PORT OF TAURANGA

Tanker Berth
Emergency Response Plan & Operator Guide

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For any amendments or additions required, please contact:

Brent Clinton, Property Services Manager
Email: BrentC@port-tauranga.co.nz

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Document Control and Distribution

This plan is a controlled document and is subject to formal review, approval, and distribution processes controlled. Printed hard copies are considered uncontrolled. The Hard Copy of this ERP is located on site at the Security Guard Hut.

Organisation	Electronic/ Hard Copy	Contact Person	Contact Details
Ports of Tauranga	Electronic & Hard Copy	Hema Murphy	hemam@port-tauranga.co.nz
FENZ	Electronic	Len Sabin	len.sabin@fireandemergency.nz
Quantem Bulk Liquid Storage and Handling	Electronic	Aaron Dohnt	aaron.dohnt@quantem.nz
Golden Bay Cement	Electronic	Michael Wahlstrom	michaelwahlstrom@goldenbay.co.nz
GrainCorp Liquid Terminals	Electronic	Daryl Richardson	daryl.richardson@graincorp.co.nz
Mobil Oil (NZ) Ltd	Electronic	Douglas Baua	douglas.baua@exxonmobil.com
New Zealand Oil Services Limited	Electronic	Shane Gibbons	shane.gibbons@nzosl.co.nz
Ixom	Electronic	Ross McLeod	ross.mcleod@ixom.com
Road Science	Electronic	Murray Northcott	murray.northcott@roadscience.co.nz
Fulton Hogan	Electronic	Brent Harris	Brent.harris@fultonhogan.com
Bakels Edible Oils (NZ) Ltd	Electronic	Owen Miller	owen.miller@beobakels.co.nz
Stolthaven New Zealand Limited	Electronic	Stephen McGregor	s.mcgregor@stolt.com
Terminals NZ	Electronic	Chris Toms	christ@terminals.nz
Z Energy Limited	Electronic	Graham Knox Glen Carpenter	graham.knox@z.co.nz glen.carpenter@z.co.nz
SGS New Zealand	Electronic	Paul Wilson	Paul.Wilson@sgs.com

Amendments

Version	Date	Revised by	Comments
Version 1 Draft	21/05/2021	Brent Clinton	Drafted by Quadrant Resilience Partners (QRP)
Version 2 Draft	13/09/2021	Brent/Hema	Marked up changes and amendments
Version 3 Draft	22/09/2021	QRP	Amendments to ensure consistency with TCT ERP
Version 4	03/10/2021	QRP	Inclusion of marked up changes
Version 5	14/10/2021	QRP	Various amendments as supplied by Brent
Version 6	01/11/2021	QRP	Footer amendments
Version 7	24/05/2023	Brent/Hema	Amendments to company contacts

Glossary and Abbreviations

This plan is administered by the Emergency Planning Group (EPG).

The current EPC group members are listed below:

Role	Contact Person	Contact Details
Property Services Manager	Brent Clinton	brentc@port-tauranga.co.nz
Manager CSC and Security	Ricki Ross	RickiR@port-tauranga.co.nz
Marine Operations Manager	David Bishop	David.bishop@port-tauranga.co.nz
Group Health and Safety Manager	Pat Kirk	patk@port-tauranga.co.nz
Acting TCT Operations Manager	Martyn McColgan	martyn.mccolgan@port-tauranga.co.nz

The administration of this plan is the responsibility of the EPG. The plan will be reviewed annually.

Next Revision Due: [October 2022]

Glossary and Abbreviations

AP	Action Plan
AAP	Agency Action Plan
BC	Business Continuity
BCAP	Business Continuity Action Plan
BCMS	Business Continuity Management System
BCM	Business Continuity Management
BCP	Business Continuity Plan
BCT	Business Continuity Team
BIA	Business Impact Analysis
CIMS	Coordinated Incident Management System
CMAP	Crisis Management Action Plan
CMC	Crisis Management Centre
CMP	Crisis Management Plan
CMT	Crisis Management Team
COPIC	Common Operating Picture
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
ERT	Emergency Response Team
ERTL	Emergency Response Team Leader
IC	Incident Controller
IAP	Initial Action Plan
IIA	Incident Impact Assessment
IMS	Incident Management System
IMT	Incident Management Team
MSDS	Material Safety Data Sheet
POTL	Port of Tauranga Limited
PPE	Personal Protective Clothing

Scope

This ERP is specific to the Tanker Berth site and includes all foreseeable emergency processes and procedures that may be expected to be undertaken by the '*Operator*' at the Tanker Berth Facility.

The '*Operator'* includes any PCBU, Stakeholder, Contractor, Company, Third Party or any other person(s) who are permitted to operate on the Tanker Berth Facility.

The ERP does not preclude the *Operators* obligation to follow their own response procedures. These may include Tier 1 Oil spill response plans, Pipeline Transfer Plans or Emergency Response Plans that apply to the *Operators* site where the product is transferring between.

Note – It is important that *Operators* planned response activities do not conflict with this plan.

All Terminal operators utilising the facilities at the Tanker Berth, are expected to work within the Industry Guidelines with due regard to the procedures and information contained in the current "International Safety Guide for Oil Tankers and Terminals" manual (ISGOTT).

Purpose

This document details the emergency response preplanning established for the Tanker Berth Facility (also known as the Cement/Tanker Berth and Berth 16).

The aim of this plan is to:

- This plan is intended to provide clear guidance for any person(s) using the facility who may be expected to undertake an emergency response to an incident at the site
- Ensure the safety of all personnel on site in the event of an emergency
- Provide a safe and effective initial response to an emergency
- Contain and minimise the potential impacts of an emergency that may affect the site and surrounding area.

To achieve these aims this emergency plan addresses the following objectives:

- Control or limit any effect that an emergency may have on the site or on neighbouring areas, and in particular to decrease the risk to life, property and the environment.
- Ensure a coordinated response to any emergency and to provide for appropriate assistance from external emergency services (fire brigade, police and ambulance).
- Ensure satisfactory communication of all vital information as soon as possible to both internal stakeholders and any external agencies involved in the emergency response.
- Facilitate recovery and resumption of normal operations when appropriate.
- Provide relevant training in this plan to ensure that all personnel maintain an appropriate level of emergency preparedness; and
- Provide a basis for revision of this plan.

Associated Documents

This plan should be considered in conjunction with the associated POTL documents:

- The POTL Incident Management System Manual
- The POTL Dangerous Goods and Hazardous Substances Code of Practice
- The POTL Common User Rules

Primary Legislation

This plan is written to align and comply with the following documents:

- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Fire and Emergency New Zealand Act 2017
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018
- Hazardous Substance and New Organisms act 1996
- Hazardous Substance (Emergency Management) Regulations 2001
- Health and Safety at Work Act 2015
- HSNO Control Regulations 2012
- NZ Port Harbour Marine Safety Code
- International Safety Guide for Oil Tankers and Terminals (ISGOTT)

1 Emergency Planning Assumptions

1.1 Port Operator Obligations

The *Operator* will respond to an emergency in accordance with this plan and the Port Emergency Response Protocol (PERP). The Protocol sets out the expectations of the site *Operator* and the support that will be available from the POTL to assist in the smooth resolution of the incident.

The *Operator* will assume the responsibility for the initial response to the incident and take all practical steps to contain and control the situation until such time as the incident is handed over to the emergency services.

1.2 Emergency Service Response

The Tauranga urban area is service by a comprehensive contingent of emergency services. The closest services are available in Mt Maunganui and Tauranga Central. The following table lists their proximity and estimated response time to Berth 16.

Note: Response times may be impacted by emergency service movements and availability. Back up services will respond from locations from the wider Bay of Plenty area.

Service	Location	Distance from Berth 16	Estimated Typical Response Time
FENZ	Mt Maunganui	2.5 km	6 minutes
FENZ	Tauranga Central	3.1 km	7 minutes
Police	Mt Maunganui	2.2 km	6 minutes
Police	Tauranga Central	2.5 km	7 minutes
Ambulance	Mt Maunganui	5.0 km	12 minutes
Ambulance	Tauranga	5.5 km	13 minutes

1.3 Wind Information

The prevailing wind direction at the site is typically from the South West. The actual wind direction and strength can be obtained at the Berth via wind a windsock located on a pole on the Northern end of Berth 16.

Detailed weather information can be gained by requesting it via the CSC or directly from the Metservice website.

http://www.port-tauranga.co.nz/cargo-and-shipping/harbour-conditions/

https://www.metservice.com/

Depending on the type of emergency, Operators should communicate with emergency service communication centres to convey wind direction, the safest approach route and safe staging point for responding resources.

1.4 Infrastructure Assumptions

It is assumed that all roadways and other key infrastructure connecting the site to surrounding communities remain intact. In a natural disaster or Civil Emergency this may not be case. Road or bridge access may prevent external emergency service access, or in a significant natural disaster emergency services may have higher emergency priorities.

In these circumstances the Controller will coordinate emergency operations through the emergency structure identified in this plan. The Operator will manage the emergency situation the most effective and safe way they can with the resources available.

1.5 Consultation

POTL engage in regular consultation with *Operators* and Stakeholders. Biannual meetings are held at to discuss emergency management resources, procedures and current initiatives.

FENZ and BOP Regional Council representatives are regularly invited to take part in onsite familiarisation, exercises and training with the fixed firefighting equipment.

Formal consultation and review of this ERP has been undertaken by FENZ. A copy of this ERP has been provided to FENZ locally for incident pre planning purposes. Updated versions must be submitted to FENZ for review.

2 Introduction & Site Description

POTL provides facilities for the handling of bulk liquid and cement cargoes at Berth 16.

The Tanker Berth is a conventional Multi Point Mooring Berth that can accommodate vessels up to 250m in length and 50,000 ton in weight. The Berth features an intricate network of surface and subsurface pipelines connected to neighbouring stakeholder sites. Products that transit the Tanker Berth include:

- Light and heavy Fuel Oils/Intermediate/Diesel
- Cement
- Edible oils
- Bitumen
- Chemicals
- Lubricants

Primary stakeholder/Operators of the pipeline and Tanker Berth include:

- Z Energy
- New Zealand Oil Services Ltd
- Mobil Oil NZ
- Road Science
- Fulton Hogan
- Terminals NZ
- Quantem Bulk Liquid Storage and Handling
- Bakels Edible Oils
- Golden Bay Cement
- GrainCorp Liquid Terminals
- Ballance Agri-Nutrients
- Ixom
- Stolthaven NZ

Each stakeholder/Operator is responsible for the general operation and safe transfer of product to and from Vessels.

Note: In the event of an emergency, the Operator at the time of the event is responsible for the execution of the response procedures within this plan and any other related response requirements such as Tier 1 Oil spill response plans.

Where a marine oil spill is beyond the capability of the spiller, the on-duty Regional On-Scene Commander at the Bay of Plenty Regional Council may declare a Regional (Tier II) Response and mobilise the regional response team and spill equipment.

Where a spill is beyond the capability of the region, the National On-Scene Commander may declare a National (Tier III) Response. In either case the response will be undertaken in accordance with Regional and National Marine Oil Spill Contingency Response Plans.

3 Site Information

3.1 Tanker Berth Location (Berth 16)

Berth 16 is located on the South/Eastern side of the main Tauranga harbour channel. The GPS Coordinates of the site are **37°39'53.63" S 176°10'50.20" E**

3.2 Sites Access

Access to the site can be gained from Tasman Quay, either via the State Highway 2 entrance or other security access points from Totara Street that link to Tasman Quay . Emergency access can be gained from the Butters Landing area south of the Berth.

3.2.1 Emergency Access Gate

Emergency access can be gained from SH2 near Butters Landing. Access involves removing a 10 metre section of State Highway protective barrier. Fire and Emergency NZ have a 197 key to unlock the access port to the barrier.

The barrier section is hinged at one end and supported by an elevating Jockey wheel at the opposite end. The removal process requires at least 3 people to push the barrier open.

Note: The removal of the barrier may take up to 30 minutes to complete. Scene safety must be carefully managed during this process due to the proximity vehicle traffic. Emergency services must lead this activity.

Figure 1: Emergency Access gates to Berth 16

3.3 Neighbouring Sites

The Tanker Berth is located in the immediate proximity of other high-risk sites. The prevailing wind from the South West creates potential exposures that must be considered when managing an incident. In the event of a product spill, the wind strength and direction should be considered when considering the incident potential.

Neighbouring sites must be notified of the nature of the emergency and any evacuation requirements as soon as possible. More information of evacuation procedures can be found in **Section 6.**

3.3.1 Neighbouring Sites Near Berth 16

Neighbouring sites	Distance from Berth 16
Graincorp	90m
Golden Bay Cement	180m
Balance Agri-Nutrients	200m
Stolthaven	220m
Fulton Hogan	350m
Mobil Bulk Fuel Terminal	400m
Z North Bulk Fuel Terminal	400m
NZOSL Bulk Fuel Terminal	415m
Z South Bulk Fuel Terminal	470m
Downer	565m
Quantem Bulk Liquids Terminal	610m
Lawter	675m

3.4 Operating Hours

Tanker Berth operations are subject to shipping and stakeholder demands and have the capability to operate 24/7. Operating hours are determined by shipping schedules which may result in Vessel transfers throughout any period.

3.4.1 Occupants On Site

The number of workers on site at any given time varies due to the transient and shared nature of operations at the site. Excluding the Vessels crew, transfers between a Vessel and a receiver will typically involve two Contractors (*Operators*) and one POTL Security Officer on site.

3.5 Site Utilities

The Tanker Berth is serviced with the following utilities:

Utility	Information	Isolation
Power	400v underground feed from transformer TC4-297, located 20m south of the gatehouse.	Power to the Berth can by isolated by contacting the CSC for the duty electrician. Phone 07 5728 888
Water	200mm dia mains supplied from Hewletts Road.	The Water supply can be isolated by shutting the isolation valve near the tanker berth hut or shutting the valves on the RPZ on Hewletts Road (behind Graincorp) or contacting the CSC 07 5728 888
Natural Gas	There is no natural gas to this facility.	
Stormwater	1 x 750 dia stormwater pipe on the northern end of the berth 1 x 600 dia stormwater pipe on the southern end of the berth 1 x 825 dia stormwater pipe on the southern end of the berth	The stormwater system cannot be readily isolated. Contact the CSC for the Port's environmental team ph 07 5728 888
Sewage	Several buried sewer pipelines. Pumping station located 65m south of the security gatehouse.	Contact Downer 07 5728 0087 Or the CSC 07 5728 888
Bund	The Berth apron is also an operational bund. The bund capacity is approximately 124,000L	In preparation for product transfers, the bund drains are closed to isolate the area from leakage during a spill

4 Communications

4.1 Emergency Contact Information

In the event of an emergency, the on-site *Operator* representative must notify CSC immediately. Depending on the timing and nature of the incident the *Operator* or CSC will notify the relevant emergency services.

- Port of Tauranga Limited Customer Service Centre 24 Hours (07) 572 8888
- Tauranga Port Radio VHF Channel 12
- Emergency Services 111

More information on the process for raising the alarm and notifying emergency services can be found in Section 5.1

4.1.1 Stakeholder/Operator Emergency Contacts

Confirmation and contact details of the stakeholder/Operator on site at any given time can be requested through the CSC at any time (07) 572 8888.

Table 1: Emergency Contacts

Company	Position	Name	Work	Cell
Quantem	Terminal Manager	Aaron Dohnt	07 575 2019 ext 2	021 875 046
	Foreman	Rod West	07 579 9472	027 294 4711
C3 Ltd	Mount Logs Manager	Hamish McClean	07 572 8972	021 354 587
ISO Ltd	Port Operations Manager	Renata Haupt	07 577 7600	027 615 6438
Graincorp Terminals Ltd	Terminal Manager	Daryl Richardson	07 575 6536	027 232 1142
Fulton Hogan	Terminal Manager	Brent Harris	07 575 0067	027 801 1185
Fulton Hogan	Plant Supervisor	Gareth Macmillan	07 575 0067	027 289 2595
Mobil Oil	Terminal Manager	Douglas Baua	07 572 3634	0275 409 635
	Assistant Manager	Jainesh Sharma	07 834 9523	022 0823 827
NZ Oil Services Ltd	Terminal Manager	Shane Gibbons	07 572 3810	022 188 1016
	Assistant Manager	Dean Salter	07 574 2074	021 455 010
Stolthaven NZ	Operations Manager	Stephen McGregor	07 575 6614	021 554 472
SGS	Acting Branch Manager	Paul Wilson	07 547 4564	027 212 9383
Terminals NZ Ltd	Terminal Manager	Chris Toms	07 572 3806	021 444 966
Z Energy North	Terminal Manager	Glen Carpenter	07 574 0603	027 700 8175
Z Energy South	Terminal Manager	Graham Knox	07 574 4372	027 627 4354
BOPRC	Harbormaster	Jon Jon Peters	021 997 177	027 519 3559
BOPRC	On-Duty Regional On-Scene Commander		0800 5 KNOTS	

4.2 Internal Communications and Notifications

The CSC is staffed 24 hours per day by dedicated personnel operating from the Salisbury Ave HQ building. The CSC is the primary communication hub for the POTL and are responsible for facilitating communications and notifications that will support POTL operations.

