



# ERP EMERGENCY RESPONSE PLAN

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# TABLE OF CONTENTS

PAGE NUMBER	TITLE
2	Explosion
4	Working alone and after hours
5	Fire
6	Evacuation to muster point
7	Medical emergency
8	Tsunami
11	Evacuation for IED/bomb
13	Bomb threat
16	Suspicious mail
19	Toxic fumes or gas leak
21	Chemical burns or spills
23	Warden checklist
25	Site information
30	Muster points

# EXPLOSION



## IN THE EVENT OF AN EXPLOSION:

1. Evacuate (see EVACUATION page) to your area's Muster Point (see SITE INFORMATION).
2. Call the emergency number 1-111 (outside line) or 111 (cell phone) from a safe location and request medical and fire assistance.
3. Call Site Security (03 212 7828):
  - a. Ask them to call the relevant contacts on Port to assist with coordinating the emergency response.
  - b. Ask them to open security gates for emergency services, and escort ambulance to the location.
  - c. Inform Security if there is a possible security risk, e.g. explosion due to suspected bomb/ sabotage.
  - d. Security to refer to the BOMB THREAT page on this flipchart and the South Port Car IED Action Plan for who to call and evacuation plans. Even if one device has already exploded, there may be more.
4. Fight fires ONLY where safe to do so.
5. Brief the Fire Dept on types/volumes of chemicals kept near the explosion site – refer to outdoor Safety Data Sheet box.
6. Once at the Muster Point, report to the Warden. Ensure all staff and visitors are accounted for. No-one is to leave site or go home. Provide First Aid if required.
7. Do not return until given the "all clear" signal by the Warden.

**DO NOT USE CELLPHONES OR RADIOS, IF YOU  
SUSPECT A GAS/FUEL LEAK OR A BOMB**

# UTILITY FAILURE

## Power, gas, water, coal, compressed air



### IN THE EVENT OF UTILITY FAILURE:

1. Stay calm – think.
2. Do not put yourself at risk.
3. Report loss of services to your Supervisor or Manager if the outage is not obvious.
4. If moving between buildings or floors – walk, do not run.
5. Assist those with disabilities, persons in distress and visitors.
6. Where relevant, conserve available utility supplies.
7. Contact utility supplier to advise of failure and use alternate supplier as applicable.

### IN THE EVENT OF UTILITY FAILURE CAUSING DANGER:

1. Gas leak – switch off at source if safe to do so.
2. Open windows and doors for air to flow.
3. Apply the TOXIC FUMES OR GAS LEAK protocol and EVACUATION process – see relevant flipchart pages.
4. Cover nose and mouth while evacuating if there are toxic fumes or smoke.
5. Live electrical lines sparking – Apply EXPLOSION or FIRE protocol as appropriate, and EVACUATION.

REMAIN CALM  
ASSIST THOSE IN NEED



# WORKING ALONE

## And after hours



### WHEN WORKING ALONE AFTER-HOURS:

1. Examples of when people might work alone at South Port:
  - a. Dairy – Unloading trucks on the weekend
  - b. Terminal/Depot – Pre-tripping activities
  - c. Bulk Cargo – Moving hoppers and grabs
2. Working alone and/or after hours is by approval of your supervisor/manager it is their responsibility to have a check-in method in place and advise you of this method.
3. If possible, ask Security to monitor you. You will need to check in with them and make frequent agreed contact.
4. Have your own cell phone or site cell phone always charged and on you.
5. Park in well lit, designated car parks when undertaking work at night, report any suspicious activity to security.
6. Ensure work is carried out in a well-lit area.
7. Do not leave external doors open and unattended. Avoid going outside the building into un-monitored or poorly lit areas transport or empty transport or bins.
8. Ensure all required electronics are switched off and the building is secure before leaving.
9. Take care when driving if working long hours and are fatigued – arrange for a lift or alternative transport or use the sleep room in the R&D building until you feel fit to drive.

