



## PROCEDURES TO BE CARRIED OUT AT BAGFAŞ PORT IN AN EMERGENCY AND EMERGENCY EVACUATION PROCEDURE

- 1. Objective:** In case of emergency; classification of the emergency, classification of the human and environmental health and safety, mobilization of the necessary units for the intervention, taking necessary occupational health and safety precautions, directing and taking the necessary precautions and notifications until the emergency is eliminated.
- 2. Responsible:** When an emergency occurs at BAGFAS Port, all BAGFAS personnel are responsible for this procedure in Terminal Management organization management.
- 3. Scope:** This procedure covers all emergency situations and is prepared for any accidents that may occur with dangerous items listed below.

### 4. DEFINITIONS:

**Emergency:** Employees must notify the captain and employees of the ship in port for loading and unloading, the contractor's personnel working at the workplace to stop the work of the worker in whole or in part which may cause injury or loss of life in the facility or in the nearby settlement centers, unplanned events that threaten the financial structure or the image of society,

**Emergency Action:** Measures and interventions to be taken against emergency situations,

**Emergency Plan:** the work to be done in emergency situations; the designation of the personnel to be employed, the equipment to be used, the required communication chain, and the safe areas where the activities to be carried out in the event of an emergency are defined and to which employees are to be assessed and /

**Emergency Team:** A team that provides emergency evacuation of firefighting, earthquake and similar disasters, participates in search and rescue and extinguishing work and first aid when necessary,

**Combustion:** The chemical reaction, starting with the appropriate combination of heat, combustible and oxygen,

**Fire:** The uncontrolled and unrestrained state of combustion

**Earthquake:** The surface of the earth, due to movements under the ground, sudden, rapid motion swing and vibration movement,

**Workplace Accident:** An event that has caused unpredicted, often unintended, personal injury, damage to machines, tools and equipment,

**Collection Area:** Earthquake, fire etc. a safe area where personnel are gathered after emergency situations and the loss of personnel is detected

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**Natural disasters:** events such as floods, earthquake storms, climate conditions, nature and layers,

**Sabotage:** It is the type of aggressive destructive activity that is carried out for the factories and workplaces performing all kinds of activities for a period of time or permanently inactive.

**Explosion:** The event, which is caused by the effect of temperature, heat and pressure,

**Evacuation:** The process of moving people, goods and supplies from a dangerous area to a safe area

**Leakage:** Uncontrolled leakage from vessel port connections from tankers, pipelines during loading, unloading,

**Chemical substance:** Any kind of accidental compound or mixture that occurs naturally, is produced, or occurs as a waste during or at any process.

**Hazardous Materials:** Hazardous materials handled or transported by pipelines at BAGFAS Port are as follows:

UN1805 Phosphoric Acid
UN1830 Sulphuric Acid
UN1005 Ammonia
UN2067 AN Guidelines

**5. The first steps to be done according to the classification of accident:**

- If there is an accident involving dangerous cargo in the port and an emergency arises from it, the Incident Reporting Procedure -002 is applied.
- For the spills which may arise from ships or port an Emergency plan and a risk assessment is prepared according to law of Emergency action against on spillages with petrol and other harmful substances at sea 5312 & coastal environment. First action within these regulations are taken with the equipment which are kept in the port facility and listed in annex-11. In priority Annex-13 Emergency leakage plan to be followed and human life in port area will be kept in safe.

c. First intervention against environmental spillages shall be made by Contractor according to contract made between Mare Deniz Temizlik Hizmetleri A.Ş. and Coastal Facility on 10.03.2017 in scope of 26.04.2006 dated and 26150 numbered regulation, Mare Deniz Temizlik Hizmetleri A.Ş. of Coastal Facilities dated 10.03.2017. A short fax is made to the contractor about the Firmaya event and is called immediately.