4.2.1 Staff call out process

POTL have the ability to call staff back to the site in the case of an emergency to help support the *Operators* response and scale it as required. A call out will depend on magnitude of the incident, and the specific need for additional personnel.

Senior staff and relevant technical advisors can be contacted after hours for assistance at emergency events. Requests for additional staff can be requested through the CSC.

CSC will inform the duty POTL Operations Manager who will determine what personnel are required to be notified, and/or, requested to report to site.

4.3 Onsite Warning and Communication Methods

A monitored Manual Alarm Call Points are located throughout the site, upon activation load audible alarms will sound to raise the alarm and signal the evacuation requirement.

The POTL use mobile phones, conventional phones (located in the Security Gate house) and hand held radios to communicate during normal operations. The intrinsically safe UHF radios can be utilised during emergency situations, these are accessed from the Gatehouse.

In an emergency, the radios operate on channel 1 for security and 16 for maritime and are monitored by the Hull Road and Sulphur Point Gate House Staff. The RT system at CSC can link to the security channel but do not monitor the channel as part of normal operating duties.

During an emergency, a handheld radio will be offered to key emergency service personnel to ensure effective communications.

The on-site Security Officer will generally be provided with a ship's RT for communications directly with the Vessel (coastal tankers only).

Only intrinsic radios can be used on the Tanker Berth

4.4 External Communication, Notifications and Media Management

All *Operators* are expected to undertake immediate emergency communications, both internally within their own company and externally as needed. Details of the communication expectations and processes are detailed in the Port IMS.

4.4.1 Media Management

It is important that all Operators consider the speed and power of the Media and Social Media. Information sharing is almost instant and therefore POTL will aim be proactive in their approach to Media Management. However, media and public information releases will be strictly controlled as per the procedures detailed in the PoTL IMS. **No unauthorised media releases are permitted.**

The IC or the Communications Coordinator for the POTL may (in conjunction with the Emergency Services if present) consider providing a brief acknowledgement statement.

The information should:

- Be factual, acknowledging what has happened (in summary only)
- Confirm the good things that have been done to minimise impact
- Show compassion for those effected

- Explain the high levels of cooperation and communication with stakeholders (including Emergency Services)

Do not get drawn into discussing possible cause or fault (these will be investigated)

Senior Management will determine how more detailed information will be released in accordance with company Policy.

4.5 Communication with Neighbours, Local Community and Stakeholders

CSC keep up to date contact records. In the event of an emergency CSC will facilitate the timely notification of relevant parties as requested by the ERTL and/or emergency services.

POTL are committed to facilitating quick, clear communication during and emergency event, this includes the need to keep immediate neighbours informed. To achieve this, two communication zones have been established.

Communication Zone	Description (Refer to diagram on the following page)
Zone A	Includes all neighbouring sites within a 200m radius of the Tanker Berth. These occupants are exposed to the highest risk from an emergency at the site that may extend beyond the POTL boundary.
Zone B	Includes those outside of Zone A but within a 500m radius of the site. Neighbouring sites in Zone B are deemed to be less likely to be at risk from an emergency but may still need to be informed or evacuated in some cases.

4.5.1 Incident Communication Protocols

Incident Communication	Before Emergency	During Emergency	After Emergency
Zone A 200m Radius	• Offered a copy of the ERP. • Invited to meetings. • Included in email communications of general preparedness information	• Contacted directly ASAP. • Provided with regular updates • May be prioritised for evacuation by Emergency Services	• Invited to debrief or meetings. • Provided with regular updates. • Emailed follow up information if required. • Offered post incident report information
Zone B 500m Radius	• Invited to meetings • Included in email communications	• Potentially contacted directly by emergency services (Police) • Updates provided via local radio/council	• May be invited to debrief • Information provided via email.

4.5.2 Off Site Warning Systems

In the event of a major incident, POTL CSC will directly contact neighbours within the immediate area to inform them of the incident. Emergency services may also be involved in assisting in the process of warning/evacuating members of the public who may be affected.

Figure 2: Tanker Berth – Evacuation Zones

4.5.3 Information sharing strategy for Zone A and B

4.6 Mandatory Notifications

Notifiable incidents must be declared. *Operators* are requested to advise the CSC if it has been identified that Worksafe NZ must be Notified. This will include any unplanned event, (excluding false alarms) that requires the emergency plan to be implemented, an event that does not cause, but has the potential to cause, a major incident; or damage to, or failure of, a safety critical element that requires intervention to ensure it will operate as designed.

The initial notification may be given by telephone or in writing including email, or other electronic means, but must be given by the fastest possible means in the circumstances.

WorkSafe may require to be given written notice of the incident within 48 hours of being informed of the requirement. WorkSafe will give an acknowledgement of having received notice.

All copies of the notification documentation must be kept for 2 years.

The Health and Safety Manager/Advisor will be responsible for:

- Ensuring all notifiable incidents are notified to WorkSafe
- Preparing a detailed written report on the notifiable incident and sending to WorkSafe within 30 days or a time specified in writing by WorkSafe.
- Distributing the report to all site personnel.
- Keeping a copy of the report and associated documentation.

5 Emergency Response

5.1 Raising the Alarm

Any person who discovers an emergency situation or a situation which is likely to give rise to an emergency, (except bomb threats), should consider activating a site manual alarm call point to alert all personnel so emergency response procedures can be effectively executed.

The activation of a manual alarm point will activate a loud siren and automatically notify emergency services.

Upon hearing the alarm, all personnel will evacuate as per the procedure in **Section 6**

Once staff have mustered at the evacuation point, the Head Warden will confirm the evacuation status. This information will be passed on to the OSC, the IC/Manager Operations and the Emergency Services if they are attending.

5.1.1 Alerting a Berthed Vessel Crew

If a vessel is berthed alongside, the Captain/Crew must be immediately notified by the security staff or OSC. The OSC will immediately liaise with the Captain to confirm the situation and the type of actions required.

5.1.2 Alarm Point Locations

Manual alarm call points are located outside the security gatehouse, on the wharf apron and at emergency pedestrian gate. The alarm locations are also identified on the Map in **Section 10.11**

5.2 All Stop Procedure

Some incidents may require the immediate halt of all BAU activities to allow time to determine appropriate response actions. An “all stop” may last minutes or hours depending on the severity of the incident.

An “All Stop” may be called by any person who determines the action will be the most appropriate initial response action to protect life, property and the environment.

5.3 Decision Criteria

The following points should be considered when assessing the incident.

- The potential life-threatening danger to personnel on or near the site
- The potential for the incident to adversely impact the environment
- The scale, severity and escalation potential
- The ability of site personnel to manage the situation scale and severity

If there is any doubt, emergency services should be called as a precaution.

5.4 Incident Classification Matrix

The matrix can be used to help quantify the scale of the incident. Measuring the severity of the incident confirms the level of response scale and urgency.

Figure 3: POTL IMS Incident Severity Matrix

Severity					
Category	Factors to consider	Minor	Moderate	Major	Severe
Impacts	• People • Environment • Assets • Reputation	Minor or no injuries, little or no environmental impact, limited or insignificant damage, very little chance of reputational harm.	Moderate injuries, some environmental impact, moderate damage to plant and facilities, potential for reputational harm	Serious injuries, significant environmental impact, major damage to plant and facilities, Likely reputational damage.	Numerous serious injuries or fatalities, widespread environmental impact, total loss of some buildings, plant and facilities, reputational damage imminent.
Resources	Capacity to manage – response equipment, funding, technical expertise, manpower, contractors	Manageable within available resources.	Manageable but will likely need logistical support	Resource limits and capacity are stretched.	Resource limits are exceeded.
Internal & External Interest	Degree of expected interest in the event: • Media • Neighbours • Stakeholders • Public	Minimal to no interest and can be routinely managed. Senior leadership notified.	A moderate degree of local interest. Senior leadership involved and leading the communications response.	Significant degree of local or regional interest likely to become National. Senior Leadership formalising communications strategy and plan.	National and possibly International interest. Senior leadership, key stakeholders and Directors involved.
Response and Recovery	Expected duration, ability to contain, potential to escalate, complexity, urgency, familiarity, level of disruption	Familiar/routine/ predictable Known solutions to familiar/routine/ predictable problems.	Mostly familiar/routine/ predictable with some degree of irregularity. Mostly known solutions to known but irregular problems.	Mostly irregular with some degree of familiarity and predictability. Mostly known solutions to irregular and possibly unknown problems.	Unfamiliar/ unprecedented/ unpredictable. Mostly unknown solutions to unknown problems

5.5 Response Levels

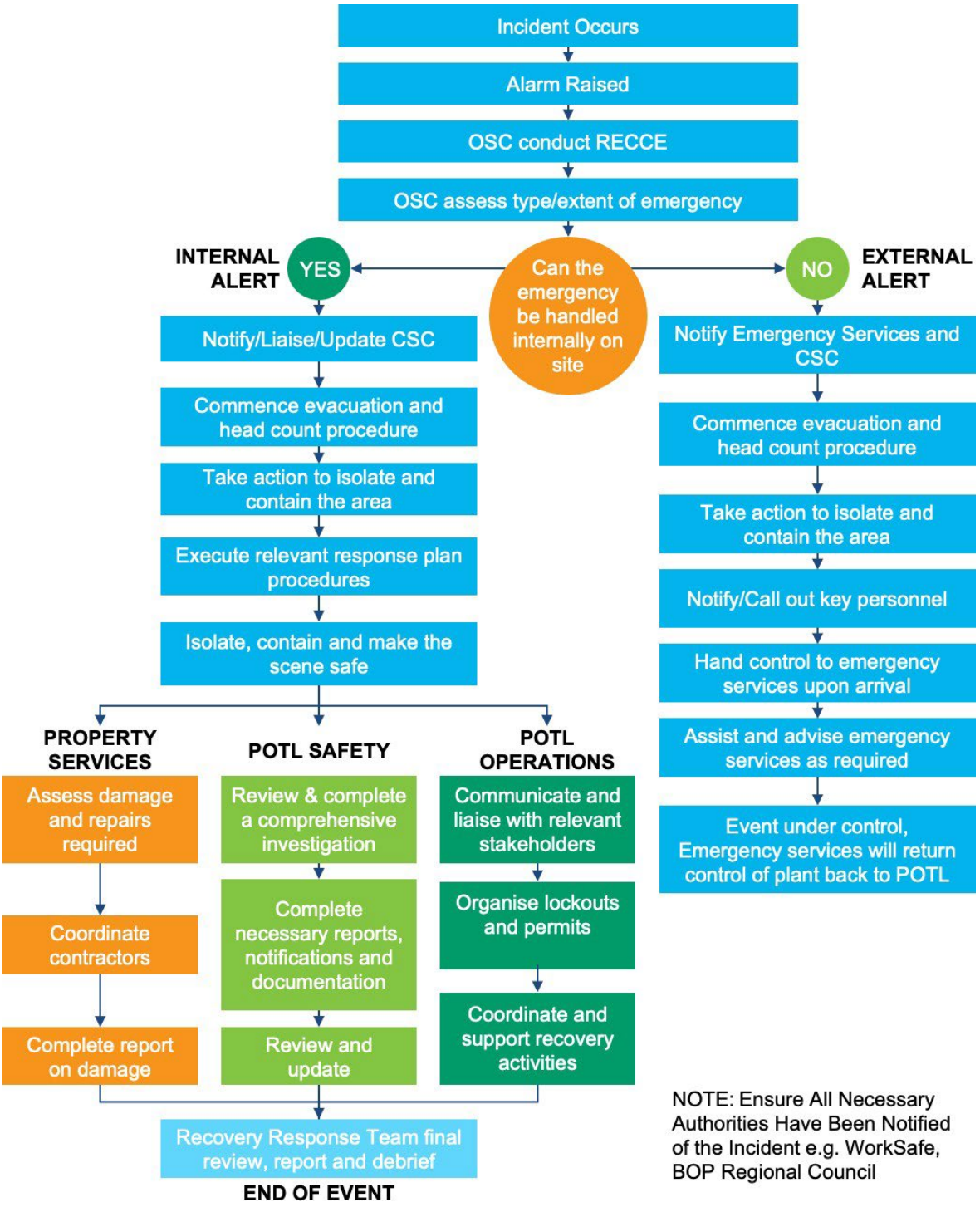
The level of response to the incident should align with the severity and scale of the incident. More information about this process is detailed in the POTL Incident Management system.

Figure 4: POTL Response Levels

Response Levels		Response Activities
Level 3	Strategic Response	• Crisis Management Centre activated • Crisis Management Team established • Strategic priorities identified • Crisis Action Plan developed and communicated • Common Operating Picture established • Communications plan established • Crisis and Continuity Business impacts assessed
Level 2	Tactical Response	• Emergency Operations Centre activated • Incident Management Team mobilised and briefed • Written Action Plan developed and communicated • Common Operating Picture established • Senior leadership / Crisis Team notified and briefed • Internal and external communications confirmed/updated • Emergency Service Liaison role(s) appointed
Level 1	Operational Response	• Initial scene assessment • Execution of response and evacuation procedures • Establishment of verbal Action Plan • Integration with Emergency Services • Emergency Response Team Leader guiding response • Notifications and communications initiated

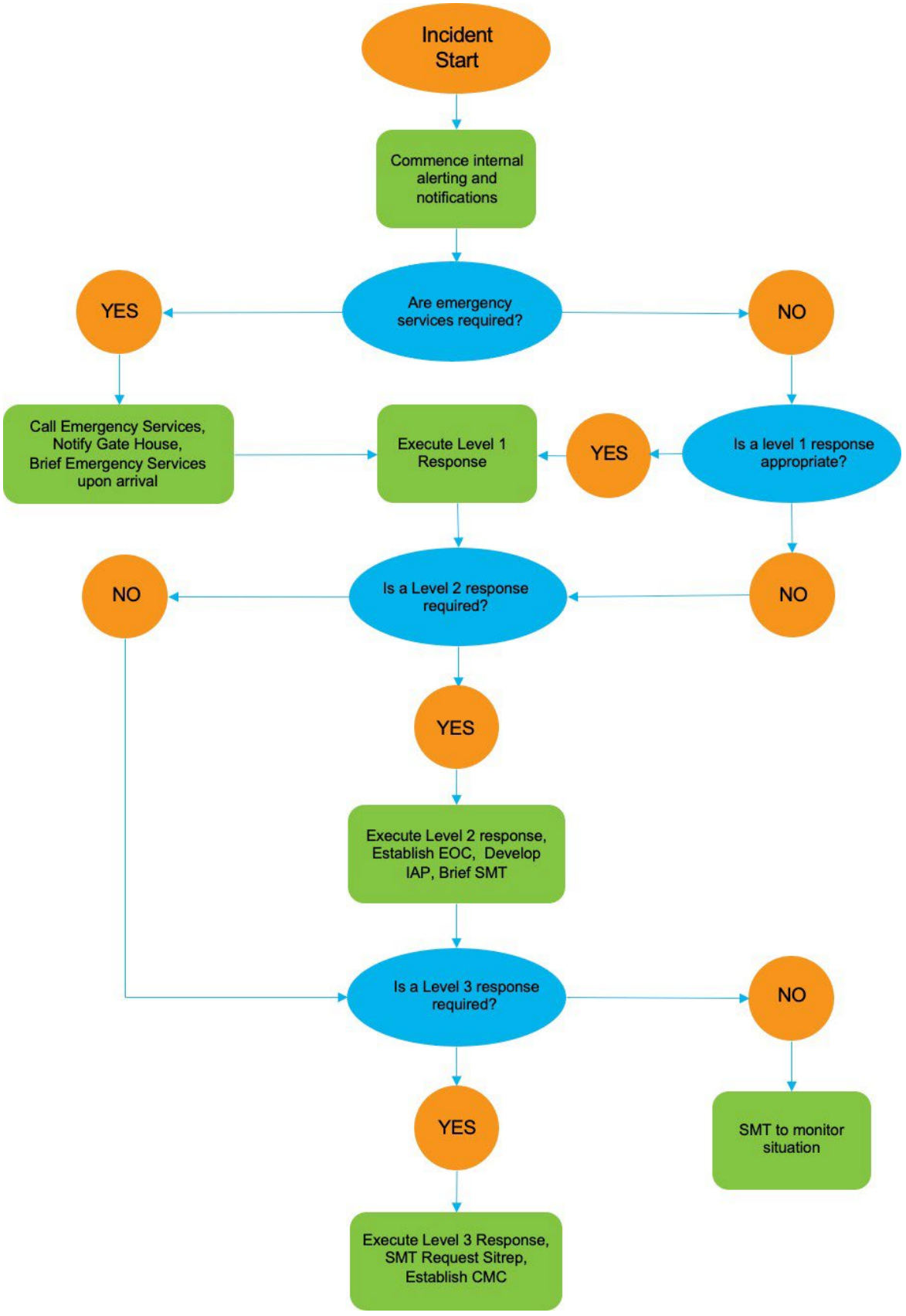
5.6 Plan Activation Flow Chart

Figure 5: ERP activation process



5.7 POTL Incident Escalation Process

Figure 6: Escalation Decision Process



5.8 Emergency Service Arrival

The Emergency Services should be contacted by dialling 111, this can be facilitated through the TCT operations room personnel or CSC. Any delay in calling the emergency services could result in unnecessary escalation of the incident.