**ENSURE YOU HAVE A BUDDY SYSTEM IN PLACE TO CHECK ON YOU**  
**AVOID UNNECESSARY RISKS WHEN ALONE**

# FIRE



## **IN THE EVENT OF A FIRE OR THE SOUNDING OF ANY FIRE ALARM:**

1. Activate nearest fire alarm (shout – FIRE! FIRE! FIRE! if alarm fails).
2. Call Emergency Number 1-111 outside line or 111 cellphone and ask for Fire Service and state location of fire (see Site Information). Request medical assistance if needed.
3. Call Site Security (03 212 7828):
  - a. Ask them to open security gates for Fire Department and escort fire truck to the location
4. Extinguish fire ONLY if safe to do so.
5. Follow the evacuation instructions of the Warden. No one is to leave the site or go home.
6. Evacuate the building via the nearest safe EXIT:
  - a. Stay calm, move quickly, but do not run
  - b. Use the stairway if exiting from upper building levels
  - c. DO NOT take bags or other possessions and do not go back for them
  - d. If caught in smoke, cover nose and mouth with a cloth, take short breaths, keep low to the floor – crawl if necessary
  - e. Assist those with disabilities needing assistance, persons in distress and visitors
  - f. Gather in the designated safe Muster Point (see Site Information)
7. Once at the Assembly Point, report to the Warden. Ensure all staff and visitors are accounted for, and provide first aid if required.
8. Do not enter the building until given the “all clear” signal by the Warden.

**ENSURE EVERYONE IS EVACUATED  
PROPERTY CAN BE REPLACED**

# EVACUATION

## To muster point

### IN THE EVENT OF AN EVACUATION:

1. Evacuation is required when the fire alarm sounds or if directed by your Warden.
2. Turn off all equipment (if it is safe to do so). Park vehicles, forklifts and other plant safely, allowing space for emergency vehicles to pass through. Switch off the engine and take the keys with you.
3. If safe to do so, operating plant should be stopped in a controlled manner.
4. If the automatic detection system is not activated, find the nearest fire alarm point, break the glass and turn on the alarm switch. The fire alarm will go off and trigger everyone in the building to evacuate.
5. Locate the nearest exit and leave the building. Do not delay exiting to get bags or possessions.
6. Close all doors as you leave if you are last out (leave open in a bomb threat).
7. Remain CALM. Walk briskly, but don't run. Gather at safe Muster Points for your area – see Site Information. Gather at the Museum at end of bridge if whole site is evacuated.
8. Move to the designated Muster Point (there are 6, see Site Information). Do not leave site or go home.
9. Once at the Muster Point report to the Warden, who will check that staff, guests and contractors are all accounted for.
10. Do not enter the building until given the "all clear" signal by the Warden.

ENSURE EVERYONE IS EVACUATED  
PROPERTY CAN BE REPLACED  
PERSONAL SAFETY IS THE NUMBER ONE PRIORITY

# MEDICAL EMERGENCY



## IN THE EVENT OF A MEDICAL EMERGENCY:

1. Call for "HELP!" – have someone call emergency services on 1-111 (outside line) or 111 (cell phone) and ask for an ambulance; seek first aid assistance.
2. Check the area is safe. In case of electrocution, do not touch the casualty until you isolate the power source.
3. Provide first aid (only move casualty in life-threatening situation or no signs of life):

**RESPONSE:** Check for response using voice and touch (shake and shout)

- Check ABCs: Airway – Breathing – Compression

**AIRWAY:** Open and clear airway

**BREATHING:** Look, listen, feel for breathing or signs of life, if they are not breathing:

- Position victim flat on back on firm surface
- Give 2 full, slow breaths to make chest rise

**COMPRESSION:** Start cardiac compressions

- Ratio 30 compressions to 2 breaths, speed 100 per minute
- See Site Information for location of defibrillator (AED)

**SEVERE BLEEDING/BREAKS/BURNS:** Carry out body check

- Immobilise breaks to prevent further injury
- Stop bleeding – apply direct pressure and elevate
- Cool burns with cold water for 20 minutes

4. Remain with casualty, keep warm, make comfortable, monitor and reassure until assistance arrives. Lay unconscious casualties on their side ('recovery position').

5. In instances of a serious harm accident, and unless safety is further compromised, do not touch or clean up the accident/injury scene until an investigation has been completed and your Supervisor or Manager has given the all clear to do this.

