Point Gatehouse**

Location	Equipment	Size	ID Ref.	PT/RC
Guard hut	C02	2.0kg	02000540	2018

**Reynish House**

Location	Equipment	Size	ID Ref.	PT/RC
Upstairs	ABE	2.7kg	02005307	2019
Ground floor	hose reel	13mm	02005308	
Ground floor	ABE	2.7kg	02005621	2019
IRS	ABE	2.7kg	02005306	2021

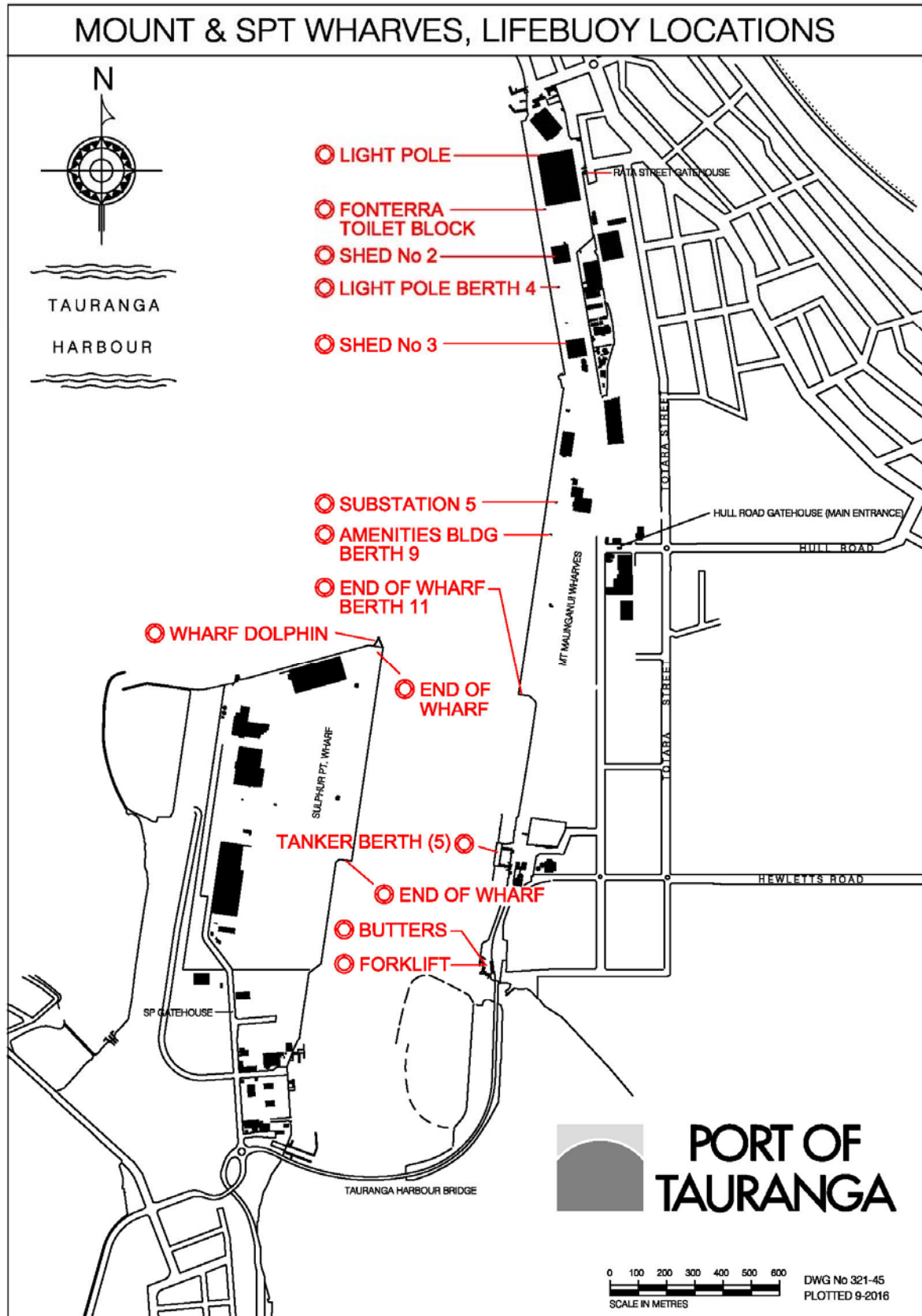
**Ex TEPB Building**

Location	Equipment	Size	ID Ref.	PT/RC
Upstairs Hall	ABE	2.7kg		2020
Cobweb scaffolding	hose reel	13mm		
Upstairs sew	hose reel	13mm		
Presto panels	ABE	4.5kg		2018
Ex Gary's tyres	hose reel	19mm		

**Container Cranes**

Location	Equipment	Size	ID Ref.	PT/RC
Crane 1 lift	ABE	2.5kg		2019
Crane 1 machine room	C02	3.5kg		2019
Crane 1 machine room	C02	3.5kg		2019
Crane 1 electrical room	C02	3.5kg		2019
Crane 1 drive cab	C02	3.5kg		2022
Crane 1 lift house	ABE	2.5kg		2019
Crane 2 lift	ABE	2.5kg		2019
Crane 2 machine room	C02	2.0kg		2021
Crane 2 machine room	C02	3.5kg		2021
Crane 2 electrical room	C02	3.5kg		2022
Crane 2 lift house	ABE	2.5kg		2019
Crane 3 base	C02	5.0kg		2019
Crane 3 lift	ABE	2.5kg		2019
Crane 3 machine room	C02	5.0kg		2022
Crane 3 drive site	C02	2.0kg		2021
Crane 3 electric room	C02	5.0kg		2022
Crane 4 lift	ABE	2.5kg		2021
Crane 4 machine room	C02	3.5kg		2021
Crane 4 machine room	C02	3.5kg		2021
Crane 4 drive cab	C02	2.0kg		2021
Crane 5 lift	ABE	2.5kg		2021
Crane 5 drive cab	C02	2.0kg		2021
Crane 5 electrical room	C02	3.5kg		2021
Crane 5 machine room	C02	3.5kg		2021
Crane 6 lift	ABE	2.5kg		2019