The emergency services will need to be informed about:

- The nature of the emergency
- The site address, best access and nearest intersection
- The status of any injured person(s)
- The presence, volume and type of any hazardous substances
- The wind direction and strength

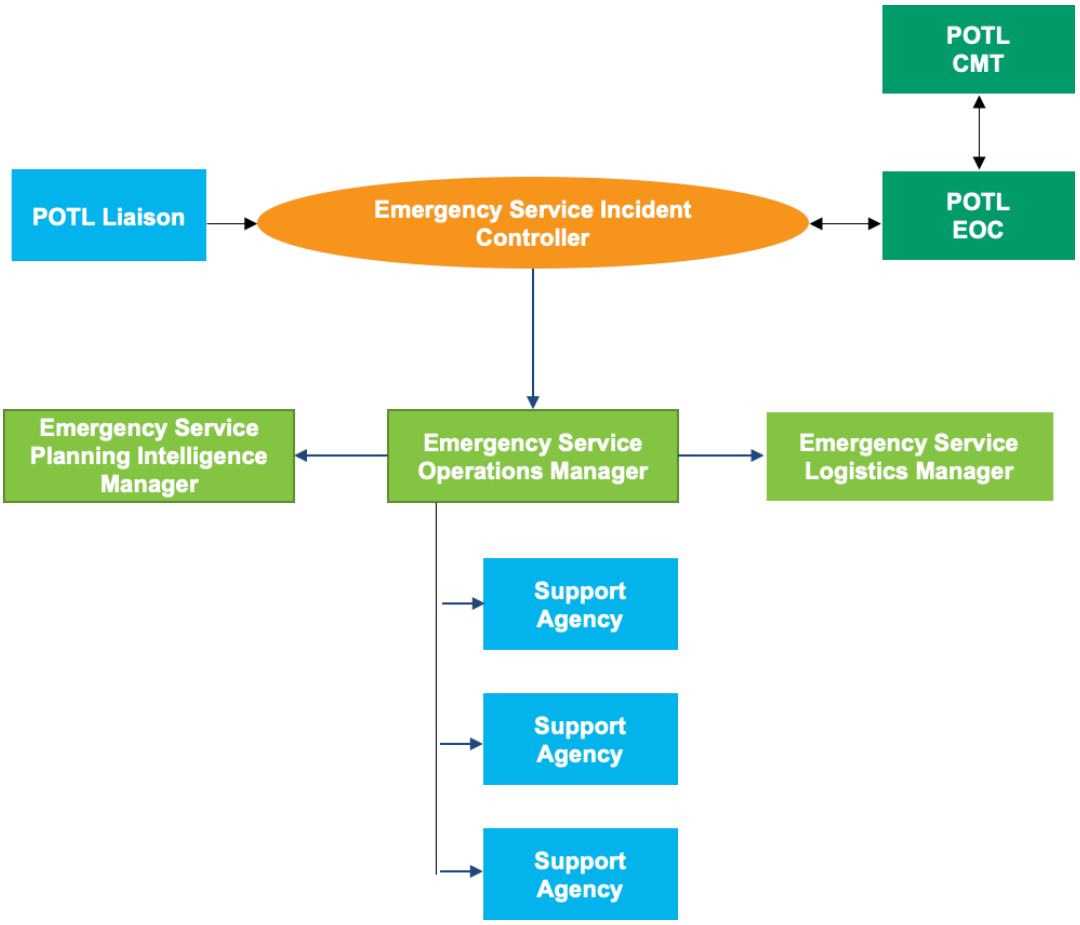
5.8.1 When Emergency Services Arrive:

During normal working hours Emergency Services should be met at the gate by Security staff. If radio communications may be required, a POTL hand held radio must be offered to the Emergency Services.

Depending on the situation the Emergency Services will want to be directed to the incident where they can be briefed by the Incident Controller. A FENZ response to a fire alarm activation may result in them making their way to the site Fire Alarm Panel First. On these occasions the Incident Controller or Emergency Response Team Leader should consider meeting them at this location if it is safe to do so.

Once on scene, TCT will hand over the management of the incident to the Emergency Services. TCT will then continue to support the Emergency Services through their EOC activities.

Figure 7: TCT Integration structure with Emergency Services



5.9 POTL Gate Control

Access to POTL property is controlled by a series of Gate Houses. Security staff occupying these locations will facilitate prompt access for emergency services to their desired location.

Role: Control emergency access to POTL

Responsibilities:

- Receive notification of the incident type and location from CSC or TCT Ops
- Monitor and anticipate the arrival of emergency services by keeping gate area clear
- Ensure boom gates are opened for emergency services upon arrival
- Prepare to provide specific direction of the location to the emergency services
- Ensure non-essential access to the POTL is limited
- Advise the IC of the arrival of emergency services
- Advise the IC and CSC if a media contingent is present

5.10 Plan Deactivation

The emergency will be declared over when the Emergency Services and the IC are satisfied there is no further risk to people, environment or assets.

The declaration of the end of the emergency will be communicated via hand held radio and telephone calls.

On satisfactory clean up and decontamination of a local emergency incident, the IC will terminate the emergency and allow the personnel to enter the affected area (subject to investigation needs).

For site emergencies not involving the emergency services, once the incident has been controlled and sufficient clean up and decontamination conducted to eliminate the risk to the remainder of the site, the IC will end the emergency.

The personnel at the emergency assembly areas will be advised it is safe to return to their work areas and any restricted areas that remain.

Site emergencies which involved the emergency services will be terminated when the Control Agency hands back control of the IC.

The IC will advise the personnel at the emergency assembly areas it is safe to return to their work areas and any restricted areas that remain.

For any incident level the IC will raise an incident alert in the Variance Reporting system and commence an investigation.

6 Evacuation Procedures

6.1 Evacuation Considerations

To perform an evacuation, there must be enough time for persons to be warned to prepare to leave the area. Generally, if there is enough time, evacuation is likely to be the best protective action. However, evacuation requires time and manpower. It may place those been evacuated at risk and cause unnecessary exposure to toxic gases.

The following factors will influence the time necessary for a successful evacuation:

- Time of day
- Weather conditions
- Wind direction
- Number of people
- Location of incident

Full Evacuation is the preferred method if:

- There is immediate threat of a flammable substance hazardous fire
- It will take a long time for the fumes of a toxic gas leak to clear the area– example: Nil wind
- Tsunami - An earthquake is the first warning that a tsunami might be on the way. Do not wait for official warnings to evacuate

6.2 General Responsibilities

Every occupier of at the Tanker Berth must abide by the procedures detailed within this plan and participate in the regular 6 monthly trial evacuations.

All Terminal Occupants:

- Warn anyone in the immediate area
- Operate the nearest fire alarm call point
- Proceed to evacuate the area assisting others as required
- Report to the Chief Fire Warden at the place of safety to pass on any known details about the fire
- Do not attempt to extinguish the fire unless you are trained in the use of firefighting equipment and it is safe to do so

If you are warned of a fire:

- Operate the nearest fire alarm call point (if not already sounding)
- Proceed to evacuate the area providing assistance to those that require it
- Do not attempt to extinguish the fire unless you are trained in the use of firefighting equipment and it is safe to do so

6.3 Evacuation Roles and Responsibilities

6.3.1 Gate House Security

The Guard at the Security Hut will undertake the key evacuation role of Chief Warden. When undertaking this role the Warden will be identified by a vest or sash marked “Chief Warden”. The Chief Warden is responsible for the safe and efficient evacuation of the Berth. The Chief Warden will liaise closely with the *Operator* representative who will assume the role of the Emergency response Team leader (ERTL).

6.3.2 Emergency Response Team Leader

The *Operator* representative is also known as the site supervisor. The Site Supervisor is responsible for the incident and will undertake the role of ERTL. The Site Supervisor is identified by a white hard hat, labelled as "Supervisor". The ERTL will liaise closely with the Chief Warden to ensure the evacuation is being safely and efficiently executed.

More information about emergency roles and responsibilities can be found in Section 8.4

Table 2: Trained Wardens

Chief Wardens (Security Staff)

Names	Company	Cell Phone

6.4 Evacuation Procedure Training and Drills

The POTL Tanker Berth has an Evacuation Procedure developed to facilitate the safe and efficient evacuation of site occupants. The Evacuation Procedures comply with the **Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.** All personnel using the Tanker Berth facility must receive training in the safe execution of their roles and responsibilities for evacuating the site, this may be part of induction training.

6.5 Trial Evacuations

The Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018 state the requirement for FENZ to be given reasonable prior notice, before holding a trial evacuation. **Fire Service Personnel may choose to attend the trial evacuation.** A minimum of seven days' notice will satisfy this requirement.

Advice in writing by the initiator is to be given to:

Fire and Emergency NZ
Bay of Plenty Coast Area
193 Cameron Road
Tauranga 3140

Phone:07 578 7099 Ext 74212

A record of the completed evacuation results must be submitted to FENZ:
fireinfo@fireandemergency.co.nz

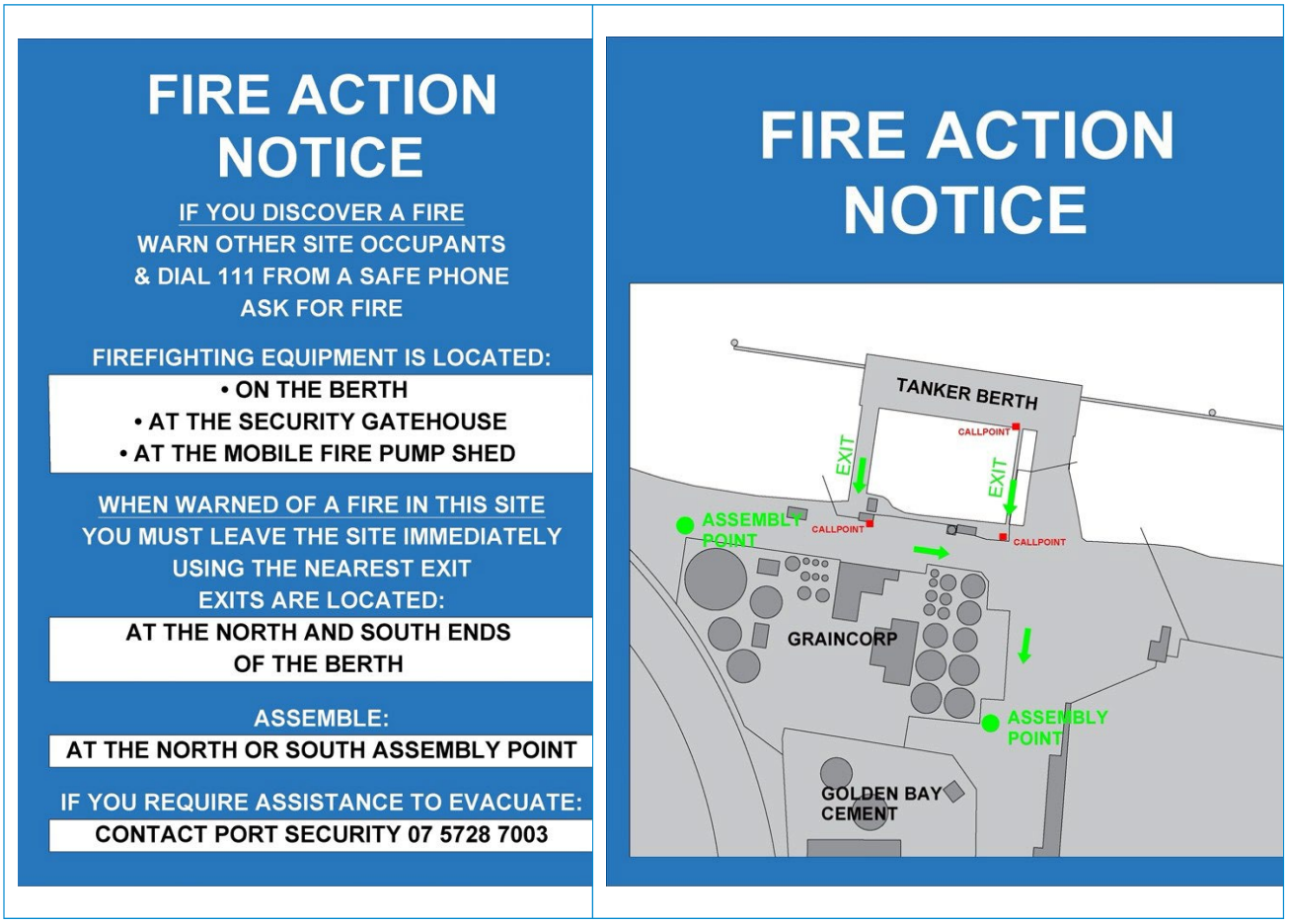
Important Evacuation Notes:

- Trail evacuations must be held every six months
- A record must be kept that captures the outcomes from the trial evacuation.
- Evacuations must be recorded on the official FENZ evacuation record form.
- The Manager Operations and Security Services is responsible for maintaining internal records and submitting results to FENZ
- TCT Inductions must include relevant evacuation procedure information

6.5.1 Evacuation Drill Process

1. A reminder is set in Security Supervisor's calendar to conduct drill every six months.
2. Supervisor will plan to conduct drill on first possible opportunity once reminded.
3. Supervisor will run through evacuation plan with Security Officer on duty.
4. Supervisor and/or Security Officer will then run through evacuation plan with wharf workers. Wharf Supervisors or Management should be included whenever possible.
5. Drill shall be logged in Tanker Berth log.

Figure 8: Tanker Berth – Evacuation Procedure



7 Hazardous Substances

Due to the nature of operations on the site, hazardous substances are present in two main sources:

1. Bulk cargo vessels carrying various quantities and types of product
2. Product transfer pipelines which move product to and from the Tanker Berth.

7.1 Hazardous Substance Information on Site

7.1.1 Hazchem Information Board

A Hazchem information board is located at the pedestrian gate near the Security Hut.

The information board is used to provide critical emergency response information to emergency services and authorised visitors entering the Tanker Berth.

Note: This board must be completed by the contractor discharging the cargo.

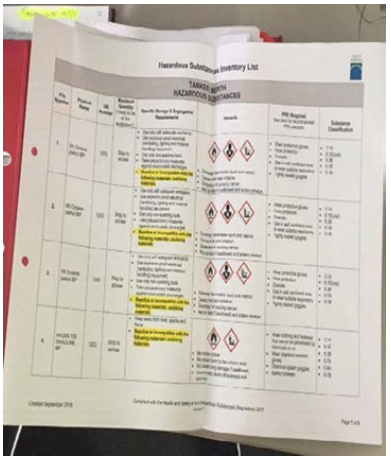
7.1.2 Hazardous Substance Inventory and Safety Data Sheets

A Hazardous substances inventory list and Safety Data Sheets (SDS) for all products that transit the Tanker Berth is **located in a red folder in the Security Hut.**

The contractor will use the red folder to fill out the Hazchem information board. The following information is required.

- Name of ship.
- Estimated time of arrival (ETA).
- Estimated time of departure (ETD)
- Name of hazardous substance being discharged (in plain English)
- SDS number located in the red folder.
- Onsite contractors' name, company and contact number.
- Shipping agent name, company and contact number.

