

DISASTER MANAGEMENT PLAN

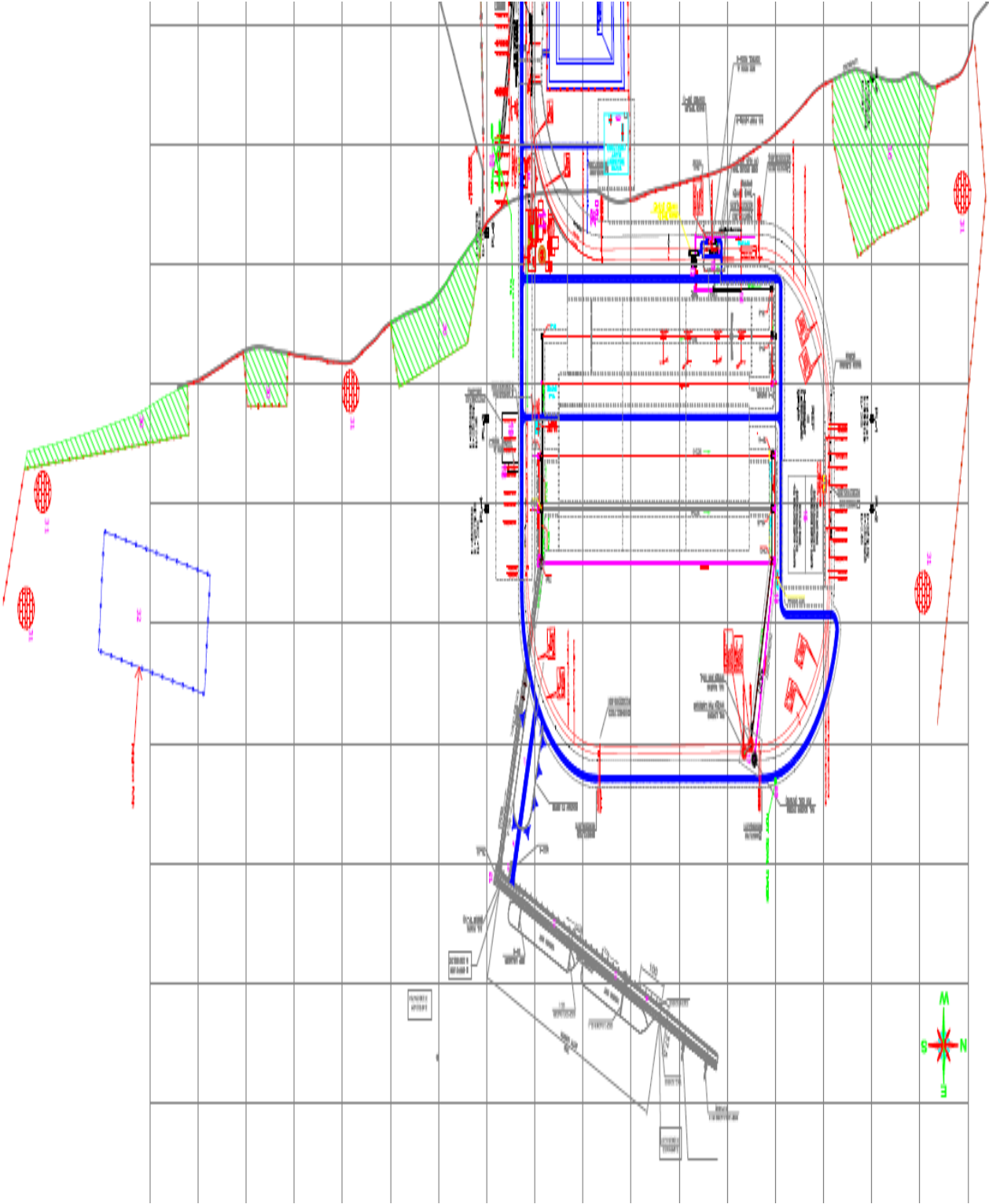
IN Case of Emergency, (ICE NO.)

S. N.	Points	Tel. No.	VHF Channel
01	District Emergency	1077 / 06784-251881	
02	Port Signal Station		
03	Port Security Centre		
04	Port Fire Station		
05	Port Gate	06786 - 212169	
06	Conservator	9937080212	
07	PFSO	9937227123	
08	Dy. PFSO	9937069278	