6. Follow the procedure for recording and reporting serious harm accidents.

**Know your first aiders**  
**Know where your first aid kit is located**

# TSUNAMI



## IN THE EVENT OF A TSUNAMI:

- Marine to advise Harbour Master (accessible 24/7 via duty phone), Duty Pilot and Marine Operations Manager, and South Port General Manager Infrastructure.
- Most likely the notification of a tsunami will come from the Harbour Master.
- Harbour Master to advise Civil Defence (if they have not issued initial advice).
- Harbour Master to assess potential scale and likely arrival time of tsunami. Develop strategy as time permits.
- Tsunami Threat Team consists of Harbour Master, South Port Chief/Duty Pilot, South Port Marine Operations Manager, Bluff Harbour Control – they will manage the Marine response.
- South Port General Manager Infrastructure to manage Port response.

## MARINE RESPONSE (Bluff Harbour Tsunami Warning EOP)

- When report of tsunami received, advise all ships in port.
- Place on standby for sailing at short notice. Ships to maintain continuous watch on Ch 12 and 16 VHF.
- Put all pilots and tug crews on standby.
- Most likely, all ships will be ordered to sea if possible (including Tugs, Awarua and Oreti).
- Order provisions for Tugs / Boats crews, they may be out for 24 hrs or more.
- Every attempt will be made to contact the families of staff to ensure their safety and whereabouts.

# TSUNAMI

## Continued



### PORT RESPONSE



- For a local source tsunami, which could arrive in minutes, there won't be time for an official warning, so recognise the natural warning signs and act quickly. If you feel a strong earthquake that makes it hard to stand or a long earthquake that lasts more than a minute, as soon as the shaking stops, move immediately to the nearest high ground or as far inland as you can out of tsunami evacuation zones.
- In Bluff, move a minimum of 2 blocks inland from Gore Street, and avoid the highway and Marine parade Road.
- if there is more time, consider options to limit damage to port facilities, machinery and installations e.g. move to higher ground.

IF AN EARTHQUAKE IS LONG AND STRONG, GET GONE!  
WHERE PRACTICAL, EVACUATE TO HIGHER GROUNDS  
PRESERVATION OF LIFE IS MOST IMPORTANT

## **DROP - COVER - HOLD**

**Get to a safer area**

# EARTHQUAKE



### **DURING AN EARTHQUAKE:**

1. Move no more than a few steps, then **DROP, COVER** and **HOLD** on.
2. If inside, take cover under a sturdy desk or table until shaking stops. **DO NOT** run outside – falling debris can cause major injuries.
3. If outside, quickly get to an open area. Drop to your knees, bend head to ground and cover with arms until shaking stops.
4. If possible keep away from windows/glass and other objects that could fall on you.
5. If driving, pull over and stop until the shaking stops.

### **IMMEDIATELY FOLLOWING AN EARTHQUAKE – EXPECT TO FEEL AFTERSHOCKS:**

Note: If there is any risk of TSUNAMI as a result of the earthquake – get to significantly higher ground (at least 35m above sea level) or as far inland as possible. Follow TSUNAMI procedure.

1. Remove/rescue any person from immediate danger if safe to do so.
2. Treat any injuries – administer First Aid.
3. Check for fires and extinguish if safe to do so.
4. Follow evacuation instructions of Warden – evacuate via nearest emergency exit and stairs to the Assembly Point (see Site Information).
5. If safe and quick to do so, take your First Aid kits and personal essentials with you (keys, cellphone, wallet, handbag).

### **BEFORE RETURNING TO THE BUILDING:**

1. Warden, Supervisor/Manager to complete property check and ensure there are no obvious hazards (e.g. ceiling tiles falling or loose).
2. Conduct a check to account for staff, visitors and contractors.
3. Give assistance to people in distress.

**Personal safety is the  
number one priority**



# EVACUATION

## For IED/bomb



### IN THE EVENT OF FINDING AN IED/BOMB WHILE SEARCHING A VEHICLE IN THE INSPECTION LANE:

1. If an Explosive device is found during an inspection, get away from the vehicle and call for assistance. Make the call from the Gate House or Watch House. Note an Explosive device can be triggered by a radio or telephone signal.
2. The first calls to be made are:
  - Port Facility Security Co-ordinator = Ext. 752 or Mobile 022-646-3077
  - Police = 111
  - Marine Operations Manager = Ext. 707 or Mobile 027-231-9765
3. Consider the potential blast radius and create a safe evacuation zone (see map over page).
  - Minimum of 200 meters all around the Explosive device.
  - Do not allow anyone into this blast zone.
  - No traffic to be allowed into the blast zone (except for Bomb Disposal and then Emergency vehicles).
  - Ideally traffic should be stopped before the bridge (adjacent to the Museum), at the Sanford Berth one junction and MPI storage yard. See drawing in South Port Car IED Action Plan for minimum evacuation distance.