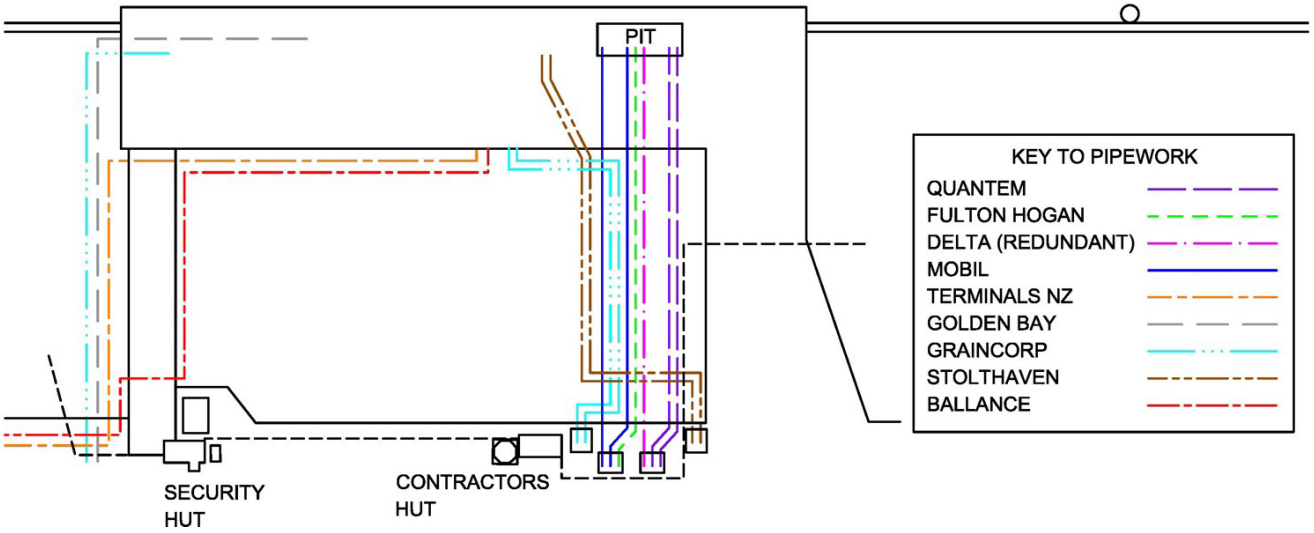
Figure 9: Hazardous Substance Inventory and SDS Folder (located in Security Hut)



7.2 Hazardous Substance Pipelines

The following site diagram shows the location of the stakeholder pipelines on located on Berth 16.

Figure 10: Pipework Plan – Tanker Berth



7.2.1 Tanker Berth Pipeline Information

Table 3: Stakeholder pipeline dimensions and products

Stakeholder/Operator	Pipe Diameter	Product(s)
Mobil/BP/Z Energy/NZOSL	300mm	White Oil
Mobil	250mm	Black Oil
Fulton Hogan/Road Science	250mm	Bitumen
Bakels Edible Oils	150mm (tbc)	Edible oils
Terminals NZ	300mm	Gasoline, diesel
Quantem	200 -150mm	Various products
Golden Bay	2 x pipelines	Cement
GrainCorp	4 x Pipeline	Various products
Balance Agri-Nutrients	200mm	Sulphuric Acid
Ixom	150mm (tbc)	Various products
Stolthaven	150mm	Heat Traced & Insulated: Phenol
Stolthaven	150mm	Caustic Soda
Stolthaven	150mm x 3	Vegetable Oil/Tallow

7.3 Hazardous Substance Inventory Table

Table 4: Hazardous Substance Inventory

Stakeholder/Operator	Product Name	Pipeline #	UN Number	HSNO Classification	Contact
Quantem Bulk Liquid Storage and Handling	Caustic Soda		1824	8.1A, 8.2B, 8.3A, 6.1D, 9.1D	Quantem Bulk Liquid Storage and Handling Aaron Dohnt Mt Maunganui Terminal Manager 021 875 046 aaron.dohnt@quantem.nz
	Caustic Potash		1814	8.1A, 8.2B, 8.3A, 6.1D, 9.3B	
	Nitric Acid		2031	8.1A, 8.2B, 8.3A, 6.1D, 6.9B	
	Avgas 100LL		1203	3.1A, 6.1E, 6.3B, 6.7B, 6.8A, 9.1B	
	Ethanol		1170	3.1B, 6.4A	
	Tallow		None	Non Haz	
	Veg Oils		None	Non Haz	
GrainCorp	Tallow		n/a	n/a	GrainCorp Liquid Terminals Daryl Richardson Terminal Manager 027 232 1142 daryl.richardson@graincorp.co.nz
	Molasses		n/a	n/a	
	Coco Nut Oil		n/a	n/a	
	PalmOlein Oil		n/a	n/a	
	Sunola Oil		n/a	n/a	
	Sunflower Oil		n/a	n/a	
Mobil Oil NZ	Unleaded Gasoline (98/95/91)		1203	3	Mobil Oil (NZ) Ltd Douglas Baua Mount Maunganui Terminal Manager 027 540 9635 douglas.baua@exxonmobil.com
	Diesel		3082	9	
	Fuel Oil		3082	9	
New Zealand Oil Services	Regular Unleaded 91 Petrol		1203	3.1	New Zealand Oil Services Limited Shane Gibbons Terminal Operations Manager 07 572 3810 shane.gibbons@nzosl.co.nz
	Premium Unleaded 95 Petrol		1203	3.1	
	98 Octane Petrol		1203	3.1	
	Diesel		3082	9	

Stakeholder/Operator	Product Name	Pipeline #	UN Number	HSNO Classification	Contact
IXOM	Potassium Hydroxide Nitric Acid Caustic Soda		1814 2031 1824	6.1D, 8.1A, 8.2B, 8.3A, 9.3B 6.1D, 6.9B, 8.1A, 8.2B, 8.3A 6.1D, 8.1A, 8.2B, 8.3A, 9.1D	IXOM Ross McLeod Strategic Products Manager 07 572 6851 ross.mcleod@ixom.com
Road Science	Bitumen		3257	n/a	Road Science Murray Northcott North Island Technical Plant Manager 07 575 1150 murray.northcott@roadscience.co.nz
Fulton Hogan	Bitumen		3257	n/a	Fulton Hogan Aaron Gill Industries and Fleet Divisional Manager 027 273 2690 aaron.gill@fultonhogan.com
Stolthaven	Phenol Caustic Vege Oils Tallow White Spirits Mineral Turps Solvesso 100 DSP 80/100 Toluene		2312 1824 n/a n/a 1300 1300 1268 3295 1294	3X 2R n/a n/a 3Y 3Y 3Y 3YE 3YE	Stolthaven New Zealand Limited Stephen McGregor Operations Manager Mount Maunganui 021 554 472 s.mcgregor@stolt.com

Stakeholder/Operator	Product Name	Pipeline #	UN Number	HSNO Classification	Contact
Terminals New Zealand Limited	Diesel		3082	3.1D; 6.1E; 6.3B; 6.7B; 9.1B	Terminals NZ Chris Toms Terminal Manager 021 444 966 christ@terminals.nz
	Regular Unleaded 91 Petrol		1203	3.1A, 6.1E (All), 6.1E (O), 6.3B, 6.7B, 9.1B (A), 9.1B (All), 9.1B (C), 9.1B (F)	
	Premium Unleaded 95 Petrol		1203	3.1A, 6.1E (All), 6.1E (O), 6.3B, 6.7B, 9.1B (A), 9.1B (All), 9.1B (C), 9.1B (F)	
	98 Octane Petrol		1203	3.1A, 6.1E; 6.3B; 6.7B; 9.1B	
	Ethanol		1170	3.1B, 6.4A, 9.1D	
Z Energy Limited	Petrol Unleaded		1203	3.1A	Z Energy Limited Graham Knox Terminal Manager South 027 627 4354 graham.knox@z.co.nz Glen Carpenter Terminal Manager North 027 700 8175 Glen.carpenter@z.co.nz
	AGO (Diesel)		3082	3.1D	
	Bitumen B45		3257	n/a	
	Bitumen B180		3257	n/a	
	HBFO (Black Fuel Oil)		1993	3	
Bakels Edible Oils (NZ) Ltd	Canola Oil		n/a	n/a	Bakels Edible Oils (NZ) Ltd Owen Miller Supply chain manager 07 927 5624 027 360 2425 owen.miller@beobakels.co.nz
	Coconut oil		n/a	n/a	
	Palm Olein		n/a	n/a	
	Soy Bean Oil		n/a	n/a	
	Sunflour Oil		n/a	n/a	
	Palm Stearin		n/a	n/a	
	Palm Oil		n/a	n/a	
	Palm Hardstock		n/a	n/a	

Golden Bay Cement	Cement		n/a	n/a	Golden Bay Cement Michael Wahlstrom Mount Maunganui Service Centre Supervisor 027 583 8331 michaelwahlstrom@goldenbay.co.nz

Stakeholder/Operator	Product Name	Pipeline #	UN Number	HSNO Classification	Contact
Ballance Agri-Nutrients	Sulphuric Acid		1830	6.1D, 6.1E, 6.7A, 6.9A, 8.1A, 8.2B, 8.3A, 9.1C, 9.1D	Balance Agri-Nutrients Leo Berntsen lberntsen@ballance.co.nz

7.4 Hazardous Substances at Neighbouring Zone A Sites

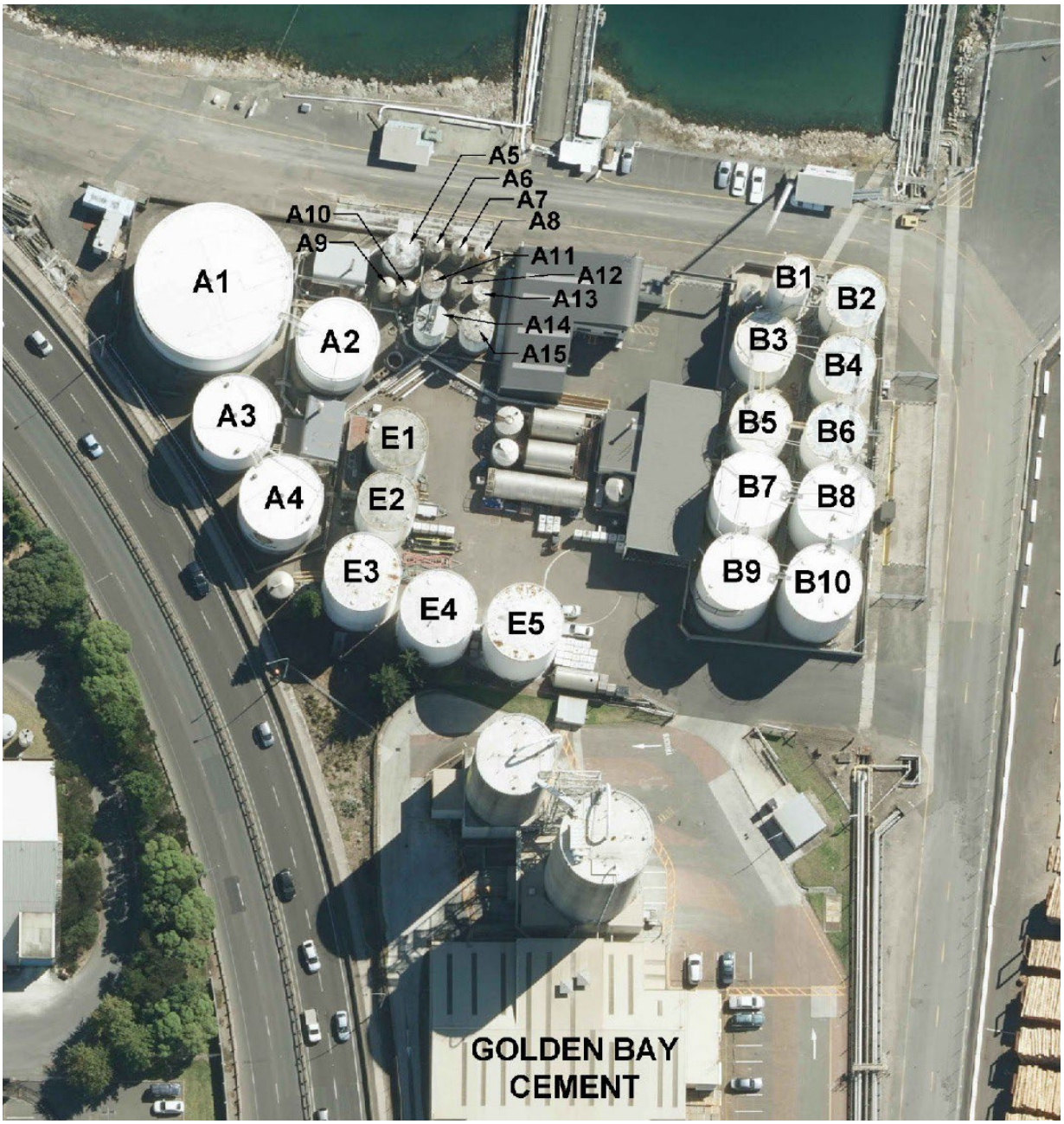
The following products at Grain Corp must be considered if there is any potential for an incident at the Berth to present an exposure risk to them.

Zone A Hazardous Substances

Map Ref/ Location	Product	Storage	Quantities	Measure
Grain Corp				
A11	Molasses Products	Tank	3850	Cubes
A12	Molasses Products	Tank	950	Cubes
A13	Molasses Products	Tank	1100	Cubes
A14	Molasses Products	Tank	1100	Cubes
A8	Molasses Products	Tank	130	Cubes
A7	Molasses Products	Tank	25	Cubes
A5	Molasses Products	Tank	25	Cubes
A4	Molasses Products	Tank	25	Cubes
A17	Molasses Products	Tank	25	Cubes
A16	Molasses Products	Tank	25	Cubes
A15	Molasses Products	Tank	50	Cubes
A21	Molasses Products	Tank	25	Cubes
A10	Molasses Products	Tank	135	Cubes
A19	Molasses Products	Tank	135	Cubes
B9	Tallow	Tank	390	Cubes
B10	Tallow	Tank	620	Cubes
B7	Tallow	Tank	620	Cubes
B8	Tallow	Tank	620	Cubes
B5	Tallow	Tank	620	Cubes
B6	Vegetable Oils	Tank	620	Cubes
B3	Vegetable Oils	Tank	1250	Cubes
B4	Tallow	Tank	1250	Cubes
B1	Vegetable Oils	Tank	1250	Cubes
B2	Vegetable Oils	Tank	1250	Cubes
E1	Disused	Tank	-	-
E2	Disused	Tank	-	-
E3	Disused	Tank	-	-
E4	Disused	Tank	-	-
E5	Disused	Tank	-	-
Labelled	Caustic soda 50%	IBC	2	Cubes

7.4.1 Hazardous Substance Location Reference Map

Figure 11: Grain Corp Substance Locations



8 Incident Organisation

8.1 General Responsibilities

The Manager of Operations is responsible for ensuring that systems for managing the Tanker Berth security and dangerous goods procedure are maintained.

The Manager Operations Services & Security is responsible for ensuring that the procedures are carried out correctly, the Tanker Berth security hut is manned when required and the necessary equipment is available and access ways are clear.

Security Officers are responsible for performing their duties in accordance with established procedures and maintaining a logbook covering the hours the berth is manned.

8.2 Emergency Response Command Philosophy

Major Incidents will be managed using the Port Emergency Response System (PERS) The Port wide system is compatible with the Coordinated Incident Managements System (CIM's). This is the National Command and Control system, used by Civil Defence, Emergency Services and numerous other agencies.

The POTL response system features:

- Common structure, roles and responsibilities
- Common terminology
- Modular and scalable
- Integrated response coordination
- Consolidated action planning
- Integrated information management and communications
- Resource coordination
- Designated response facilities
- Manageable span of control

The IC, Manager of Operations or delegate will determine the need to establish an Incident Management Team, this decision will be based on the scale, complexity and potential duration of the incident.

If required, the IC will establish an Emergency Operations Centre (EOC) at CSC.

The IMT operating from the EOC will utilise the IMS to optimise the effectiveness, efficiency and safety of the incident response.

8.3 Emergency Operations Centre

CSC has a dedicated EOC which is resourced to help support response activities. The EOC will be the main incident coordination point for emergency response activities that occur on the Mt Maunganui side of the Port (including the Tanker Berth).

If, due to the location and nature of the incident the CSC EOC is not suitable or available, the TCT EOC should be considered as an alternative. Ensure the phone lines are transferred to cell phones prior to departure, take handheld radios.