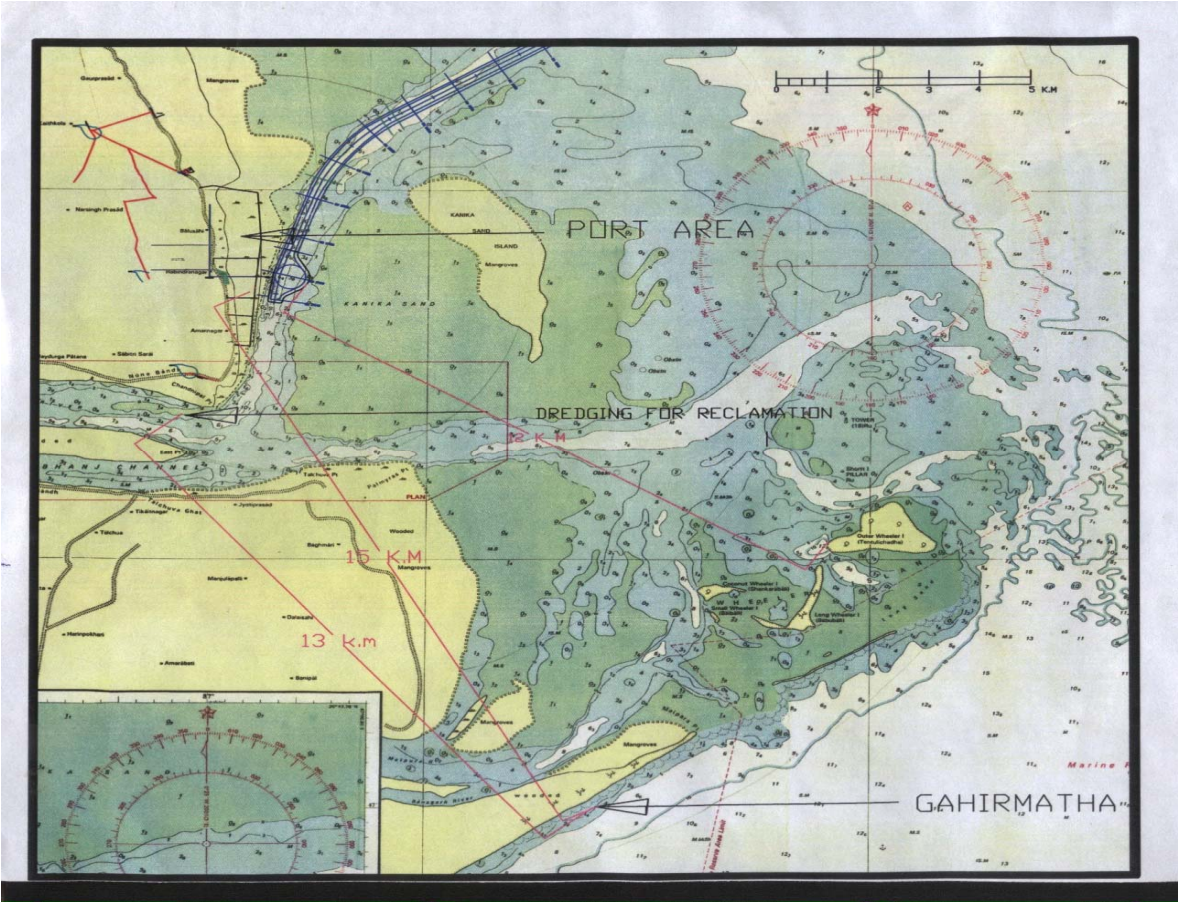
ALERT ALARM – Prolong Blast for 05 Sec with gap of 05 Sec for 01 min.

Termination of emergency – Continuous sounding for 45 Sec.

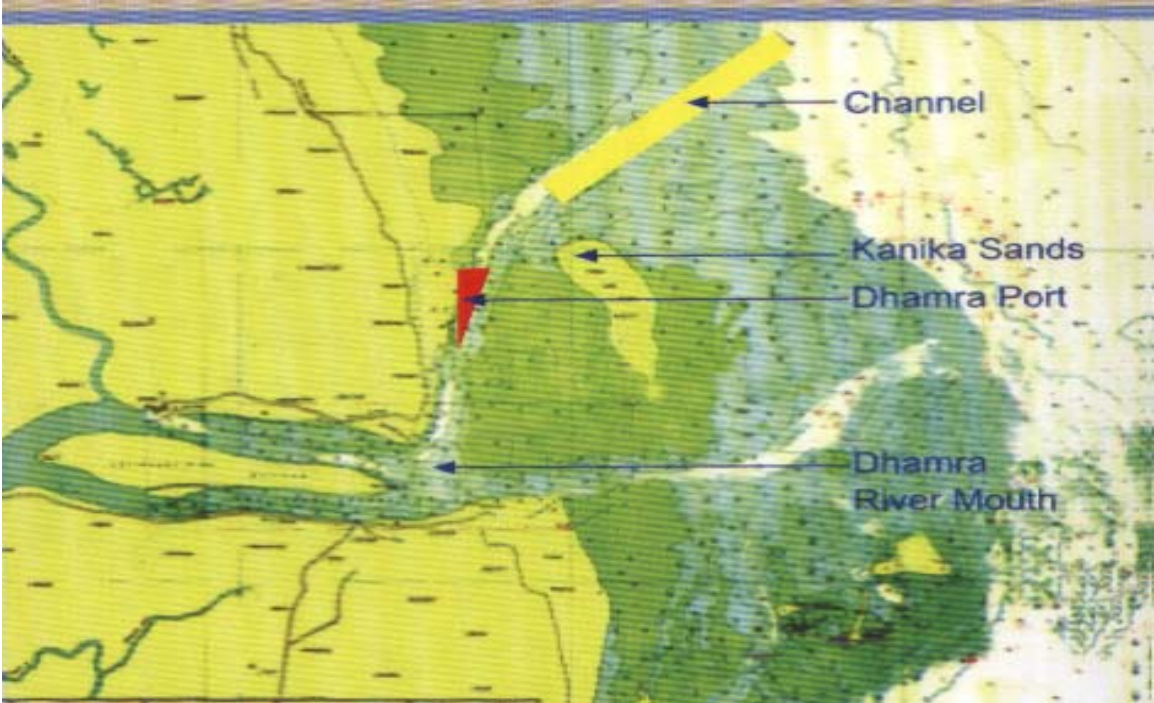
Port Layout



DHAMRA PORT AREA



DHAMRA PORT LIMITS AS GIVEN ON CHART



Statement of Objectives

A 'Significant Disaster incident' within Port would pose unique challenges inter departmentally and to responding agencies. It is therefore recognised that a coordinated crisis and consequence management plan is required to provide an effective disaster response. The purpose of this plan is to establish a framework for a coordinated inters agency and port community response to a significant disaster incident occurring within the Dhamra Port.