ENSURE EVERYONE IS EVACUATED  
PROPERTY CAN BE REPLACED  
PERSONAL SAFETY IS THE NUMBER ONE PRIORITY



# EVACUATION

## For IED/bomb - continued



4. Contact the Health and Safety team to evacuate the Administration building and get them to escort all occupants out of the blast area to the Sanford Berth One junction (not the normal Assembly Points).

- Health & Safety Manager = Ext. 716 or Mobile 027-562-2470
- Health & Safety Advisor = Ext. 755 Or Mobile 022-010-9219

5. Occupants of the Container department, NFA/Cube and Stolthaven must be evacuated to the MPI storage yard.

Contact the following to assist:

- NFA / QUBE: Craig Unahi = Mobile 027-201-8387
- Container Terminal: Graham Brown = Ext. 710 or 027-520-6312
- Depot Supervisor: Kenny James = Ext. 705 or 027 345 7013
- Stolthaven Terminal: John Sleeman = 027-230-0290

6. Do not attempt to remove or defuse the Explosive device yourself. Safe removal requires specialized gear (often remote-controlled robotics). Get behind a hardened building, metal further.

### IN THE EVENT OF FINDING AN IED/BOMB ON PORT:

1. If an Explosive device is found elsewhere on port, use the procedure above, and evacuate people from the potential blast zone (200m) around it.

# BOMB THREAT

## Written or verbal



### IN THE EVENT OF A VERBAL BOMB THREAT:

- Keep the person talking – DON'T interrupt.
- Where possible, record the phone call. This can be done by taking notes, some cell phones have this capability or by using the function in Outlook.
- Use the Bomb Threat Checklist (next page) to record details. Most importantly: Where is the bomb? When it is due to go off?
- If delivered in person, note their physical description, vehicle details etc.
- Attract attention of a second person – get them to notify the Manager or Warden.
- Do not use cell phones/radio communications as some devices can be triggered by nearby cell phone or radio signals.
- Get Manager or Warden to call Emergency Number 1-111 (outside line) or 111 (cellphone) for Police and Fire Service – advise who found/delivered the threat, time, location at risk, device information, actions being taken, contact details.
- For the building/area under threat, management to assess risk and if evacuation necessary:
  - Open doors and windows.
  - Evacuate to a safe Assembly Point outside of the potential blast zone i.e. at least 200m away (see Site Information) via routes away from the threat – check evacuation point and routes are safe first. See flipchart page EVACUATION FOR INSPECTION LANE for an example of how to evacuate an area in the event of a bomb.
  - Take personal bags, belongings with you.
  - Visually check for suspicious items as evacuating.
- Establish a safe, distant cordon to prevent re-entry and await Police arrival.
- Refer to the checklist on the following page for questions prompts if/where required.



# BOMB THREAT

## Written or verbal - continued

### IN THE EVENT OF WRITTEN BOMB THREAT – Steps as above plus:

- DO NOT handle the written bomb threat excessively
- Hold by the edge, place into a plastic bag (save any email threats)
- Advise Police how, when and where received, by whom, and who handled the threat

TAKE ALL THREATS SERIOUSLY  
DON'T ASSUME ONLY ONE DEVICE  
DO NOT USE CELL PHONES/RADIOS UNTIL GIVEN THE 'ALL CLEAR'  
PERSONAL SAFETY IS THE NUMBER ONE PRIORITY

# BOMB THREAT

## Checklist



### QUESTIONS TO BE ASKED:

- Where did you put the bomb/s?
- When will it go off?
- When did you put it there?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name?
- Where are you?
- What is your address?
- Sex of caller:
- Estimated age:

### WHAT IS THE EXACT WORDING OF THE THREAT?

### THREAT LANGUAGE:

- Incoherent?
- Abusive?
- Irrational?
- Other?
- Taped?
- Message read by caller?

### BACKGROUND NOISES

- Street/house noises?
- Aircraft?
- Voices/music?
- Local call?
- Mobile phone?
- Call box?
- Other?

### CALLER'S VOICE:

- Accent (specify)
- Any speech impediments?
- Voice (loud, soft etc)
- Speech (fast, slow etc)
- Diction (clear, emotional etc)
- Did you recognise the voice?
- If so, who do you think it is?