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c. In the event of an injury or job accident during the event:

- Those who witnessed to incident are first report the accident to the Terminal Manager.
- The terminal or field staff ask for help by informing BAGFAS health teams
- The injured health teams conduct first aid intervention and refer to the nearest hospital by ambulance. Health teams give the Administrative and Social Affairs Directorate a written notice of the accident.
- The Directorate of Administrative and Social Affairs makes the necessary declarations to the gendarmerie and the SSI.
- The Directorate of Administrative and Social Affairs reports the incident to the HSE Department. HSE Department prepares a report on the work accident report by conducting an on-site inspection. Emergency board meeting is held. It gives information about the accident at the moment

a. Apart from the events mentioned above, we will act in accordance with the Emergency Action Plan.

## 6. EMERGENCY INTERVENTION METHOD

The planning of the actions to be made in Bagfas Port facilities for emergency situations was carried out by a team. If an urgent and unexpected situation arises, the following intervention team and structure have been established to ensure safety and business continuity. The intervention teams identified in the Emergency Action Plan intervene in the instruction of the Emergency Coordinator at the instructor's instruction in the absence of the coordinator.

Specified emergency teams will begin to intervene in the context of the tasks involved and the training they receive, depending on the nature of the emergency encountered. The teams fulfil their responsibilities defined in the Emergency Response Plan.

In emergencies annex-007 and annex-005 Emergency situation plan will be followed as per coordination scheme. Remaining personnel will follow annex-006 Emergency Muster Station Plan.

- BAGFAS port facilities responsible
- Emergency Coordinator
- Emergency Evacuation Team

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- Fire Fighting Team
- Recovery Team
- Protection Team
- First Aid Team
- Leak Team

## 7. RECOMMENDATIONS DURING DISCHARGE:

The event will be announced to the Bagfas port facility and the port at the port where the evacuation will take place. In this case, do not panic.

1. Go to the exit areas quietly and avoid unnecessary rashness. Go to the designated emergency areas.
2. Do not interfere with the valves on the premises except for authorized persons.
3. Emergency location is indicated in the appendix.

## 8. DUTIES OF EMPLOYEES

Knowing the emergency organization,

Knowing emergency exit, road, corridor, doors and meeting area,

To assist the staff and to follow the instructions given,

To avoid risking the safety of yourself and others,

Notifying the emergency coordinator or safety when an abnormal situation is observed,

Rescue the priority materials and bring them to the meeting point without risking their own safety.

## 9. DUTIES OF VISITORS

To comply with the safety rules of the workplace,

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In case of emergency, go to the gathering area, which is guided using emergency exit roads and gates,

To comply with the warnings and instructions of the attendant and the officers,

To inform the conservation team that the visitor is,

Not to put the safety of himself and others at risk,

## 10. ASSEMBLY AREA

In case of workplace evacuation is required:

All employees will be gathered in the open area in the east side area of the infirmary front scales. Emergency plan, Muster station and port risk analysis will be revised by the terminal manager and safety and health specialist.

## 11. EMERGENCY RESPONSE RESOURCES:

- Documents identifying the identity, title and telephone numbers of the personnel involved in the Emergency Plan are available at appropriate locations.
- In addition, lists of units that identify important phone numbers are also included on the panel.
- The personnel are provided with personal protective equipment and kept in the workplace.
- First aid and other urgent medical supplies are available at the workplace at all times.
- In case of emergency, there is fire material and installation as a source of intervention to fires.

## 12. OPERATIONS TO BE MADE AFTER EMERGENCY:

Emergency Coordinator gives permission to enter the region when the emergency is over. Emergency calls are signaled by phone, radio and other means of communication. For the monitoring, examination and registration of the damaged area, a delegation consisting of the office manager and the representatives of the institutions below is assigned to the winner.

a - Provincial Environment Directorate

b - Provincial Health Directorate

c - Provincial Directorate of Industry and Commerce

d - Provincial Directorate of Agriculture

e - Any university found in province

f - Metropolitan Municipality

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