Rishi Prasad
(RISHI PRASAD)
PPSO



Collector
9/7/10
COLLECTOR
BHADRAK

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DISASTER PLANNING

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INTRODUCTION

The port area represents a complex interphase between human activities and natural environment. Inherent to its location a port is exposed to natural calamities like cyclones, floods, earthquake, Tsunami and similarly human activities may lead to hazardous situation arising out of handling and storage of dangerous goods and shipping incident caused by collisions, grounding, sinking and oil spillage. The mitigation of these major incidents requires coordinated effort involving inter department and external organisation.

The Disaster Management Act 2005 envisages disaster and its management as

Disaster - Disaster means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man made cause, or by accident or negligence which result in substantial loss of life or human suffering or damage to, or degradation of, environment, and is of such nature or magnitude as to be beyond the coping capacity of the community of the affected area.

Disaster Management - Disaster Management implies continuous and integrated process of planning, organising, coordinating and implementing measures which are necessary as expedient for

- Prevention of danger or threat to any disaster.
- Mitigation or reduction of risk of any disaster or its severity or consequences.
- Capacity building.
- Preparedness to deal with any disaster.
- Prompt response to any threatening disaster situation or disaster.
- Assessing the severity of magnitude of effect of every disaster.
- Evacuation rescue & relief.
- Rehabilitation and reconstruction.

BASIC DEFINITIONS

1. **On-Site Plans** - address incidents originating within the port area
2. **Off-Site Plans** - address incidents originating outside the port area but affecting the port operations or from port to outside
3. **Risk** - The chance of an adverse event occurring in some period of time or in a specific circumstance, in the process of engaging in an activity
4. **Hazard** - A phenomenon which may cause disruption to persons and their infrastructure; and is an undesirable outcome in the process of engaging in an activity
5. **Disaster** - An event which can cause immense damage and disruption to the (Port and its) infrastructure causing loss to lives and property;
6. **Emergency** - Serious sudden situation or occurrence that happens unexpectedly and demands immediate action to correct or to protect lives and/or property.
7. **Crisis** - Unstable situation of extreme danger. and may lead to the following elements; - Surprise- -Rapid flow of events-Lack of or insufficient information-Internal conflict-confusion
8. **Disaster Management** - Set of actions and processes designed to lessen disastrous effects before, during and after a disaster.
9. **Preparedness** - Measures undertaken in advance to ensure that individuals and agencies will be ready to react, such as emergency plans, logistical support and resource, inventories, and emergency information & communications systems

- 10. Response** - Those measures undertaken immediately after a disastrous or hazardous event has occurred and for a limited period of time thereafter, primarily to save human life, property, treating the injured, prevent further injury and other forms of property loss and to mitigate disruption. They include response plan activation, declaration and communication of emergency to the concerned potential population and facilities at risk, opening and staffing of emergency operation centres, mobilization of resources, issuance of warnings and directions and provision of aid.
- 11. Mitigation** - Those measures and activities aimed at reducing or eliminating hazards or lessening the impact of the event.
- 12. Prevention** - Mitigation of hazard effects through public education, early warning or detection systems, safety systems, building and land-use codes and regulation.
- 13. Recovery** - Those measures undertaken to restore normal conditions. The time frame for recovery begins as soon as a reduction in critical response activities permits the re-allocation of resources. and could include physical restoration and reconstruction.
- 14. All Clear** – Direction given by the incident coordinator (or authorised person) that the emergency situation has been revoked and that there is no further damage.
- 15. Assembly Areas** – On decision of evacuation, the place where people will move first to assembly area where further instruction will be given.
- 16. Suspect Device** – Any item that contains an explosive or mechanical device designated to explode by means of timer, touching, impact or by remote control a suspect device may appear suspicious by its placement, the circumstances surrounding its location or other information that may cause any person to become suspicious and decide that further investigation is necessary.