Crane 6 drive cab	C02	3.5kg		2021
Crane 6 machine room	C02	3.5kg		2021
Crane 6 machine room	C02	3.5kg		2021
Crane 6 base	C02	5.0kg		2019
Crane 7 base	ABE	2.5kg		2021
Crane 7 lift	ABE	2.5kg		2021
Crane 7 machine room	C02	3.5kg		2022
Crane 7 machine room	C02	3.5kg		2022
Crane 7 electrical room	C02	3.5kg		2022
Crane 7 drive cab	C02	3.5kg		2022
Crane 8 lift	ABE	2.5kg		2021
Crane 8 drive cab	C02	2.0kg		2020
Crane 8 machine room	C02	3.5kg		2020
Crane 8 Electrical	C02	3.5kg		2018

## APPENDIX 5 SCHEDULE OF MOUNT MAUNGANUI AND SULPHUR POINT WHARVES – LIFE BUOY LOCATIONS



**APPENDIX 6      MANAGERS NOTIFIED IN THE EVENT OF A TIER I OIL SPILL**

NAME	DESIGNATION	PHONE	MOBILE PHONE
Ricki Ross	Manager Operations Services & Security	07 572 8709	0274 898 069
Phil Julian	Manager Operations	07 572 8882	0274 903 384
Brent Clinton	Property Services Manager	07 572 8875	0274 532 762
Grant Wilson	Terminal Logistics Manager	07 572 8738	0274 309 898



**APPENDIX 7      MASS TEXT & EMAIL ALERT FOR EVACUATION****Sending Email**

- a) Create new email
- b) Send to – Port Emergency Notification
- c) Subject – enter nature of emergency
- d) Write message in consultation with Senior Management personnel
- e) Send

**Sending SMS Message (text message)**

- a) Open SMS message software
- b) Create new message
- c) Select groups and Port of Tauranga Emergency Notification List
- d) Write message in consultation with Senior Management personnel
- e) Send