Table 5: Emergency Operations Centre Resources

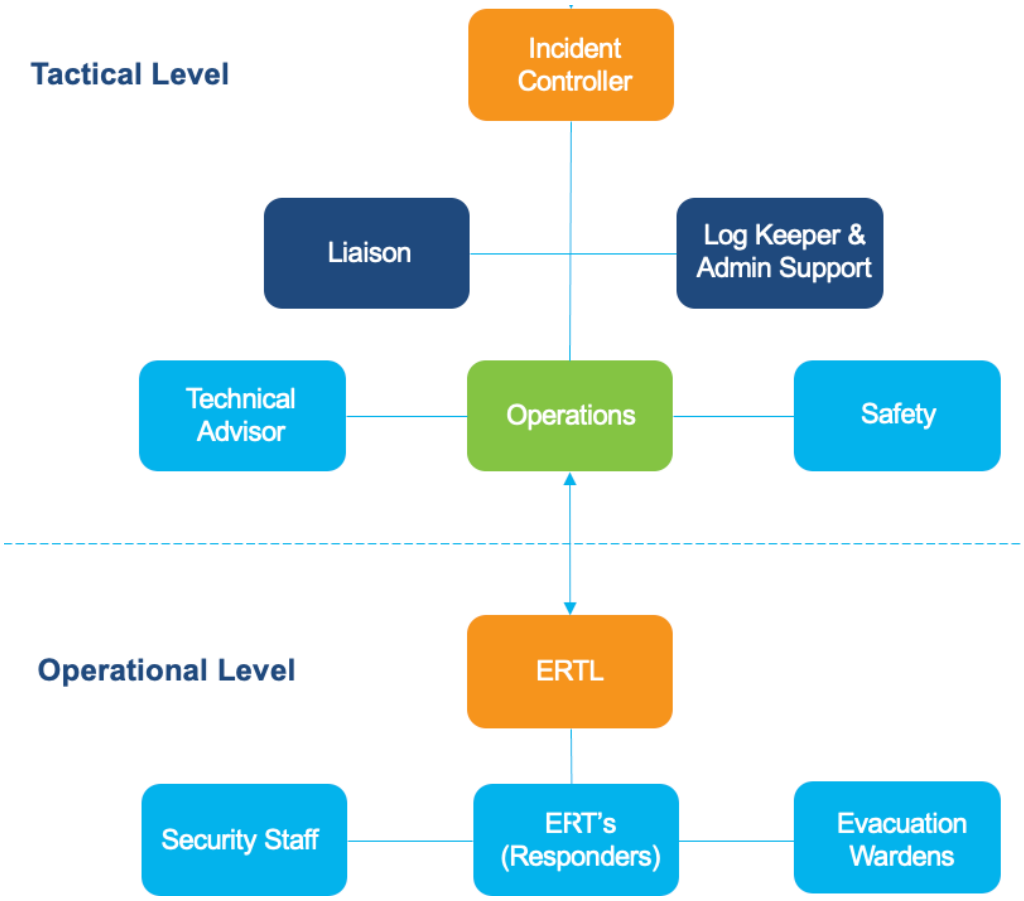
TCT EOC Resources	
IERG (initial Emergency Response Guide)	Electronic Whiteboard and Printer
Setting evacuation distance tool	SharePoint
Google, wind finder, Metvuw	XPS
EnView	SMS Client
CCTV	Communications Centre Desktop (phones)
Incident Management Action Pans and tools	

8.4 Command Structure

The personnel staffing the EOC during a response are called an Incident Management Team (IMT). The size of the Incident Management Team will be determined by the scale and type of incident. The Port IMS defines the command structure that may be established when an emergency has been declared.

When Emergency Services arrive, they will form their own Command structure based on CIM's. The POTL EOC (if established) will intergrate with the Emergency Services to support them as effectively as possible.

Figure 12: Tanker Berth Incident Management Structure



8.5 Tactical Level Roles and Responsibilities

The following table lists the trained personnel who may fill key Level 2 response roles.

Tactical Level (IMT)

Role	Primary	Alternatives
Incident Controller	Marine Operations Manager	Manager CSC and Security
Operations	Manager CSC and Security	Property Services Manager
Technical Advisor	Incident specific appointment	Incident specific appointment
Health and Safety Advisor	Group Health and Safety Manager	Health and Safety Rep
Administration	PA to the Commercial Manager	As available
Liaison	As determined by the IC	As determined by the IC

8.5.1 Incident Controller

Undertaken by: Marine Operations Manager or Delegate

Role: Lead and coordinate the TCT emergency response

Responsibilities:

- Liaise with the ERTL to gain situational awareness
- Clarify specific urgent assistance requests from the ERTL
- Confirm relevant notifications have been completed
- Assess the scale of response needed and mobilise IMT members as required
- Facilitate the establishment of the EOC
- Brief and task IMT members
- Facilitate the establishment of a Liaison role with the emergency services

8.5.2 Operations

Undertaken by: Operations Manager or delegate

Role: The Operations Manager leads response activities on behalf of the Controller and may act as a deputy in their absence.

Responsibilities:

- Contributing towards the development of the IAP
- Assuming any delegated functions from the Incident Controller
- Gaining full situational awareness
- Confirming the progress and status of all emergency procedure undertakings
- Overseeing the detailed execution of the response - briefing, managing and communicating with the Emergency Response Teams Leader
- Assist in the development of the Initial Response Plan
- Identify, assess and apply control measures to any operational risk (reporting them to risk advisor if appointed)
- Coordinating the handover of response activities to response agencies upon their arrival. This may include supporting emergency services with internal ERT's and resources

Note – The Incident Controller will assume the Operations Managers role and responsibilities if the function is not delegated.

8.5.3 Technical Advisor

Undertaken by: Subject matter expert relevant to the incident type

Role: The TA has an in-depth knowledge of site operations and activities, providing critical information for the Controller, Emergency Services, and other key stakeholders.

Responsibilities:

- Assisting the Incident Controller, Operations Manager and emergency services by providing specific site expertise in technical areas that will inform decision making
- Contributing towards planning activities and the development of the IAP
- Maintaining effective stakeholder relationships
- Establishing and maintaining effective operational communications

8.5.4 Health, Safety and Wellbeing Advisor

Undertaken by: Group Health and Safety Manager or delegate

Role: Supports the Incident Controller to ensure that all those involved in the response are kept safe. The Advisor provides expert advice and oversight on issues relating to safety, health and well-being within a response. It does not remove the responsibility on individual organisations to manage the health and safety of their own staff.

Responsibilities:

- Collecting, collating and analysing safety, health and well-being information based on risks posed by an incident and its management;
- Advising on matters of response risk.
- Addressing safety, health and well-being matters so that the risks are understood and controlled, and that controls are checked to ensure that they are working;
- Ensuring that dynamic safety risk assessments are being completed and documented, as appropriate;
- Ensuring continuity of Safety activities across shift changes;
- Working with Health and Safety staff to establish and consult on the nature of safety at the front line of the operations;
- Populate and maintain the Safety and Wellbeing Action Plan
- Maintaining a log and record of incidents, near misses and activities pertaining to Health and Safety;
- Providing safety, health and well-being advice and recommendations for the Situation Reports (SitReps), Action Plans and other response plans;
- Determining staffing requirements and any Health and Safety Technical Advisors required, and reviewing these as needed during the response;
- Attending Incident Management Team (IMT) meetings and keep the Controller and wider IMT informed of the Health and Safety aspects of the response.

8.5.5 Liaison

Undertaken by: Foreman or Supervisor

Role: The Liaison acts on behalf of the Incident Controller as the site representative, providing a crucial communication and advisory link between external response agencies and site management.

Responsibilities:

- Establishing and maintaining communications with all incident stakeholders (response agencies, emergency services, utility contractors, neighbours, community)

Undertaken by: Foreman or Supervisor

- Coordinating the integration with response agencies once on scene
- Attending stakeholder briefings
- Providing status updates to the Incident Controller
- Identifying and advising stakeholders on incident issues/concerns/needs
- Facilitating stakeholder assistance requests
- Assisting with the development of the IAP
- Maintaining situational awareness

8.5.6 Administration Support

Undertaken by: Office Manager or delegates

Role: A flexible role tasked with ensuring all IMT administrative arrangements are managed.

Responsibilities:

- Recording meeting minutes
- Maintaining the Action Tracker
- Managing the Controller's diary/rotation
- Facilitating communications
- Answering calls and responding to emails
- Organising catering supplies for the IMT and others

8.6 Operational Level Roles and Responsibilities

8.6.1 Gate House Staff and Security Officers

Undertaken by: Security staff

Role: Assist in controlling emergency activities

Responsibilities:

- Immediately notify CSC
- Notify Captain of the Vessel
- Open the access gates and facilitate the efficient evacuation of people from the Berth
- Direct evacuees to the evacuation area (considering wind direction)
- Undertake a head count and confirm the location of any missing person
- Control personnel entering and exiting the scene
- Meet and direct emergency service arrivals
- Offer hand held radio to emergency services (if required)
- Liaise with IC and ERTL
- Assist with evacuation activities as directed by IC, ERTL or Chief Warden
- Assist with cordoning or isolation of the scene

8.6.2 Responders

Undertaken by: First aiders and other trained staff

Role: Operational staff who have been trained to undertake various response activities

Responsibilities: Liaise with IC and ERTL Undertake response tasks as directed by ERTL or IC (first aid, cordons, traffic control, scene isolation, spill response, crane rescue platform deployment, fire suppression etc)

9 Emergency Response Procedures

POTL have established Emergency Procedures for the management of specific incidents at the Tanker Berth.

Note: These procedures apply to incidents originating at the Tanker Berth. Response to these incidents may involve a combination of response procedures due to the transitional nature of operations. Response procedures may result in a combination of executing *Operator's* site ERP, Tier 1 Plan and these procedures.

Incident Type	Procedure	Section Reference
Flammable Liquid Spill	1	9.1
Toxic Liquid Spill	2	9.2
Fire on the Berth/Bund	3	9.3
Fire onboard a Vessel	4	9.4
Natural Events	5	9.5
Medical	6	9.6
Contamination	7	9.7
Environmental	8	9.8

9.1 Flammable Liquid Spill (Procedure #1)

Flammable Liquid Spill from Product Transfer

Hazards

- Flammable vapour cloud (treat as explosive)
- Physical contact (splash/spray) of the substance
- Exposure risks to the Vessels crew (consider in-place protection)

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Operate the nearest manual call point
- Undertake evacuation procedures (Consider the wind direction and speed)
- Notify CSC, request emergency services if necessary. Request Fire Pump contractors are mobilised to operate the firefighting monitors
- Provide initial assistance/first aid
- CSC to notify the IC
- Isolate access to the area and confirm all ignition sources are isolated
- Meet and brief emergency services
- Provide the product Safety Data Sheet (SDS) for emergency services

Additional Response Considerations (Only if it is safe and trained to do so)

- Isolate or minimise the source of the leak (do not approach without the correct PPE)
- Prepare for the application of foam to the spill (Fire Security Services can facilitate this)
- Liaison with the Ship's Captain and the Harbour Master about the possibility of moving the Vessel

9.2 Toxic Liquid Spill (Procedure #2)

Chemical Spill from Product Transfer

Hazards

- Toxic vapour cloud/fumes
- Physical contact (splash/spray) of toxic substance

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Operate the nearest manual call point
- Undertake evacuation procedures (consider the wind direction and speed)
- Notify CSC, request emergency services if necessary (specify the hazmat nature of the emergency)
- Undertake emergency decontamination procedures if required (Procedure #7)
- Provide initial assistance/first aid
- CSC to notify the IC
- Isolate access to the area and confirm all ignition sources are isolated
- Meet and brief emergency services
- Provide the product Safety Data Sheet (SDS) for emergency services

Additional Response Considerations (Only if it is safe and trained to do so)

- Isolate or minimise the source of the leak
- Liaise with FENZ around potential foam application, absorbents, neutralisers etc
- Liaison with the Ship's Captain and the Harbour Master about the possibility of moving the Vessel

9.3 Fire on the Berth (Procedure #3)

Fire on the Berth/Bund

Hazards

- Toxic smoke (consider wind direction and speed)
- Radiant heat
- Floating burning leak on the water
- Explosion risks
- Exposure risks to the Vessels crew (consider in-place protection)

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Operate the nearest manual call point
- Undertake evacuation procedures
- Notify CSC, request emergency services if necessary. Fire contractors (Fire Security Services) should be mobilised and be on-site to assist and will be required if the POTL Mobile Fire Pump is to be deployed. They are NOT to operate the firefighting monitors.
- Provide initial assistance/first aid
- Provide initial assistance/first aid
- CSC to notify the IC
- Isolate access to the area and confirm all ignition sources are isolated
- Meet and brief emergency services
- Provide the product Safety Data Sheet (SDS) for emergency services

Additional Response Considerations (Only if it is safe and trained to do so)

- Isolate or minimise the source of the leak (do not approach without the correct PPE)

- Cooling of exposures (Consider use boosting water supply options with the POTL Mobile Portable Fire Pump)
- Prepare for the application of foam to the spill (the application of foam may only be undertaken by FENZ)
- Liaison with the Ship's Captain and the Harbour Master about the possibility of moving the Vessel

9.4 Fire on Board a Vessel (Procedure #4)

Fire on or in a Vessel alongside

Hazards

- Toxic smoke (consider wind direction and speed)
- Radiant heat
- Burning liquid run off on board ship
- Ship stability
- Drowning
- Disorientation
- Exposure fires
- Burning liquid run off into harbour
- Explosion risks
- Exposure risks to the Vessels crew (consider in-place protection)

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Operate the nearest manual call point
- Undertake Tanker Berth evacuation procedures
- Support the ships evacuation procedures
- Notify CSC, request emergency services if necessary. Request Fire Security Services be mobilised to set up the POTL Mobile Fire Pump.
- Provide initial assistance/first aid
- CSC to notify the IC
- Isolate access to the area
- Meet and brief emergency services
- Provide the product Safety Data Sheet (SDS) for emergency services

Additional Response Considerations (Only if it is safe and trained to do so)

- Isolate or minimise the source of the leak
- Support ship firefighting tasks (providing exposure protection, boundary cooling, resources)
- Cooling of exposures (Consider use boosting water supply options with the POTL Mobile Portable Fire Pump)
- Prepare for the application of foam to the spill (This may only be undertaken by FENZ)
- Liaison with the Ship's Captain, Harbour Master and FENZ about tactical ship firefighting options

9.5 Natural Events (Procedure #5)

Earthquake, Tornado, Severe Weather

Note: this procedure is referencing procedures for an event that occurs without warning. For situations where prewarning is available the Tanker Berth must be decommissioned with all plant isolated.

Note: The POTL Tsunami Plan contains details about responding to Tsunami's

Hazards

- Compromised integrity and stability of the Berth
- Potential injury from loose items/equipment/plant/debris

Earthquake, Tornado, Severe Weather

- Drowning
- Crushing

Note: Do not inspect the site for damage until safe to do so

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Operate the nearest manual call point
- Undertake evacuation procedures
- Notify CSC and confirm the incident status/needs
- Provide initial assistance/first aid
- Seek further direction from senior staff or the IC

9.6 Medical Event (Procedure #6)

In a medical emergency, all staff who are First Aid trained are expected to provided initial assistance to any person on site who requires it.

A First Aid Kit is located in the Security Hut

The First Aider's goal is to act quickly, calmly and correctly in order to preserve life and support recovery. Keep the patient as comfortable as possible until professional help arrives. **These objectives are best achieved by:**

- A quick assessment of the situation and the casualty
- A correct diagnosis of condition based on the history of the incident and the symptoms and signs
- Proper transfer of the casualty according to the injury or condition
- Speedy notification and attendance of the emergency service

Medical Procedure

Response Actions

- Ensure there is no risk to yourself, the casualty and any bystanders.
- Do not try and administer First Aid in or near any potentially dangerous environment. If appropriate, consider moving the casualty away from exposure to any further risk
- Notify CSC of the situation and if assistance is required, explain exactly what is required (Ambulance)
- If the injury is serious the CSC should alert the IC
- Undertake initial First Aid. Consider conducting a primary survey of any life-threatening conditions, this should be followed by a secondary survey and decide on priorities
- If appropriate, consider moving the casualty to the First Aid Room

Ambulance Assistance

- CSC must immediately call 111, ask for an Ambulance and pass on as much information as possible.
- A log entry should be made that the ambulance is on site.
- Brief ambulance staff, regarding the injury and pass on any SDS sheets if Hazardous substances were involved. POTL or Gate staff should escort Ambulance staff to the injury site if the casualty is not in the First Aid Room

Fatality

- In the case of a fatality, the person is to be left at the scene of the injury where possible.
- The scene is not to be altered or tampered with in any way.
- Police are to be notified.
- WorkSafe are to be notified.
- Variance to be filled in ASAP
- An investigation is to be carried out as soon as practicable

9.7 Contamination (Procedure #7)

Decontamination of Personnel

Hazards

- Cross contamination
- Eye injuries from contaminant
- Corrosive/chemical burns

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Notify CSC, request emergency services if necessary
- Any person who has been contaminated with a hazardous substance on site must be suitably decontaminated before first aid is attempted. If immediate first aid is required, the casualty must be emergency decontaminated (ensure water is suitable for use)
- If the casualty is capable of self-decontamination, the emergency decontamination showers can be used for this purpose
- If the casualty is not capable of self-decontaminating, assistance must be provided by personnel on site or POTL staff. To achieve this staff must don appropriate PPE.
- Consider removing the outer layer of clothing from the casualty
- Wash the casualty using copious amounts of water at a low pressure from the nearest fire hose
- Relocate to first aid room for treatment
- Handover to Ambulance staff as required
- Meet and brief emergency services
- Provide the product Safety Data Sheet (SDS) for emergency services

Decontamination assistance from Emergency Services

FENZ have specialist Hazardous Substance and Decontamination resources.