KEY OBJECTIVES OF THE PLAN

The key objectives of the plan are

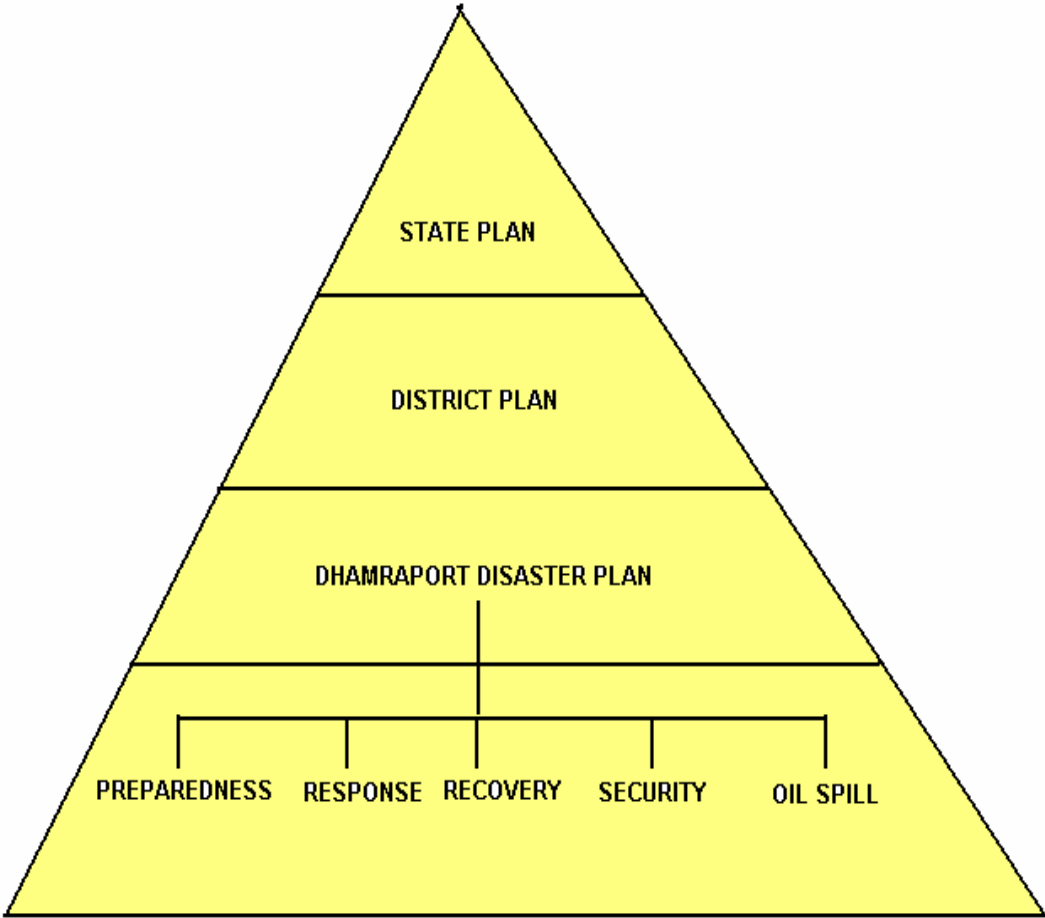
- Provide the frame work for an integrated multi – agency crisis response to a significant disaster incident within the Port of Dhamra.
- Clarify specific roles & responsibilities.
- Port community preparedness for any emergency incident.
- Provide members of the port community affected by a significant emergency incident with
 1. Timely advice.
 2. The safest possible environment during the resolution of the incident.
- Reduce the adverse impacts of an emergency incident on personal, business and the general port community.
- Provide a management framework for the sub plans and associated specific response plan.
- Provide continued education review and testing.

ASSUMPTIONS

The plan assumes;

- The arrangements already in place in relation to counter terrorism and disaster management adequately address state responsibilities in relation to responses and recovery from such incidents. This plan does not address consequence management responsibilities and arrangements.
- In relation to mass warning and mass communication that a variety of technological systems will be progressively implemented to provide information to both the port community and general population when required.
- All buildings in the port will have in place accurate and practiced fire and evacuation plan
- All owners, managers, operators and tenants will be provided with information via an education strategy regarding their responsibilities during a significant emergency incident including an evacuation.
- Those stakeholder agencies have sufficient trained and equipped personnel to perform the roles and responsibilities identified in the plans.
- That stakeholder agencies have in place effective operational plans, standard operating procedures or similar which details the specific responses of that agency in support of the plan.
- Those stakeholder agencies have in place redundancy plan to provide a response in the event that particular resources are unavailable.

HIREARCHY OF PLAN



ORGANISATIONAL CHART

TYPES OF DISASTER

1. A criminal / terrorist attack leading to siege, hostage situation, sabotage.
2. Major public disturbance / riot / industrial unrest.
3. Use of threats to use explosive or explosive situation.
4. Explosion linked to hazardous cargo handling
5. Fire
6. Escape, intentional release or threat to release due to – oil, gas, chemicals or radioactive, biological or flammable materials
7. Accidents – Collision, grounding and sinking of ships, transport or work place accidents.
8. Natural calamities – Cyclone, Flood, Earth quake & tsunamis.
9. Oil spill (As per oil spill disaster plan)

DEGREES OF DISASTER

Two degrees of disaster envisaged. They are **On-Site** and **Off-Site** respectively.

ON-SITE

Concerns Port area and Port Authority – Ability to fight disaster within its capability and if necessary then summoning external help under mutual-aid arrangements, keeping complete control over the activities.

OFF-SITE

Concern beyond port area, affecting environment and neighbouring population. The role of governmental authorities is involved and the government's decisions and help are frequently needed. The decision to designate and declare such emergency and implementing Disaster Management Plan is prerogative of CEO, Dhamra Port Company limited.

