

MEASURES TO BE ADOPTED IN THE EVENT OF EMERGENCY (PORT OF AVILÉS)

Date
March 2016

Version
2.4



**Avilés Port Authority
Occupational Health and Safety Area**

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In accordance with that which is provided for in Royal Decree 171/2004 of 30 November pursuant to which Article 24 of the Spanish Occupational Health and Safety Act 31/1995 is developed on coordinating business activities you are hereby informed by way of these files of the emergency measures to be adopted in the Port of Avilés service area.

AREA/ ZONE: PORT OF AVILÉS QUAYS

GENERAL ACTIONS IN THE EVENT OF EMERGENCY

- The Principality of Asturias Emergency Services must be informed immediately of any emergency situation by calling the following phone number: **112**, indicating the emergency that has occurred at the **Port of Avilés**.
- In the event of an emergency at the Port:
 - Always obey the instructions given by Port Police or by the safety officers at your company.
 - If it is necessary to evacuate the emergency area, leave it immediately, stay calm and head directly for the meeting point indicated to you, where appropriate.
- **If the emergency occurs in the company where you are**
 - Immediately alert safety personnel.
 - If you cannot contact safety personnel or the situation requires urgent assistance from outside the port area, call **112**, indicating the emergency that has occurred at the **Port of Avilés**.
 - If you are a member of the emergency teams under your Interior Emergency Plan, report to the Emergency Coordinator for instructions.
- **If the emergency occurs outside your company**
 - Call **112** immediately, indicating the emergency that has occurred at the **Port of Avilés**. **112** services will contact the Port Authority Emergency Coordination Centre.
 - Report on the situation (occupational accident, traffic accident, fire, explosion, spill, leak, if there are victims, the need for medical assistance, etc).
 - Indicate the exact location of the emergency and provide —if you can— the information you will be asked for by the **112** operator.

**STAY CALM TO REPORT THE EMERGENCY. THIS WILL ENABLE
SWIFTER AND MORE EFFECTIVE ACTION TO BE TAKEN.**

SPECIFIC ACTIONS IN THE EVENT OF EMERGENCY

IN AN EMERGENCY CAUSED BY AN ACCIDENT

- **PROTECT:** Before coming to someone's aid, protect yourself and then the accident victim to avoid worsening the situation
- **REPORT:** If you have the means at hand, request help from the Principality of Asturias Emergency Services and if not, try and get someone else to do so. Call **112**, indicating the emergency that has occurred at the **Port of Avilés**.
- **PROVIDE AID:** Lastly, if you have first-aid skills, try and provide aid to the victim. Nevertheless, if the victim's life is not in danger, do not move him/her until the medical services arrive on the scene.
 - Before coming to victims' aid, you must assess their condition to attend to the most seriously injured first. Check their pulse, whether they are conscious, are breathing, are

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bleeding profusely or suffering from a serious injury. Never move any victims unless their life is in imminent danger.

- If the victim is breathing with difficulty, you can help by laying him/her with the head slightly backwards, without moving the spinal column, to try and open the respiratory tracts a little. If you have no knowledge of cardiopulmonary resuscitation (CPR) techniques, it is best that you wait for the health professionals to get to the scene. You may then be able to help them by doing simple tasks.
- In the case of heavy bleedings apply pressure to the area with a clean cloth for at least 10 minutes. If it gets soaked place another one on top of it. For people suffering from burns, you must not remove any remains of burnt clothing or burst any blisters. The best thing you can do is to rinse the area with cold water for 10 minutes and then wrap it in a sheet.

IN THE EVENT OF AN EMERGENCY SITUATION CAUSED BY FIRE

- If the focus of the fire is very big, try and put it out with a fire extinguisher. If you do not have one at hand:
 - For burning solids use: WATER, SOIL or SAND.
 - For burning liquids use: SOIL or SAND
 - For electrical installations or devices that contain fluid: SOIL or SAND.
- Call **112**, indicating the emergency that has occurred at the **Port of Avilés**.
- If possible, cut off the electricity and/or gas supply.
- If there are other unaffected combustible materials around, try and move them away from the fire.
- If the fire occurs outdoors, position yourself on the side from which the wind is blowing.
- If there are victims, act as recommended in the event of an emergency caused by an accident.
- Keep at a safe distance from the fire, in case of possible explosions.
- If you cannot use the emergency exits you must stay inside a room, close the door and cover up any cracks or openings.
- If smoke enters where you are, get down onto the floor with your face as near as possible to the floor.
- Cover your mouth and nose with a damp cloth.
- If your clothes catch fire: DO NOT RUN. Get down on the floor and roll around, trying to cover yourself with a blanket, damp where possible.
- Before opening any door, touch it first. If it is hot: do not open it. If it is not, open it and head for the exit, crawling on hands and knees if there is a lot of smoke.
- Try to stay calm and keep others calm also.

IN AN EMERGENCY CAUSED BY A GAS LEAK OR SPILL

- If possible, block the leak.
- Call **112**, indicating the emergency that has occurred at the **Port of Avilés**.
- Try and determine if the leak/spill involves a toxic product.
- Avoid all sources of ignition.
- Position yourself on the side from which the wind is blowing.
- If the leak occurs in an enclosed area, ventilate it by opening doors and windows.

GENERAL EVACUATION MEASURES

- If the evacuation is ordered by the Port Authority, this order will be channelled down through the Emergency Managers in the affected companies.
- If the evacuation is ordered by a company inside the service area, the Emergency Manager of the company in question must notify the Port Authority immediately of the aforementioned evacuation order.
- The Emergency Managers of each company are liable for the head count of the evacuees at the meeting points, as well as for giving them the relevant instructions.
- In the event of an emergency and/or evacuation situation you must:
 - Stay calm, avoid running and shouting.
 - Do not use lifts.
 - Cut off power to installations and equipment.
 - Lower suspended loads.
 - Go to the meeting point indicated by the Emergency Manager.
 - Wait at the meeting point until you receive further instructions.

EVACUATION ROUTES' PLAN