- The OSC or IC should liaise with FENZ regarding suitable location to set up
- Pass on all relevant incident information, including current site hazards, environmental issues, chemical information, SDS, volume, exposure time, and casualty status
- Assist emergency services with any specialist advice and resourcing

9.8 Environmental (Procedure #8)

Flammable or Toxic Liquid Spill Impacting the Environment

Note: Where product has entered the water, *Operators* must incorporate the execution of their approved Tier 1 Oil Spill Response Plan alongside the considerations listed in this procedure.

Hazards

- Flammable vapour cloud (treat as explosive)
- Physical contact (splash/spray) of the substance
- Exposure risks to the Vessels crew (consider in-place protection)
- Floating pools of flammable liquid
- Vapour build-up under wharves

Initial Response Actions

- Undertake an emergency stop of transfer operations
- Operate the nearest manual call point
- Undertake evacuation procedures (Consider the wind direction and speed)
- Notify CSC, request emergency services if necessary.
- Provide initial assistance/first aid
- CSC to notify the IC
- Isolate access to the area and confirm all ignition sources are isolated
- Meet and brief emergency services
- Provide the product Safety Data Sheet (SDS) for emergency services
- Consider notifying and requesting the attendance of the BOPRC

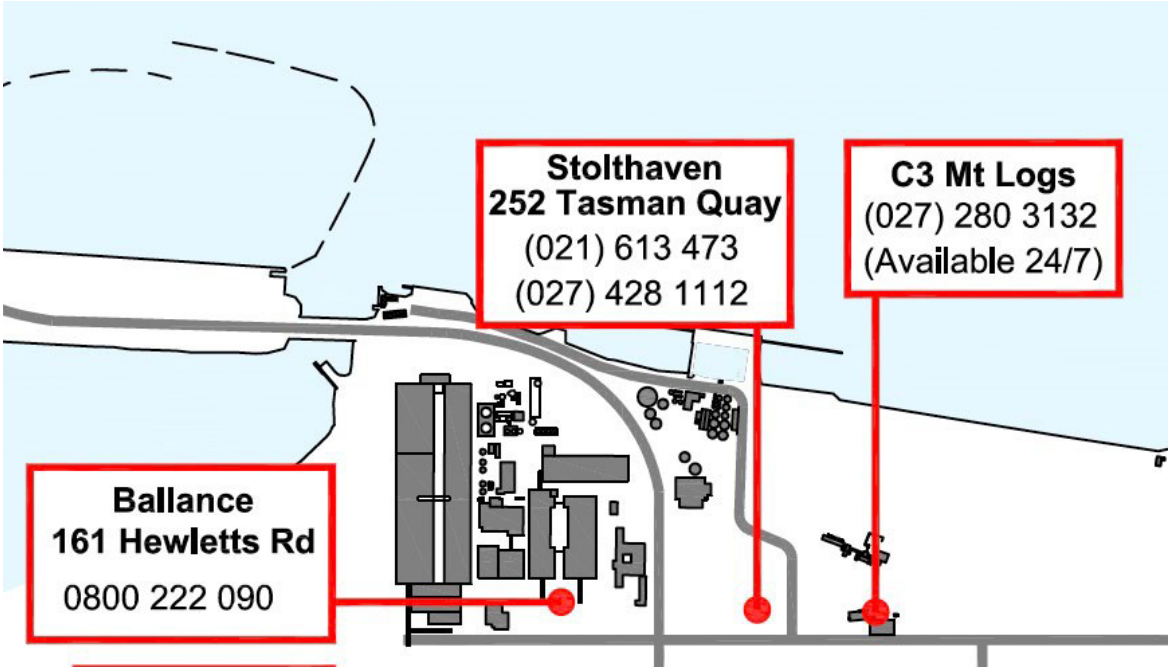
Additional Response Considerations (Only if it is safe and trained to do so)

- Isolate or minimise the source of the leak (do not approach without the correct PPE)
- Consider the application of foam to the spill (This may only be undertaken by FENZ)
- Liaison with the Ship's Captain about the possibility of moving the Vessel
- Liaise with the Harbour Master in relation to the nature of the spill and the risks associate with the product movement in the Harbour

10 Resources Facilities and Equipment

10.1 Defibrillators

Figure 13: The location of the closest defibrillators



10.2 PPE

Personnel visiting or working on or near the Tanker Berth must be donned in the following mandatory Personal Protective Equipment (PPE)

- Hi-Viz clothing vest/jacket
- Safety Footwear
- Sun protection clothing (when weather permits)
- Safety hard hats
- Full body covering clothing
- Eye protection

10.3 EmergencyWash-down Shower and Eye Bath

There are three Emergency Showers and Eye Bath stations located on berth, one on the Wharf Apron, one in Manifold Pit and one at the Contractors Hut. The showers can be utilised for general or emergency decontamination purposes. The Eye baths are push-to-start type.

10.4 Portable Fire Extinguishers

The Tanker Berth is resourced with nine portable fire extinguishers as listed below. Please refer to the diagram in **section 10.11** which details their specific location on the Berth.

Extinguisher Type	Units
100 kg AFFF (Foam) Located on a portable trolly	1
50 kg Dry Powder	2
9 kg Dry Powder	6

10.5 Hazardous Substance Spill Kit

A spill kit is located on the Berth and contains a range of absorbent pads and other resources to contain small spills.

10.6 Fire Hydrants

There are Nine Fire Hydrants on the Tanker Berth, they are serviced from the Tauranga City Councils pressurized mains water supply. The mains capacity will produce up to 6,000 l/min.

The hydrant locations are detail in the diagram in **section 10.11**

10.7 POTL Mobile Fire Pump

If additional or emergency water supplies are required, the POTL have a mobile fire pump which can be utilised to draft salt water from the Harbour. The pump is stationed in the Fire Pump Shed located 100m north of the Rata Street Gate House.

The pump can be mobilised by requesting it through the CSC directly. CSC will notify and request the urgent attendance of the contractor (Fire Security Services) who has been trained and tasked with responding to establish the pump. The approximate establishment time is 1.5 -2 hours.

FENZ are also familiar with its capability and may assist in its establishment.

10.8 Tai Pari Tug Fire Pump and Monitor

The Tai Pari Tug has comprehensive firefighting capability. The Tug can be requested and mobilized through the CSC or IC directly. The Tug can be utilised for fire extinguishment, boundary cooling, exposure protection or supplying water to FENZ through a Storz fitting which can be attached to the Monitor.

The Fire pump is capable of supplying 19,800 l/min of salt water. The monitors have an approximate reach of 140m.

10.9 BOP Regional Council Oil Spill Equipment

To mobilise the regional council and MNZ oil spill equipment stockpile phone the Pollution Hotline 0800 884 883 (24/7) and ask to speak to the Duty ROSC.

For a list of spill equipment and other spill response resources see the Bay of Plenty Marine Oil Spill Contingency Plan (Tier II Plan) available here:

https://www.boprc.govt.nz/your-council/plans-and-policies/plans/oil-spill-response

For equipment lists see Annex 1:

https://cdn.boprc.govt.nz/media/741526/2017-marine-oil-contingency-plan-tier-ii- -annex-1-resources.pdf

The table below lists a typical inventory of the Oil Spill equipment that is available at the Bay of Plenty Regional Council Wharf Road Depot.

Equipment Type	Description	Used for
Harbour Boom	600m Length	Containing spills on the water surface
Rapid Deployment Boom	200m Length	Containing spills on the water surface
Desmi Minimax Skimmer	1 Unit	TBC
Frame Tank	2 x 7000 litres	TBC
Spate Pump	1 unit	TBC
Absorbent Booms	48 units	On-water use
Absorbent Pads	1,600 units	On-water use

10.10 POTL Oil Spill Equipment

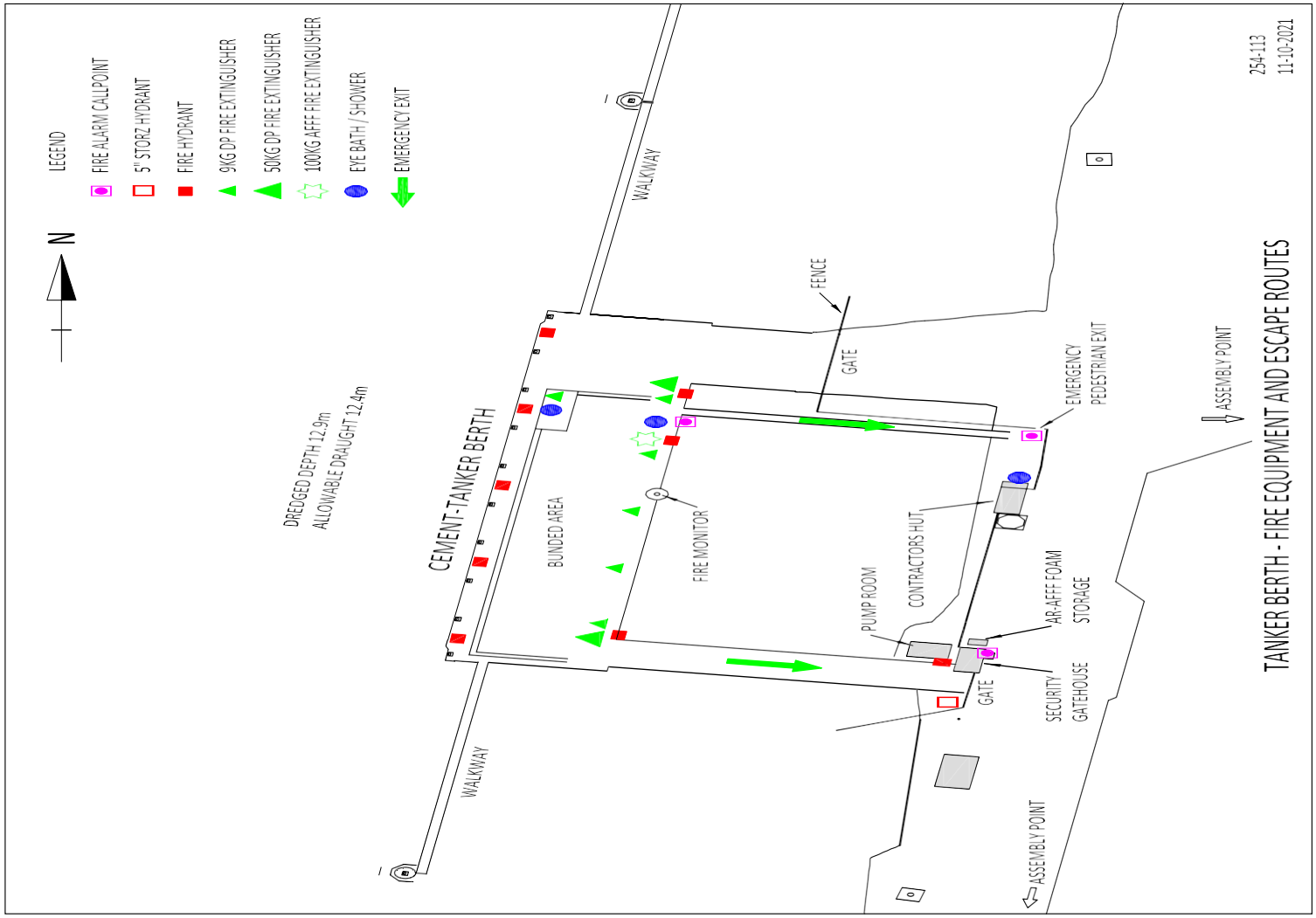
Oil spill equipment is stored in the following locations throughout the Port:

- Butters Workshop
- Sulphur Point South
- Sulphur Point North
- Mount Spill Shed (Hull Road)
- Tug Berth Fuel Pump
- Tug Berth
- Pilot Berth
- Port of Tauranga Admin Office, Salisbury Ave

For a full list of Oil Spill Equipment contact the Port of Tauranga Environmental team via CSC.

Note: Any items that are used at an incident or become damaged, must be reported to Port Security who will note the occurrence in the logbook and contact the Manager/Security Supervisor for action.

10.11 Equipment Resource Map



11 Fixed Fire Protection

11.1 Fire Monitor and Foam System

The Wharf Manifold is protected by a single foam monitor. This monitor is activated and operated remotely from the security hut at the head of the Tanker Berth. The monitor is controlled by a single control panel.

Fire Security Services are trained in the maintenance of this equipment and can be called to assist FENZ in its operation at an incident, this can be requested through the CSC.

Note: Operation is only to be undertaken at the direction of FENZ.

Water supply for the monitor fire pump is drawn from a 200-suction pipe directly to the seawater. The system is powered by a diesel driven pump that can supply 2,700 l/min. The Monitor Output is 2,300 l/min.

The foam supply consists of 2,000 litres of Croda A836 AFFF Alcohol Resistant foam with an application ratio of 3/6%.

3/6% foam is mixed at 3% for hydrocarbon fires and 6% for polar solvent fires.

Figure 14: Fire Control Panel located in the Security Hut

11.1.1 Maintenance of Equipment

Fire Security Services are contracted to maintain the fixed installation equipment. Any faults or defects should be reported to the Security Officer for logging and action.

12 Recovery

Post incident recovery procedures are detailed in the Port IMS. All *Operators* are expected to assist and facilitate the efficient recovery from an incident. The POTL will make every effort to support Operators to recover from an incident.

12.1 Welfare

POTL will support and facilitate the welfare of all personnel involved with the emergency throughout response and recovery, which shall include neighbours affected by the emergency.

12.1.1 Introduction

In an emergency, key welfare considerations include the provision of a suitable working environment, personnel working long shifts well outside normal day-to-day practices, or during unusual hours;

Welfare considerations may include:

- Regular staff breaks;
- Hot and cold drinks;
- Regular snacks and meals (considerate of dietary requirements);
- Available psychological support and counselling; and
- Recognition of post event personal needs.
- Ensure all personnel and contractors have breaks and are hydrated. Stress levels should be monitored as not all are professional emergency personnel.
- Ensure that all personnel do not put themselves or are not sent into areas or places where they feel unsafe or threatened.
- Safety and wellbeing of all personal on site is paramount no matter what condition the plant maybe in.
- All personnel involved in the emergency role will participate in a post incident debrief and all site personnel will have access to the Employee assistance program.
- Notify family if a staff member is to be late home due to the emergency.

All immediate and outlying neighbours who have been affected by the emergency are entitled to the same care and attention as those on site. This will be led either POTL or the *Operator*, and possibly with the assistance of other agencies.

The IC will be responsible for:

- Provide general welfare support for those persons involved in the emergency
- Make arrangements to notify families of employees who may be unable to return home on time due to their commitments to the emergency
- Liaise with other welfare groups in regards to neighbours etc

12.2 Recovery Procedure

The POTL will assign a Recovery Manager to oversee the recovery and re-establishment of the site. The Recovery Manager will facilitate the damage assessment, investigation, repairs and clean-up of plant and environment,

The Recovery Manager may establish a Recovery Team, the team objective will be to achieve effective recovery from the emergency in a time efficient manner.

The Recovery Manager is responsible for planning and tasking the recovery. As team leader they are responsible for:

- Establishment of the Recovery Team
- Overall management of the recovery
- Establishing a recovery plan
- Developing a damage report
- Ensuring all investigation work has been undertaken
- Monitoring recovery progress
- Notify and liaise with senior management on recovery.
- Provide status information on recovery operations.
- Review media releases for factual accuracy.

13 Continuous Improvement

The Incident Management System outlines the Plan, Do, Check, Act continuous improvement approach adopted by the PoTL. The ERP should be treated as a “living” document, always subject to updates and improvement.

13.1 Post-incident review practices

Incident debriefing and response evaluations are essential improvement opportunities that will be included as standard post-incident practices at POTL. **These practices will apply to any Level 1 incident where the Controller believes learning opportunities exist and, all incidents greater than a Level 1 response.**

13.1.1 Incidents debrief

An incident debrief should be held after the incident and include all staff involved in the response. Sometimes referred to as a "hot debrief", they can be undertaken in relevant groups at each response Level. Debriefs are **not** an evaluation of the response; they are informal people-focused discussions to confirm the impacts of the incident on them; the debrief may include:

- A discussion of how people have been emotionally or physically impacted
- Confirmation on any follow-up assistance required (E.g. welfare, peer support)

13.1.2 Incident review

This is a formal evaluation of the response, usually held a few days to a week after the incident. The review is led by the Controller (s) and can be undertaken at each response level or collectively. The review should include those who undertook essential activities on the day of the response; this may include external parties.

The process typically involves a facilitated "walk through" of the incident and response. Participants discuss their involvement, observations and conclusions through each of the various response phases and stages. The evaluation aims to identify improvement opportunities which then lead to the reviewing of associated plans and procedures. Training gaps may also be identified during this process.