DISASTER CLASSIFICATION

Level 1:

- Incident within port area
- Minor in nature,
- Low level of personnel injury,
- Business discontinuity up to 06 hours.
- Within Port community resources.
- Emergency Management group leader is Dept Head.
- Nature of Disaster - Building/Shed Fire, Electric Supply disruption, labour accident, vessel accidents

Level 2:

- Incident within port area.
- Limited and moderate level of personnel injury, possible death(s).
- Business discontinuity from 06 - 24 hours.
- Damage to port infrastructure.
- Outside assistance may be required.
- The Crisis Management group leader is CEO.
- Nature of Disaster - Gas Leaks / Chemical discharge / Oil Spills / Terminal Fires / Explosions / Industrial unrest / Intrusion / Sabotage / Hostage situation / Collisions / Grounding

Level 3:

- Disaster of a severe and critical nature within and beyond Port area.
- High level of personnel injury (and deaths),
- Business discontinuity, damage to port infrastructure and loss of capability beyond 24 hours.
- Affecting port and contiguous areas.
- Besides Port resources, assistance from outside agencies is required.
- The Crisis Management Group leader is CEO.
- Information to external agency.
- Nature of Disaster - Gas Leaks / Chemical / Oil Spills, Fires / Explosions / Cyclones / Tsunamis / Terrorist attack / Sedition or mutiny by security personnel / Collisions / Groundings.

**INITIATION OF CENTRAL CONTROL ROOM – ON DISASTER
LEVEL - II or III**

Conservator DPCL will decide when members of the Central Disaster Management Group will operate from their respective dept control rooms and attend joint meetings at the Central Disaster Management Control Room or when total central control room attendance is required. Whenever the Central Disaster Management centre takes over responsibilities the On Site Action Group now reports to the Central control Room.

FLOW OF INCIDENT STAGES

Response to major incident typically will move through following phases:

First Stage (CRISIS)

This stage involves the initial crisis management response. This stage will predominantly involve the first response agencies Security, Fire, Rescue and ambulance. It will focus on

- ✓ Prevention of loss of life.
- ✓ Gathering of intelligence to give appropriate response.
- ✓ Isolation and containment of the incident to prevent the spread of the hazard.
- ✓ Activation of the resources to the incident site.
- ✓ Establishing command control and coordination structure.
- ✓ Commencement of the combat of the incident.
- ✓ Evacuation of person at immediate risk.
- ✓ People who are affected by incident and not at immediate risk moved to shelter in place.
- ✓ Business as usual in unaffected area.

Second Stage (Immediate Consequences)

It commences when the parameters of the incident are better understood. The incident is isolated and contained, and a command and control structure is in place. Responses in the second stage involve:

- ✓ Coordinated combat of the incident.
- ✓ Involvement of supporting agencies (e.g. Inter Department, Police, Local Govt. Community groups and Media)
- ✓ Large scale evacuation
- ✓ Identification and triage of injured person
- ✓ Establishment of support to affected persons and responding agency personnel.

Subsequent stages

It focuses on

- ✓ Resolution,
- ✓ Investigation,
- ✓ Recovery,
- ✓ Shelter,
- ✓ Rehabilitation and return.
- ✓ Evacuation of the affected area completed.

DHAMRA PORT – AREA VULNERABILITY & THREAT MATRIX

X = Slightly Vulnerable, XX = Moderately Vulnerable, XXX = Highly Vulnerable

Threats Vulnerable Areas	Vessel Accidents Collision Grounding Fire Explosion	Land Transport Personnel; Accident Rail Road	Fire & Explosion Manifold Pipeline	Pollution Oil Chemical	Terrorism Bomb War Arson Cyber	Technical Failures Power, Transport Communication Infrastructure	Occupational Accidents Strikes	Cyclone -Floods	Tsunami Earth Quake
Vessel Movement	-----	-----	-----	-----	-----	-----	-----	-----	---
Approach Channel	XXX	XXX	X	X	X	X	X	X	X
Turning Basin	X	X	X	X					
Unloading Berth	XX	X	X	X	X	X	X	XX	X
Loading Berth	X	X	X	X	X	X	X	XX	X
Storage-Transfer	-----	-----	-----	-----	-----	-----	-----	-----	---
Coal stack yards			XX		X	X	X	XX	X
Iron Ore stack yard					X	X	X	XX	X
Cargo Transfer	-----	-----	-----	-----	-----	-----	-----	-----	---
Train tracks-Roads					X			XX	XX
Cranes & Ship Loaders					X	X	X	XX	XX
Bulk cargo conveyor system					X	X	X	XX	X
SERVICES	-----	-----	-----	-----	-----	-----	-----	-----	---
Control gates			X		XX		X	XX	X
Emergency Generators			X		X	X	X	XX	X
Electric Substations			X		X	X	X	XX	X
Train siding Locos, Wagons,			X		X	X	X	XX	XX
Signal station-			X		X	X	X	XX	X
Fire station			X		X	X	X	XX	X
Port tugs, crafts, dredger	X	X	X	X	X	X	X	XX	X
ADMINISTRATION	-----	-----	-----	-----	-----	-----	-----	-----	---
Administration Building & Parking			X		X	X	X	XX	X
Customs Area & Weigh Bridge			X		X	X	X	XX	X
Port officers Quarters			X		X			XX	X