### ACTION:

- Report call immediately to:
- Police
- Manager

### CALL TAKEN AND BY WHOM:

- Date and time of call
- Duration of call
- Name of person taking call
- Telephone number
- Signature



# SUSPICIOUS MAIL

## Package/device or substance/powder

### IN THE EVENT OF DISCOVERING A SUSPICIOUS PACKAGE/DEVICE/BOMB:

1. DO NOT touch it, gently lower to a level surface if already held.
2. Clear the area and do not re-enter until instructed.
3. Advise your Supervisor or Manager immediately.
4. Call Emergency Number 1-111 (outside line) or 111 (cellphone) for Police – advise who found the device, time, exact location, description, actions being taken, contact details.
5. If it could be explosive:
  - a. Open as many doors and windows as possible
  - b. Use the EVACUATION FOR IED/BOMB procedure to evacuate the building via routes clear of the device area to safe, distant assembly points – check evacuation point is safe first.
  - c. Establish a cordon at a safe distance to prevent re-entry – await Police.

TAKE ALL THREATS SERIOUSLY  
DO NOT USE CELL PHONES OR RADIOS UNTIL "ALL CLEAR" GIVEN  
DO NOT ASSUME THERE ARE NO OTHER DEVICES IN THE VICINITY  
PERSONAL SAFETY IS THE NUMBER ONE PRIORITY

# SUSPICIOUS SUBSTANCE

## Or powder



### **If the item containing the substance is UNOPENED:**

1. DO NOT OPEN IT and do not shake or empty contents of envelope or package.
2. Put on gloves. Place item in a sealed container if available, or carefully in a plastic bag, or cover with a large container to prevent spread. If you have been wearing gloves place them into the same bag.
3. Close doors and windows and vacate the room. Clear the area. Move to an adjacent area/room and prevent others from entering room to reduce chances of further contamination.
4. Call Call Emergency Number 1-111 (outside line) or 111 (cellphone) for Fire and Police who will take on responsibility of the situation on their arrival.
5. If hands or any part of the body have come into contact with the envelope or package, then wash with soap **and water.**

### **If the item is OPENED and contains powder, liquid or other substance, steps as above plus:**

1. Ensure any building air conditioning switched off.
2. Evacuate building(s) where suspicious substance is located via routes away from the area to reduce risk from spread of substance.
3. Do not brush substance off or remove clothing. Await Fire Service decontamination process.

# SUSPICIOUS MAIL



## IDENTIFYING SUSPICIOUS PACKAGES:

- Oily, stained, discoloured or smelly envelopes
- Excessive postage or wrapping
- Poorly identified addressee or no return address
- Postage that does not match the return address
- Unexpected, unsolicited mail
- Visual distractions
- Protruding wires, foil or tape
- Excessive weight or rigid envelope
- Lopsided or uneven envelopes
- Foreign or unexpected mail
- Restrictive/warning markings
- Unusual

TAKE ALL THREATS SERIOUSLY

DO NOT USE CELL PHONES OR RADIOS UNTIL "ALL CLEAR" GIVEN  
DO NOT ASSUME THERE ARE NO OTHER DEVICES IN THE VICINITY  
PERSONAL SAFETY IS THE NUMBER ONE PRIORITY

# TOXIC FUMES

## Or gas leak



### IN THE EVENT OF GAS LEAK OR TOXIC FUMES:

- Notify Warden/Site Manager
- Raise the alarm, call Emergency Number
- 1-111 (outside line) or 111 (cell phone) for Fire and Police
- Assist people in distress

### GAS LEAK OR TOXIC FUMES – IN THE IMMEDIATE VICINITY:

- Get out of the area by moving across and upwind of the leak
- Raise the alarm and warn others in the nearby areas
- Self-Contained Breathing Apparatus is mandatory for persons responding to the leak

### GAS LEAK OR TOXIC FUMES – ALL OTHER AREAS

- Stay indoors until you receive instructions from the Building Warden
- Turn off HVAC and Air Conditioning systems in your area
- Wait for further instructions from the Building Warden
- The Building Warden will notify each department of the designated assembly point (based on weather, wind direction etc)
- Follow the same procedure as for a normal evacuation