The review is a formal process and must be documented on the POTL Incident Review Form. The completed form must be shared with participants and submitted to the POTL Operations Manager and Health and Safety Group Manager. The Incident Review form is located in M-files., an example of the form is shown below (first page of three).

Figure 15: POTL Incident review form (first page only)

PORT OF TAURANGA

Port of Tauranga Incident Review Form

Incident:				Review:			
Date:		Time:		Date:		Time:	
Location:				Location			

Review facilitated by:	
Attendees:	

Incident Summary			
Incident Objectives			
Topic	Discussion Point	Action Point	Follow up by:
Roles and responsibilities			
Resources			
Facilities			

13.2 Investigations

Incident investigations may be mandatory through regulatory or company requirements. They may be led by external parties, response agencies or by internal specialists. Investigations are a fact and evidence-based analysis of matters that lead to a specific outcome and typically result in a formal report detailing the findings.

This plan and the capabilities it describes must be maintained by undertaking structured training and exercise practices.

13.3 Training

All Operators are required to receive annual training in the content and execution of this plan.

Training for third parties or Contractors shall be organised and delivered by the third party or Contractors.

Training for POTL Security shall be organised and delivered by the Port Security Supervisor.

Training for the Port's fire contractor (Fire Security Services) shall be organised by the Property Services Manager.

13.4 ERP Testing

The purpose of testing the plan is to demonstrate that every procedure or action within the plan is workable and effective. Testing of the plan must be undertaken on an annual basis. Should there be a change to the persons, procedures, or actions specified in the emergency response plan, the plan must be tested within 3 months of the change to demonstrate whether:

1. The persons can perform their functions under the plan; and
2. Each changed procedure or action is workable and effective.

The site emergency plan can be tested in several ways:

1. Desktop simulations
2. Practical exercises or drills
3. Practical exercise, or mock incidents, involving external agencies
4. Joint drills with neighbouring sites

13.4.1 Reporting

A comprehensive report is to be documented of any testing of the plan and kept for 2 years.

The report is to be made available to the Compliance Certifier when they undertake EPL's hazardous substance Location Certification and to a WorkSafe inspector should they ask to see it.

The Safety Manager will be responsible for:

- Scheduling and testing the plan
- Preparing the report from the testing of the plan
- Distributing the report to all site personnel
- Making changes to the plan when required and retesting
- Making the report available to Compliance Certifier during EPL annual LC

13.5 Consultation

POTL engage in regular consultation with *Operators* and Stakeholders. Annual meetings are held at to discuss emergency management resources, procedures and current initiatives.

Emergency services, Maritime NZ and BOP Regional Council representatives are regularly invited to take part in onsite familiarisation, exercises and training with the fixed firefighting equipment.

Formal consultation and review of this ERP has been undertaken by FENZ. A copy of this ERP has been provided to FENZ locally for incident pre planning purposes. Updated versions must be submitted to FENZ for review.

13.6 ERP Annual Review

The ERP will be reviewed annually at the conclusion of testing it, or after an incident. The recommendations and findings from the post exercise report should be used to consider ways to improve the plan.

All staff who may be involved in following the plan should be consulted in any updates or amendments to the plan.

Appendix A: Gate House Staff General Operations

The primary function of staff assigned to tanker watch duties is the implementation of control and safety procedures to minimise the likelihood of any mishap aboard the vessel whilst berthed in the Port of Tauranga.

Where cargoes are deemed to be hazardous, either being loaded, discharged or in transit, then Port of Tauranga should be notified prior to arrival.

Upon notification, Port of Tauranga will provide a manned gated security service for the duration of the vessels stay alongside.

Security will be for the controlled entry of personnel and ensure that personal safety measures are adhered to. Furthermore, the Security Officer is available as a method of communications with the Port and local emergency services, should they be required.

These procedures must be enforced firmly but diplomatically to allow speedy access of authorised personnel to and from the vessel. At all times while on duty a suitable uniform issued by the Company is to be worn, the communications link is to be kept operative and duty staff must present an alert and cooperative image.

The Tanker Berth Security Officer is to regularly check that all gates are kept closed and secured while discharge operations are underway. This includes the northern pedestrian gate which must not be left open by any personnel including the discharge line walker.

Figure 16: Gate House Pedestrian Gate

The gatehouse pedestrian gate is the only access way to be used for visitors, contractors, ship agents and ship's crew while the tanker berth is in operation. The Security Officer is to operate the gate by a foot pedal located in the gatehouse (shown above)

13.6.1 Management of Access to Vessels

(a) **Crew Members**

Departing or returning all crew must present photo ID to the Security Officer and must be checked off against a crew list. The crew list shall be provided to Security upon arrival of the vessel.

(b) **Agents and Contractors**

When agents or contractors arrive to site they must present photo ID to the Security Officer and have their name and details entered on the gatehouse whiteboard. Approved contractors (such as ship discharge contractors) may enter and leave via the access-controlled north gate once their details are registered with the gatehouse security.

(c) **Guests**

Visitors must present photo ID and enter their name on the visitors list before being allowed to proceed past the checkpoint. They must be accompanied by a crew member. On departure the time will be noted on the visitor sheet. Security is to contact ship to confirm arrival of guest.

13.6.2 Ignition Source Management

The Tanker Berth Security Officer shall enquire of every person requesting entry to the Tanker Berth operational area or vessel if they are in possession of any item with a potential ignition source.

These items may include cellular telephones, radio telephones, pagers, personal security alarms, key remotes, cameras, fit bits, smart devices and any other items which may generate an ignition source.

These items shall be surrendered to the Security Officer at the security gate and may be retrieved when leaving the Tanker Berth.

Electronic items that are intrinsically safe may be used, however these items MUST be clearly identifiable as being intrinsically safe for all aspects of their operation. All holders of items deemed to be intrinsically safe must be prepared to demonstrate compliance if requested by any other party.

13.6.2.1 Exemptions from surrendering electronic items

Ship's crew, ship's agents, officers from New Zealand Customs, Ministry for Primary Industries, Immigration and NZ Police. In these situations, all electronic items shall be completely turned off and not re-activated until safely inside the ship's accommodation block, or until the holder is in a non-hazardous area as determined by the Ship's Master or Officer in Charge.

13.6.3 Visitor Information Board

The purpose of the information board is to record the visitors who commonly enter the site this is to identify who is on the vessel or working on the discharge team at that time. The trained and competent Security Officer will record their arrival and keep track of who is on site of that vessel. This board will entail the information below.

- Date of arrival and estimated departure.
- Name of the vessel.
- Name of contracted workers discharging i.e. SGS.
- Name of shipping agent when on site.
- Visitors

When the visitors leave or there is a shift change with the pumping crew they will be removed from the board.

13.6.4 Logbook

A logbook must be maintained at all times that the tanker berth is manned. The logbook must record the following:

- Times of shift being covered.
- Times that vessel arrives and departs.
- Times that pumping commences and ceases.
- Type of cargo being pumped.
- When fire and safety equipment is checked.
- Any incidents that should be brought to the notice of Security

Supervisor. Any equipment that requires repairs or replacement.

Appendix B: Tanker Berth General Berthing Operations

13.7 Fittings and Fixtures

Closed Plug x 5

Open Plug x 5

Decontamination Shower Valve “Off”

Decontamination Shower Valve “On”

Drain Closed

Drain Pit Closed Plug

13.8 Gate House Procedures (Ship Berthing)

13.8.1 Tanker Berth Check List

Date:		Time:		Vessel:	

Prior to tanker arriving, the following check list should be ticked off:

☐	Check communications and phone Call Customer Service Centre to inform commencement of duty
☐	Inspection of wharf area, note any damage or oil spills
☐	Secure plugs and drain holes
☐	Check eye washes and showers for water supply
☐	Close all gates to prevent outside agencies vehicles entering berth whilst ship coming alongside
☐	Check all gates after linesman have secured ship fast
☐	Check drain pit is clean and drain plug is secured

Ship Berthing Procedure

1.	Open up security hut.
2.	Switch on computer and camera screen.
3.	Enter start time, date and name of the vessel into the logbook.
4.	Carry out communication check with hull road both phone and radio also communication check on radio with shuttle security.
5.	Place prohibited sign outside the hut in view of embarking visitors and crew.
6.	Open all access gates for the arrival of Linesmen
7.	Put on PPE and enter the Berth for Initial Checks
8.	Screw in 5 x Plugs
9.	Check decontamination wash bays are operational and flowing properly
10.	Once the Linesmen have completed their mooring operations, check that the gangway has been placed correctly, Linemen are off site, close and lock all access gates.
11.	Ensure the PPE sign is located by the life ring on the Southern end of the entrance ramp
12.	Hand over the supplied phone to the ship's crew
13.	Prepare the crew and visitor list provided by the shipping agent
14.	Set up visitor information white board
15.	Once the Vessel has started discharging, contact CSC ext 888 to inform them that discharging has commenced.
16.	Once discharging has commenced, keep a log of visitor and crew movements
17.	Inspect the operations intermittently

13.9 Gate House Shut Down Procedure

Shut Down Procedure

1.	Once the Vessel has completed discharging, Notify CSC ext. 888
2.	Collect the phone and any radios supplied to the crew
3.	Allow access to the Linesmen once they arrive
4.	Once the Linesmen have released the Vessel, begin Shut Down Procedures
5.	Make sure decontamination shower and eye wash bays are left on
6.	Unscrew the 5 plugs
7.	Check that the drain in the manifold pit is closed
8.	Lock all access gates
9.	Shut down and turn off the Hut computer, TV and unnecessary power/lights
10.	Complete final entry in Logbook with reference to any relief handover
11.	Lock up Hut and depart

Appendix C: Site Operating Limits

Bay of Plenty Regional Council (BOPRC) are the statutory authority in regard to liquid transfer within the harbour. Vessels using the Tanker Berth are required to comply with BOPRC rules and regulations.

13.9.1 General Guide for Oil Transfer Sites and Notifications

The following instructions issued by BOPRC December 2016:

The wind limits wording for oil transfers on Mount Maunganui wharves is: **"Wind from the NW clockwise through SW not more than 30 knots sustained, SW clockwise to NW less than 40 knots sustained".** On this site "sustained" wind speed should be read as "Wind" (not as "Gusts").

The Port of Tauranga provides one website which may be used for wind information. This site also provides a link to Metservice wind forecasts. This information can be found here:

http://www.port-tauranga.co.nz/cargo-and-shipping/harbour-conditions/

Those planning to transfer oil should be checking and monitoring conditions regularly and acting accordingly.

The limits apply to all commercial oil transfers along Mount Maunganui Wharves, (Tug Berth to the Tanker Terminal).

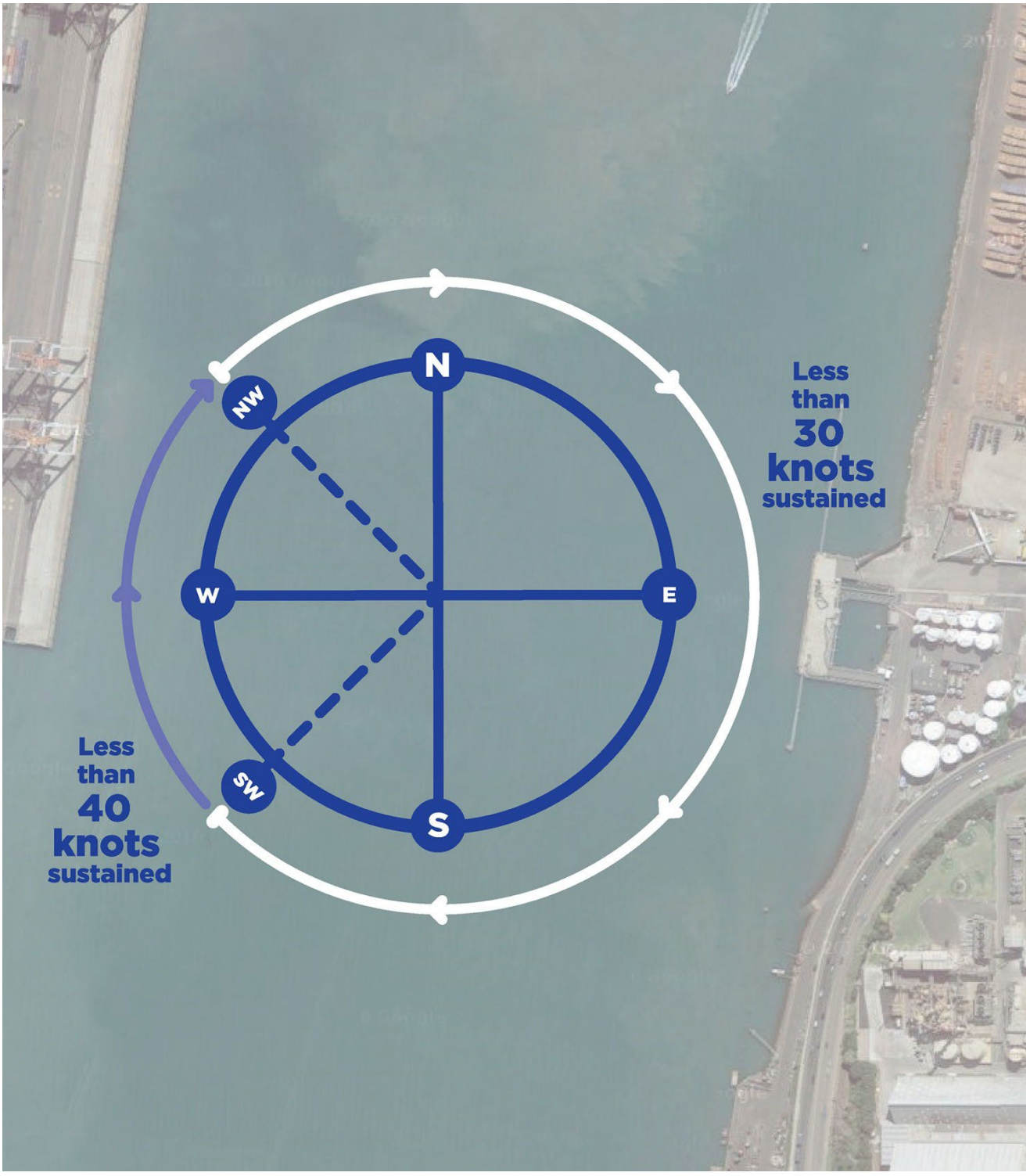
The imposition of limits is not driven by a risk of vessel damage, mooring/hose breakaway, infrastructure protection or the practical ability of wharf attendants to transfer oil. The limits are driven solely by the necessity (and statutory requirement) of sites, contractors and the council to be able respond effectively and safely to an oil spill occurring in our harbour (some people have confused the limits set in the Tanker Berth Operator's Manual which are similar but are unrelated to oil spill response).

The wind directions indicate where an oil spill tends to flow, and also where it can be contained and removed following a spill.