EVENT SCENARIOS

Probability:: Low=once 10-50yrs; Moderate=once 2-10yrs; High=once annually

Impact/Preparedness/Risk Threat:: 0=Very Low / 1=Low / 2= Moderate / 3 = High

EVENT/ SCENARIO SPECTRUM	Early warning	Probabil ity of Occurre nce	Duration Impact	Impact on property	Impact on people	Time to Restore Facilities	RISK THREAT
Cyclone	96h-12h	Mod	36-48hrs	3	3	3-10 d	High
Floods	96h-12h	Low	96hours	3	3	3 -10 d	High
Earthquake	Nil	Low	1hr	3	3	7-21 d	High
Tsunami	30 Min.	Low	30 Min	3	3	7-21 d	High
<i>Marine Accident</i>							
Collision	< 1min	Low	<1hr	2	0	4 h	Moderate
Grounding	< 1min	Low	1-48h	2	0	1-48h	Moderate
Fire/Explosion	< 1min	Low	0.5-12h	1-2	1-2	12-96h	Moderate
<i>Transport Accident</i>							
Rail	< 1min	Low	< 1min	0.05	0.1	1-48h	Low
Road Accident	< 1min	Low	< 1min	0.05	0.1	<1h	Low
<i>Pollution-</i>							
Oil Spill	< 30min	Mod	1-12h	1	1	1-30d	Moderate
<i>Fire-</i> Admin Building	< 10min	Low	1-72 h	1	0.5	12-96h	Moderate
Parking/Gates	< 1min	Low	1-12h	0	0.5	12-96h	Low
<i>Function Failure</i>							
Elec sub station	< 1min	mod	1-24h	0	0	12-48h	Low
Emergency Generator	< 1min	mod	1-24h	0	0	12-48h	Low
Pipelines failure	< 1min	mod	1-24h	0	0	12-48h	Low
Evacuation routes	< 1min	mod	1-24h	0	0.2	12-48h	Low
Fire Alarm failure	< 1min	mod	1-24h	0	0	12-48h	Low
Fire station failure	< 1h	mod	1-24h	0	0	12-48h	Low
Water system	< 1h	mod	1-24h	0	0	12-48h	Low
Communications	< 1h	mod	1-24h	0	0	12-48h	Low
Medical facilities	< 1d	mod	1-24h	0	0	12-48h	Low
Sewerage failure	< 1h	mod	1-24h	0	0	12-48h	Low
<i>Human related</i>							
Labour Action/Strike	24h	mod	<24h	0	0	12-48h	Low
Civil disturbance	< 1d	mod	<24h	0	0	12-48h	Low
<i>Terrorism & War</i>							
State of War	<7 d	mod	>7d	0	3	>48h	High
Bomb Threat	< 3h	mod	1-96h	0	1	>48h	High
Hostage Threat	< 3h	Low	1-96h	0	0.5	>48h	High
Mass Casualty	< 3	Low	1-96h	0	1	>48h	High
Terrorist attack	Nil	Mod	1-96 h	1	3	> 48 h	Mod

ROLES & RESPONSIBILITIES

As this plan has an all hazards approach, the relevant active legislation lead agency and combating authority will differ dependent on the incident. The plan set the framework for roles and responsibilities regardless for cause of incident are enumerated below

EXTERNAL

District Disaster Coordinator (District Magistrate – Bhadrak)

In the event of activation of Disaster Management Plan the District Collector Bhadrak is the first point of contact for managing the impact of an event on the community.

INDIAN NAVY (NOIC ORISSA) AT INS CHILKA COAST GUARD (COMDIS 7) AT PARADEEP

The Navy & Coast Guard to assist as follows

- Sanitisation of port channel, and anchorage area.
- Assist in evicting vessel in event of collision, grounding and explosive condition.
- Countering oils spill
- Assist with divers and diving equipment.

Orissa Police (Under Superintendent of Police – Bhadrak)

The Police outpost – Dhamra will be an early public and agency contact point and the first respondent to an incident scene first point of contact. The initial stages of response to an incident the DPS carries out the ‘First Response Management’ role.

The Dhamra Police is **responsible for coordination** and security of an incident site including

- a) Establishing and manning incident onsite manning post.
- b) Establishing major incident centre (on port Administrative building)

- c) Security issue including security and security support for all involved agency.
- d) Crowd and traffic control.
- e) Rendering safe of explosive devices.
- f) Establishing victim registration.
- g) Controlling entry / exit points to and at relevant areas (i.e. incident scene, emergency situation specified area, potential evacuation area.
- h) Staging and marshalling areas off site for supporting agencies / resources.
- i) Coordination of public protection strategies including evacuation
- j) Intelligence collation and dissemination
- k) Investigation

Dhamra Fire Station Service

The Dhamra Fire station service to assist on request by providing

- Adequate number of fire tender for fighting fires and controlling pollution.
- A senior officer will join the Base Control to co-ordinate the action.
- Incident control of all fire tenders.
- In the event of hazard material incident – establishing hazard material zone.
- Safety of personnel.
- Responsibility for operation within hazards material zone.

Health Services (Chief Medical Officer)

The Chief Medical Officer Dhamra is responsible for

- On site medical care and clinic coordination arrangements
- Establishment of casualty collection, initial triage, treatment and transport areas.
- On site medical support to other incident responders
- Casualty treatment information to off site health facilities
- To assist Port Health service on activation.

ORISSA STATE ELECTRICITY BOARD

To ensure continuous supply of electrical power in and around the affected area for smooth combating of emergency.