# TOXIC FUMES



## AMMONIA LEAK

- Supervisor/Warden to determine where leak is, and what level: – small, large (50 to 200ppm) or catastrophic (200 to 800ppm or above)
- Check windsocks for wind direction
- Supervisor/Warden to direct Cold Stores people to shelter in place indoors, or evacuate to outdoor upwind muster point at least 150m away from ammonia source Orange or at least 300m away Red
- Follow Ammonia Response Plan – contact Emergency Services 111, Port Security and contact other Port Users within the evacuation zone to get them to move upwind to a muster point
- Supervisor/Warden to take roll call and ensure everyone is accounted for
- Do not attempt to stop leak

## SPENT CELL LINING (SCL) – follow site-specific instructions below

South Port – Spent Cell Lining (SCL) cannot be allowed to get wet, as it reacts with water and produces flammable/explosive gases, as well as making the runoff water caustic which can burn skin and harm the environment.

- SCL is stored in containers at South Port
- Should there be a fire nearby the SCL containers, contact the Container Operations Manager
- Call Emergency 111 and tell them the product is SCL and that notification to the HAZMAT team needs to be made as soon as possible. Tell the Operator that the product is “UN3170 Aluminium smelting by-products or Aluminium remelting by-products, Class 4.3 Dangerous when wet” and the operator will understand that the product must be handled by the HAZMAT team
- Isolate the site and evacuate people to the appropriate muster point

**Wardens: refer  
to WARDEN CHECKLIST page**

# CHEMICAL BURNS

## Or spills



### CHEMICAL SPILL ONTO ANY PART OF YOUR BODY:

1. Go immediately to the emergency wash station located in your area
2. Start the emergency wash procedure (for at least 10 minutes)
3. Immediately contact your Supervisor or Manager
4. Identify what the chemical is
5. Seek medical First Aid from your Supervisor or Manager if required

### MINOR CHEMICAL SPILL:

1. Isolate the area and stop people from accessing it
2. Identify what the chemical is and the source of the spill
3. Wear the appropriate protective equipment for the clean-up
4. Stop the source; turn off the tap, plug the leak or roll the drum over ONLY if it is safe to do so
5. Protect storm water and sea water: contain the spill using the cushioned hose (in Spill Kit) around spill and cover drains where necessary
6. Notify management – contact your Supervisor, Manager/Engineering to ensure the relevant authorities are notified
7. Clean Up:
  - a. Clean up spill with spill kit equipment provided
  - b. Dispose of used absorbents in accordance with procedures
  - c. Clean up tools and re-useable materials properly before reuse
8. Advise your Supervisor in regard to restocking materials and ensure a waste disposal contractor is contacted to take away contaminated materials to an appropriate disposal centre

# CHEMICAL BURNS

## Or spills



### MAJOR CHEMICAL SPILL:

- Isolate the area and stop people from accessing it
- Immediately contact your Supervisor or Manager who can assess the seriousness of the spill and contact authorities as necessary – this is especially important if the spill enters water (sea or stormwater system)
- In the event your supervisor or manager can not be reached, call the emergency number (see Site Information) for Emergency Services to assist you to manage the spill

### CHEMICALS/GASSES ON SITE:

- See Site Information for a list of chemicals/gasses.

ALL CHEMICAL SPILLS SHOULD BE TREATED AS  
TOXIC AND DANGEROUS

# WARDEN CHECKLIST



## **EVACUATION REQUIRED/ON SOUNDING OF AN ALARM:**

1. Call Call Emergency Number (1-111 (outside line) or 111 (cellphone) and advise Fire Service
2. Collect your vest and hard hat
3. Direct personnel to leave the building and go directly to the Assembly Point; no-one is to leave site or go home (see Site information)
4. Ensure that staff, visitors and contractors are accounted for
5. Do not allow anyone to take food, drinks, or any unwieldy hand luggage with them
6. Do not allow people to attempt to return for forgotten items
7. Wardens to conduct a plant/building search using the SWEEP method, including toilets, lunch-rooms, storerooms, meeting rooms etc. to ensure there is no one left in the building – if safe to do so
8. Ensure that disabled or injured persons are assisted to leave the building
9. If anyone cannot be safely evacuated: leave a buddy with them and advise the Head Warden when you exit the building (who will advise the Fire Service)
10. The Warden should be the last to leave – if safe to do so
11. Check that all shift staff are accounted for, check that contractors, visitors and service staff are accounted for, check that stores and any other personnel are accounted for
12. Those requiring assistance should report to the Head Warden at the Assembly Point as soon as they have been evacuated
13. Do not let anyone return to the building until advised it is safe to do so by the proper authorities