NOTE: Please also refer to the checklist for commercial transfers in Appendix K

13.10 Oil Transfer Wind Limits

Figure 17: Oil Transfer Guide



In any case, to ensure that vessels and pumping operations remain safe at all times ship and wharf personnel should closely monitor weather conditions and the effect they are having on the vessel. To assist them in this, they may contact the Customer Service Centre at any time for wind speed and direction information as well as current weather reports and forecast

Appendix D: Tanker Berth Information Tables

13.10.1 General Information

Category	Description/Status
Terminal Type	Conventional Multipoint Mooring Berth
Cargo types	Bitumen/Black Prods/White Prods/Chemicals
Bunker	Fuel Oil/ Intermediate/Diesel
Slope capacity	Limited capacity via road tanker
DE ballast capacity	Nil
Fresh water availability	Yes
Hydrographic	Annual
Compliant with relevant electrical classification codes	Yes
Berth fending covers at least 25% of vessel maximum length	Yes
Berth fending documented for maximum energy rating	Yes

13.10.2 Technical Information

Category	Description
Rated vessel DWT	Berth designed for 50,000 tones
Maximum draught	12.4m
Maximum LOA	250m – longer vessels considered on application
Minimum LOA	N/A
Maximum Beam	N/A
Minimum parallel length	N/A
Maximum bow to manifold	Starboard side to 170m Port side to 170m
Minimum bow to manifold	N/A
Minimum stern to manifold	N/A
Maximum stern to manifold	Starboard side to 170m Port side to 170m
Maximum manifold height above datum	Flexible hose used to connect manifold to shore, no height restrictions within reason
Minimum manifold height above datum	N/A
Minimum depth in approaches at datum	14.5m
Minimum under keel clearance in approaches	10%

Minimum water depth alongside at datum	12.9m
Minimum under keel clearance alongside at datum	0.5m
Bollard safe working load (SWL)	Tanker Berth 60T (any direction)
Bollard safe working load (SWL) Dolphin piles	150T Unidirectional
Berth apron bund capacity	124,000L

13.10.3 Stakeholder Pipeline Information

Specific hazardous substance product information can be found in **Appendix B**

Stakeholder/Operator	Pipe Diameter	Product(s)
Mobil/Z Energy/NZOSL (BP)	300mm	White Oil
Mobil	250mm	Black Oil
Fulton Hogan/Road Science	250mm	Bitumen
Bakels Edible Oils	150mm (tbc)	Edible oils
Terminals NZ	300mm	Gasoline, diesel
Quantem	200 -150mm	Various products
Golden Bay	2 x pipelines	Cement
GrainCorp	4 x Pipeline	Various products
Balance Agri-Nutrients	200mm	Sulphuric Acid
Ixom	150mm (tbc)	Various products
Stolthaven	150mm	Heat Traced & Insulated: Phenol
Stolthaven	150mm	Caustic Soda
Stolthaven	150mm x 3	Vegetable Oil/Tallow

Appendix E: Maintenance

13.11 Maintenance Work Notification Instruction Sheet

- All contractors to complete the "Tanker Berth Permit to Work" form before commencing any work.
- The completed "Tanker Berth Permit to Work" must be approved by Brent Clinton, Property Services Manager Phone 027 453 2762.
- All contractors must contact Port of Tauranga Limited CCTV dept. on 572 7543 prior to commencement of any work.
- All contractors must contact Juphet Pacible (Maintenance Supervisor, Mobil) on 07 8349 514 or 022 078 2406 prior to commencement of any work.
- All contractors must operate under statutory health and safety regulations.
- "Work Permits" to be utilised where appropriate, including but not limiting to: Hot Work, Electrical Isolation, Working at Height and Confined Spaces.
- "Hot Work" shall include Welding, Gas Cutting, Grinding and Drilling or any other situation where heat or spark may be generated.
- "Hot Work" MUST NOT commence while vessels are discharging flammable or chemical cargoes or the ship alongside is not gas free - i.e.: the ship still has flammable cargoes or vapour spaces on board the ship.
- Any Hot Work involving a vessel shall be notified to the Harbourmaster via the BOP Regional council Maritime Notification procedure. A BOPRC approved or PTL approved Hot Work Permit must be used.
- Approval MUST be received from other companies for any Hot Work being undertaken within 4 m of their pipes.
- Upon completion or temporary suspension of work, all parties on the "Tanker Berth Permit to Work" form are to be notified.
- Completed Tanker Berth Permit to Work forms are to be returned to Brent Clinton, Property Services Manager.

Appendix F: Permit to Work

Attachment 1 – Tanker Berth Contractor Permit To Work

PERMIT ISSUER:	
COMPANY NAME:	**CONTACT PERSON:**
	CONTACT PH #:
START DATE:	**COMPLETION DATE:**
DESCRIPTION OF WORK:	

This is NOT a HOT WORK PERMIT

All Hot Work at the Tanker Berth must be undertaken using a separate PTL approved or BOPRC approved Hot Work Permit

Permission is required from Port of Tauranga before any Hot Work takes place.

CRITICAL CHECKLIST	Yes	No
The Contractor has ensured the berth will not be occupied for the duration of the works, by using the PTL website or consulting with PTL Planners (Ph: 572 7546).	☐	☐
Port of Tauranga CCTV Operator (Ph: 572 7543) will be notified on the day of the works, prior to contractors accessing the wharf.	☐	☐
Mobil Maintenance Coordinator Juphet Pacible (Ph: 834 9514 or Mobile: 022 078 2406) has been notified at least 24 hours prior to commencement of works.	☐	☐
All affected Tanker Berth users have been identified and will be notified via email at least 24 hours prior to commencement of works.	☐	☐
Approval received from Tanker Berth users for Hot Work to be undertaken within 4 metres of their pipes.	☐	N/A ☐
Approval received from Harbourmaster to undertake vessel based Hot Work.	☐	N/A ☐
All hazards have been identified and will be controlled prior to commencement of works.	☐	☐

CONTRACTOR ACKNOWLEDGEMENT

By signing, I acknowledge the following:

- I have completed all requirements of the Tanker Berth Contractor Permit to Work process.
- I take control of the work site and will manage hazards within the site for the duration of the permitted works.
- I will notify affected parties upon completion or temporary suspension of work.

Name:		**Signature:**		**Date:**	

PERMIT APPROVAL

APPROVAL COMPANY	NAME	POSITION	SIGNATURE	DATE
Port of Tauranga Limited	Brent Clinton	Property Services Manager		

ADDITIONAL INFORMATION

Any "Hot Work" within four meters of another company's pipes or fittings will require their approval. These restrictions will apply for the following lines from berth to:

Operating Company Limit		Operating Company Limit	
Mobil/Z Energy/NZOSL	Port boundary	**Graincorp**	Port boundary
Quantem	Port boundary	**Terminals NZ**	Port boundary
Works	Port boundary	**Golden Bay**	Port boundary
Ballance	Port boundary	**Stolthaven**	Port boundary

With any excavation, care should be taken to identify any pipe work in the area including around Golden Bay and Pacific Terminals.

Appendix G: Hot Permit to Work

All temporary operations involving open flames or producing heat and/or sparks to be carried out adjacent to combustible material, buildings, machinery or plant require a hot work permit. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing and welding.

NO APPROVED PERMIT THEN NO HOT WORK

INSTRUCTIONS FOR JOB SUPERVISORS

1 Verify precautions listed at right (or do not proceed with work)
2 This permit is to remain on site of hot work

DATE	**JOB No.**

LOCATION/BUILDING

DESCRIPTION OF WORK BEING PERFORMED

NAME OF PERSON DOING HOT WORK

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED ..... (Job Supervisor)

SIGNED ..... (Person doing Hot Work)

SIGNED ..... (Fire Watch)

ISSUED: Date..... Time ..... am/pm

EXPIRES: Date..... Time ..... am/pm

FIRE WATCH SIGN OFF

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe. (minimum 30 minutes after Hot Work)

Signed: .....

FINAL CHECKUP

Work area was monitored for ..... hour(s) following Hot Work and found fire safe.

Signed: .....

HOT WORK CHECKLIST	**OK**	**N/A**
• Sprinklers and fire hose in service/operable	☐	☐
• Hot Work Equipment in good condition (e.g. power source, welding leads)	☐	☐
• Multi-purpose fire extinguisher and/or water hose.	☐	☐
REQUIREMENTS WITHIN 10 METRES		
• Dust, Lint, Debris, Flammable Liquids and Oily Deposits removed, floors swept clean.	☐	☐
• Explosive atmosphere in area eliminated	☐	☐
• Combustible floors (i.e. wood, tile, carpeting) wet down, covered with damp sand or fire blankets.	☐	☐
• Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards or metal shields.	☐	☐
• All wall and floor openings covered.	☐	☐
• Walkways protected beneath Hot Work.	☐	☐
WORK ON WALLS OR CEILINGS		
• Combustibles moved away from other side of wall.	☐	☐
WORK IN CONFINED SPACES		
• Confined space cleaned of all combustibles (i.e. grease, oil, flammable vapors)	☐	☐
• Containers purged of flammable liquids/vapors	☐	☐
• Follow confined space guidelines	☐	☐
FIRE WATCH /HOT WORK AREA MONITORING		
• Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.	☐	☐
• Fire watch is supplied with a fire extinguisher, and/or water hose, also making use of other extinguishers located throughout work area.	☐	☐
• Fire watch has been instructed in the use of this equipment and familiar with location of call points.	☐	☐
• Fire watch may be required for opposite side of walls, above, and below floors and ceilings.	☐	☐
OTHER PRECAUTIONS TAKEN		
• Fire watch provided for adjourning areas, above or below.	☐	☐
• Confined space or Lock Out / Tag Out required.	☐	☐
• Other:		

Port for the Future
www.port-tauranga.co.nz

WARNING!

HOT WORK IN PROGRESS
WATCH FOR FIRE!

IN CASE OF EMERGENCY

1ST CALL: EMERGENCY SERVICES 111

2ND CALL: PORT OF TAURANGA
CUSTOMER SERVICE CENTRE
24 HOUR PHONE: (07) 572 8888

FIRE WATCH / MONITOR RECORD

Checked By:	Date	Time	Comments

Appendix H: Shuttle Bus Information

Figure 18: Suttle Bus Information

Ship's crew and visitors
are required to use the
Crew Bus
between vessel and wharf gate
This is a FREE service

Call 572 8868 for the Crew Bus

The bus will operate between 0900 & 0100 hours

All travel outside bus service hours must be by taxi.

Vessel Pick-up Points

Berths 1 – 11:	Ship's gangway
Berth 16:	Tanker berth security hut
Berth 23:	North end of wharf
Berths 24 & 25:	South end of wharf

Berths 23, 24 & 25: Crew and visitors must walk on the yellow walkway to the North or South end of wharf.

Visitors require permission from the ship's crew to visit the vessel and should be warned of the operational dangers. Your crew is responsible for the safety of visitors. Please phone the crew service to confirm that visitors have permission to visit the vessel.

CONTACT TELEPHONE NUMBERS

Crew Bus **24 hours**	**07 572 8868**
Port Customer Service Centre **24 hours**	**07 572 8888**
Emergency	**07 572 8888**
Or Tauranga Port Radio	VHF Channel 12
Fire Emergency	**111**

SULPHUR POINT: Vessels at Berths 23, 24 & 25

Your duty officer must advise the stevedore foreman before ships' cranes or booms are used to load/discharge stores or equipment from the wharf.

Container cranes must be free to travel along the wharf at anytime and must not be impeded by ships' cranes or booms.

Gangways must be kept clear of container cranes at all times. The Port will not accept responsibility for gangways struck by container cranes. Your gangway watchman should pay particular attention to the mooring lines so that your vessel is always held tightly alongside.

Port for the Future
www.port-tauranga.co.nz

Appendix I: Record of Visitors

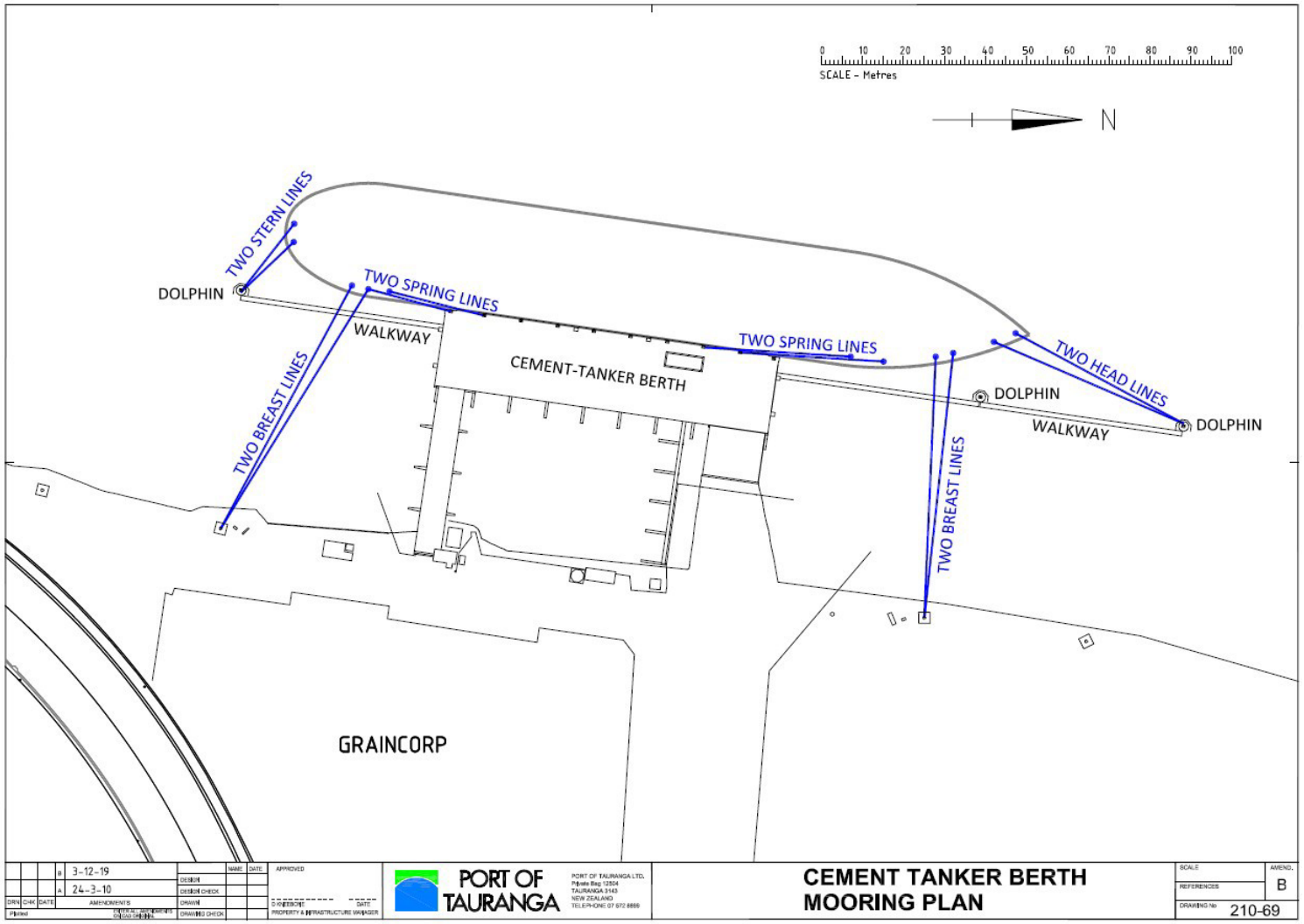
VESSEL: _____

PLEASE READ CAREFULLY

I HEREBY CERTIFY THAT I AM IN NOT IN POSSESSION OF ANY MATCHES, CIGARETTE LIGHTERS OR ANY OTHER IGNITION SOURCE, INCLUDING ELECTRONIC EQUIPMENT - EG: MOBILE PHONES, RADIO TELEPHONES, PAGERS, PERSONAL SECURITY ALARMS AND KEY REMOTES.

Date	Please print name	Signature	Authority or firm	Guest of	Time on	Time off

Appendix J: Tanker Berth Mooring Plan



Appendix K: Vehicles on the Tanker Berth

Flammable Cargoes

- Petrol, Diesel, Avgas, MGO, MFO, Ethanol, Acetic Acid[1]
- Vessel with flammable cargoes – loading or discharge hoses connected. **No vehicles allowed entry to wharf**
- This is irrespective of whether cargo is being pumped or not
- Vessel with flammable cargoes – loading or discharge **hoses not connected. Limited diesel powered vehicle access** e.g. lines truck, stores and bunker vehicle
- Vessel must be secured and in a seagoing condition

Non-Hazardous Cargoes but vessel not "gas free"

i.e.: parcel carrier discharging/loading a non-hazardous cargo, but having other flammable cargoes on board or tanks in a non "gas free" condition

- As long as the vessel is in a seagoing condition, limited diesel powered vehicle access is allowed, i.e.: lines truck, stores and bunker vehicles

Non-flammable Chemical Cargoes

e.g.: Caustic Soda, Caustic Potash, Nitric Acid, Phosphoric Acid, and Sulphuric Acid

- Limited diesel powered vehicle access is allowed i.e. lines' truck, stores and bunker vehicles

Bitumen and Non-Hazardous Cargoes

e.g.: Bitumen, Vegetable Oils, and Tallow

- No restrictions. Normal vehicle access allowed

Special Note

At all times vehicles shall exercise extreme care around the Tanker Berth area as pipelines may be full of product, regardless of whether pumping operations are under way or not.

Vapours from Acetic Acid may create an explosion hazard.

Appendix L: Commercial Transfer Checklist

From 1 December 2016 council staff will be auditing oil transfers against this list. If transfers are found to be in non-compliance they will be required to cease until full compliance is achieved. The fair and reasonable costs for plan review and approval processing are recoverable from the applicant.

1. Vessel is securely moored
2. Dangerous liquids flag (B) exhibited, red light at night
3. All scuppers are securely plugged – **RAGS NOT PERMITTED**
4. Ensure save-alls are in serviceable condition
5. Unused bunker connections are securely blanked
6. Hoses are securely connected, wired closed, supported and protected
7. Valves are set correctly for tanks to be used
8. Positive communication system is agreed between ship and shore
9. Ship or shore communication for immediate cessation of transfer is "**STOP, STOP, STOP!**"
10. Max rates/pressures agreed before commencement of operations
11. A competent person is continuously in attendance at the valve manifold
12. The transfer is being undertaken in accordance with a current SOPEP
13. The transfer is being undertaken in accordance with a current Tier 1 Plan
14. Copies of the relevant plans are available for immediate reference at the transfer site
15. No hot works undertaken while refuelling
16. Wind from the NW clockwise through SW not more than 30 knots sustained, SW clockwise to NW less than 40 knots sustained.