ORISSA POLLUTION CONTROL BOARD

The authority will assist the port, in

- collection and analysis of spilled oil/chemical,
- Recommended the steps necessary to remove or disperse or otherwise deal with such articles.
- Assist with anti-pollution machinery and personnel.

BHADRAK MUNICIPAL CORPORATION

To ensure uninterrupted supply of water in the affected area and also help in rehabilitation of evacuated persons.

MERCANTILE MARINE DEPARTMENT

M.M.D will assist

- Evaluation of damages to the port
- Negotiating with ship owner regarding demurrage charges
- Finalising penalty & clean-up charges regarding chemical/oil-spill contingency.

SHIP OWNERS/AGENTS

The Ship owners / agent will help

- Provide resources within their capacity in combating emergency
- Devising ways for early settlement of claims
- Inform Base Control about their cargo and crew which is stranded in the affected area.
- In case of Oil spillage arranging empty tanker for storing and transformation of fuel.

INTERNAL DEPT.

The primary focus of DPCL disaster management system is to mitigate the effects of disaster on port community wherever possible or practical, while preparing to respond when disaster occur. The **role and responsibilities** specifically for each phase being

Specific responsibilities – Response Phase

- Activate the disaster management response team and also crisis response team.
- Activate the relevant / workplace emergency team for the first strike response including traffic and pollution
- Thereafter assist emergency services to respond to the event.
- Assist with providing relief for persons affected by disaster.

Specific responsibilities – Recovery Phase

- Satisfy immediate, essential personal and port community needs to extent of port capability.
- Maintain liaison and timely communication with district disaster coordinator.
- Contribute to the recovery function coordinated by District Disaster coordinating authority.
- Coordinate the recovery of physical infrastructure.
- Coordinate activities with relevant Disaster district initiatives and plans.
- Participate in long term recovery, reconstruction and rehabilitation
- Communicating regarding restoration of Port activities.

MANAGEMENT GROUP (RESPONSIBILITIES)

CRISIS MANAGEMENT GROUP ACTIVATION AT LEVEL 2 & 3

CENTRAL DISASTER MANAGEMENT GROUP- BASIC FUNCTIONS

Team Leader: Chief Executive Officer / Conservator
Members: Conservator, CFO, Jt. GM (B & D), DGM (Admin), Traffic Manager, CMO, PSO, CE
Basic Functions
1-Monitor and analyze reports from the On Site Action team and identify the area / population in the emergency zone.
2-Activate the Response Plan.
3-Support the Action Group with materials, equipment, information and human resources.
4- Monitoring and analyzing reports from action team and making alterations in the current mode of action if deemed necessary.
5-Adjust the Disaster classification of the incident and actuate the Central Control Room.
6- Coordinate with external organizations, State Govt. as deemed necessary.
7- Make the necessary arrangements and funds for evacuation, transportation, food & supplies.
8-Make media statements and reports to State Govt. / MOS.
9- Situation, draw conclusions and make necessary amendments to the plans.

ON SITE ACTION GROUP - BASIC FUNCTIONS

Team Leader:- Dy. Conservator – Emergency related to Ship Safety & Stability PFSO / Dy. PFSO – All other cases
Members from following Dept. – ME / CE / Electrical / Admin / Marine / Security / Medical / (Mutual Aid Agency representative if required)
Basic Functions – At Disaster Level – 1 / 2 / 3
1- Assess & classify Incident - nature - location - severity - casualties - resource requirement – time to control
2- Activate elements of the disaster management plan and decide which plan to implement.
3- Combat emergency with resources at disposal, conduct search, rescue and evacuation operations.
4- Manage incident operations and terminate plan,
5 – Provide Medical Aid
6 – Give alert signal in liaison with Conservator.
7 – Give input to Crisis management Group with kind of external help required

DEPT. SPECIFIC BASIC FUNCTIONS

01	Disaster management officer succession planning if designated officer is not available.
02	It shall be the responsibility of each department to convey the information regarding the disaster as received from watch room/signal station to the designated officers.
03	Initial fire fighting by personnel on spot with appropriate available equipment. All personnel to be conversant with basic fire fighting.
04	<p><u>Department Crisis Planning</u></p> <ul style="list-style-type: none"> ➤ Action plan for safeguarding its own tools and plants. ➤ Integrating with Action Team to combat crisis. ➤ Details for devolution of power for taking actions. ➤ Sequence of actions for all personnel earmarked for duties in an emergency situation. ➤ Nominating an officer and establishing system for informing crises whenever it arises irrespective of hours and holidays. ➤ Prepare list of important files to be saved from destruction and nominating emergency Officer for this task. ➤ To be conversant with use of fire fighting appliances available and initial fire fighting.