# WARDEN CHECKLIST



## DAY TO DAY DUTIES:

- Advise your Health and Safety Representative or Manager if you become aware of potential hazards that could pose a risk to staff on your floor (eg tripping hazards, blocked emergency exits)
- Check that any new staff working on your shift/in the office know the emergency procedures for evacuating

IN A DRILL OR REAL EMERGENCY, THE WARDEN HAS THE  
AUTHORITY TO EVACUATE ALL STAFF, INCLUDING MANAGERS



# SITE INFORMATION



## General Emergency Contact Information

<b>Location</b>	South Port, Island Harbour, 251 Foreshore Road, Bluff 9814
<b>Emergency Numbers</b>	1-111 (outside line) or 111 (calling from cellphone) for Fire/Ambulance/Police Call Security Gatehouse – 03 212 7828 – they have the emergency contact lists for PCBU's on port, First Aiders, Wardens, and Managers and will assist with coordinating the emergency response.

## Locations of Emergency Response Equipment

See Site Map for:	<b>Muster Points</b>  <b>Alternative:</b> Maritime museum	<b>Defibrillator Points</b> 	<b>Near Main Entrance:</b> <ul style="list-style-type: none"><li>• Behind <b>Admin building</b>, side entrance with glass atrium has Defib in white shelf</li><li>• In <b>Security Gate House</b></li><li>• On <b>Pilot Jetty</b> just off Seafarer's Centre</li></ul>	<b>Rest of the Port</b> <ul style="list-style-type: none"><li>• Berth 2/ Dairy – outside Shed 3C</li><li>• Berth 3 - inside the office in the General Cargo shed</li><li>• Berth 8 - inside Cold Store 3 smoko room</li><li>• PCBUs – Real Journeys, Qube, etc will also have</li></ul>
	Behind <b>Admin building</b> , side entrance with glass atrium, go through glass door and bag is in alcove immediately to left. Door open 8am to 4:30pm; access via card after that.	<b>First Aid boxes</b> <ul style="list-style-type: none"><li>• <b>Admin building</b> – next to downstairs coffee station, in white cupboard at knee height.</li><li>• <b>Marine</b> – office, 3 tugs (Berth 2), pilot boat (off Pilot jetty)</li><li>• <b>Security</b> – Watch House</li><li>• <b>Container Terminal</b> – Along main corridor</li><li>• <b>Cold Stores</b> – Admin office</li></ul>	<ul style="list-style-type: none"><li>• <b>Dairy</b> – office, smoko room, on the warehouse floor by loading desk, Grab and Go box at supervisor's desk</li><li>• <b>General Cargo</b> – in the office inside the shed</li><li>• <b>Crane park</b> between Cold Store 1 and Stolthaven terminals</li><li>• <b>Syncrolift</b> – Admin office</li></ul>	
		<b>Spill kits</b> <ul style="list-style-type: none"><li>• Fumigation shed at end of General Cargo shed</li><li>• Dairy – outside offices</li></ul>	<ul style="list-style-type: none"><li>• Syncrolift – outside office</li><li>• R&amp;D – inside entrance to garage</li></ul>	



# SITE INFORMATION



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CHEMICALS/ GASES	Container Terminal	South Port and Other areas
1. Fuel bowser	Outside Qube offices	Sanford's - Shed 1, Berth 1 South Port – 3 tugs with diesel tanks
2. LPG Bottles		General Cargo - Berth 3A, beside 30m light pole Dairy – Shed 3C
3. Spent Cell Lining	Spent Cell Lining from NZAS stored in containers	
4. Ammonia – Gas		Cold store 1 and 2
5. Caustic soda	Stolthaven terminals	
6. Sulphuric Acid	Ballance acid tank	
7. Gas welders; gas cutting torches	Crane park engineering workshop: gas welder + gas cutting torch	



# SITE INFORMATION



South Port Island Harbour – HAZARDOUS SUBSTANCE LOCATION SITE MAP

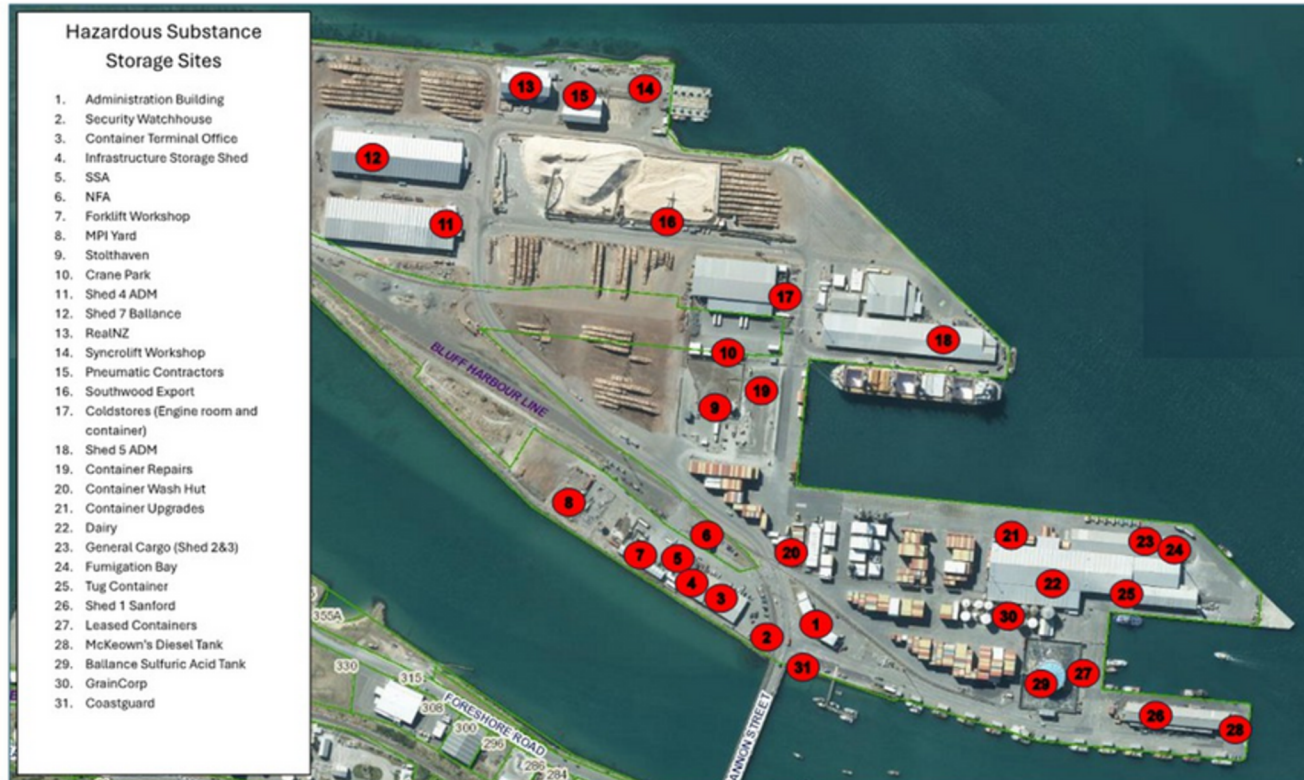


**Location Compliance Certificates (South Port controlled)**

1. 15,000L Diesel Tank – valid until 26/09/2028
2. 600kg LPG (Dairy) valid until 10/10/2024  
260kg LPG (Gen Cargo) valid until 08/10/2026
3. 5,000T SCL Container Storage valid until 15/11/2024

DOCUMENT / REFERENCE	VERSION	ISSUE DATE	RESPONSIBLE
Hazardous Substance Site Map	2.0	14/02/2024	H&S

# SITE INFORMATION



DOCUMENT / REFERENCE	VERSION	ISSUE DATE	RESPONSIBLE
Hazardous Substance Site Map	2.0	14/02/2024	H&S

# MUSTER POINTS

## IN THE EVENT OF FINDING AN IED/BOMB WHILE SEARCHING A VEHICLE IN THE INSPECTION LANE:

- Evacuate a 200m blast zone
- Do not cross the bridge. Traffic should be stopped before the bridge (adjacent to the Museum)
- Do not use the muster points marked as **X**

Instead:

- Admin building to evacuate to Sanford Berth one junction
- Security, Container terminal/Qube to move to MPI storage yard or weighbridge muster point
- Container berth – go to Berth 3, general cargo muster point