INCIDENT SCENARIOS

INCIDENT/REQUIREMENT SCENARIOS	LEVEL I – ACTION BY	LEVEL II & III – ACTION BY
Vessel –Grounding- Shifting-Evacuation	Conservator	CMG + Salvage efforts + Navy + Coast Guard + Ship Agent
Casualties	CMO	Port + District + State
Fire & Explosion on Vessel or Terminal	PSO HM	PSO + District (Fire Station) + CMG
Fire & Explosion at Shed	PSO HM	PSO + HM + District (Fire wing) + CMG
Oil Spill	Conservator PSO	HM + CMG + Coast Guard + Ship Agent
Toxic Gas leakage + Chemical spillage		CMG + District / State + Ships Agent
Cyclone, tsunami, flood etc		National disaster Management group + CMG + District + state
Terrorist Attack + Hostage Situation	PSO	CMG + District + State

CRISIS MANAGEMENT GROUP - RESPONSIBILITIES

Position	Port Position	Alternative	TEL No.
Team Leader	CEO	Conservator	
<ul style="list-style-type: none"> ➤ Monitors Disaster Management Action Plan ➤ Ensure state of emergency preparedness is maintained all times. ➤ Authorises release of required funds. ➤ Leads Crisis Management group to direct operations from the emergency control centre at Level 2 & 3. ➤ Confirms level of crisis, ➤ Monitors the shutting down, evacuation and other operations as necessary. ➤ Activates the off site emergency plan if the disaster is spreading to/from outside Port boundary in consultation with Conservator, CFO, DGM (Admin), Jt. GM B & D and PSO. ➤ Approves information to the media. ➤ Liaises with the Secretary, Jt.Secy (Ports) of the MOS (Ministry of shipping), Chief Secretary. ➤ Confirms the termination of the emergency. ➤ Leads the Crisis Management Group for early restoration of facilities and port activities. ➤ Provides timely required status reports to the State Authorities. ➤ If emergency affects surrounding population, evacuation of persons will be affected in-consultation with Municipal Authority of Bhadrak. ➤ It is perceived that not all personnel will be evacuated, at any one time. Thus persons may be evacuated to other part of the port areas. ➤ However, if whole Port is affected, evacuation will have to be done in consultation with the State Government and other mutual-aid agencies. 			

DISASTER PLANNING

Group Position	Port Position	Alternative	TEL No.
Welfare & Media Coordinator	Jt. GM (BD)	DGM (Admin)	
<ul style="list-style-type: none"> ➤ Prepare duty roster for manning of Crisis Management centre by officers of the Administration, Finance & Accounts and Materials Management. ➤ Mobilises and monitors vehicles. ➤ Arranges food and water to the personnel on roster duty ➤ Liaises with MOS and communicates inputs from the Chairman. ➤ Liaises with media as spokesman under guidelines of the Chairman. ➤ Co-ordinates and keep in constant touch with the local and District Administration to render assistance. ➤ Arrange for evacuation from township and port areas. ➤ Maintains list of missing persons. 			

Group Position	Port Position	Alternative	Tel. No.
Head Finance	CFO	Sr. Mgr. (Finance)	
<ul style="list-style-type: none"> ➤ Maintains cash / funds for disbursement to all the dept. ➤ Disburses cash / funds to different departments ➤ Provides Disbursement Statement for processing claims. ➤ Depute officer to each dept to assess the requirement and needs of affected dept. ➤ Assist in procurement and process purchasing / leasing of equipments. ➤ Hiring of specialist services, food, shelter and transport arrangements, as the situation demands. ➤ Depute officer to documents all events, damages and claims. 			

DISASTER PLANNING

Group Position	Port Position	Alternative	TEL no.
Chief Incident Controller	Conservator	Dy. Conservator	
<ul style="list-style-type: none"> ➤ Ensures that the applicable implementation procedures are reviewed and revised annually. ➤ Assists CMG to Direct operations from the emergency control centre. ➤ Monitors and tracks cyclone originating in Bay of Bengal. ➤ Ensures stoppage of shipment operation & evacuation of vessel during disaster. ➤ Monitors & directs site incident controller from control room. ➤ Monitors on site personal protection, safety. ➤ Monitors the search & rescue operation. ➤ Coordinates, organizes and obtains additional resources for operation. ➤ Liaisoning with operating staff of Fire, Police, Coast Guard, Navy, etc. ➤ Advises Central Disaster Group for the termination of the emergency situation. ➤ Assist in assessing damages together with the CE, EE, ME & HM. ➤ Assists in the supervision & reconstruction of affected areas post disaster. ➤ Preserves evidence and assists Secretary in the submission of logs for the claim process. ➤ CONTROL OF SHIPPING: PORT CONSERVATOR EMPOWERED FOR MOVEMENT OF SHIP during emergency. ➤ Eviction of vessel during emergency and route to be followed. ➤ Declaring the Sl. No. of ship to be moved out during emergency. 			

DISASTER PLANNING

Group Position	Port Position	Alternative	TEL No.
Marine Department	Harbour Master	Sr. Pilot	
<ul style="list-style-type: none"> ➤ Ensures evacuation of all dock workers and private labour, visitors, shippers, consignees from the port area. ➤ Prepares vessels to vacate from berth to open sea. ➤ Arranges to protect cargo in port custody from damage by shifting. ➤ Arranges to segregate dangerous cargo in sheds during fire. ➤ Submits consolidated list of dangerous goods in port including tankers in port and tank farms in port area. ➤ Ensures his dept implements the disaster response plan and assists in segregating and shifting cargo and coordinating with the Fire Fighting Authorities. ➤ Informs all cargo interests, Port Agents, stevedores regarding restoration of the port operation. ➤ On alarm ceasing all loading, unloading of cargoes, discharging and bunkering operations will cease. ➤ Disconnect all hoses and vessels are prepared to proceed for anchorage. ➤ Operations will resume after specific approval of Conservator. ➤ Hazardous cargo and explosives are to be shipped out immediately. ➤ Mobilisation of manpower and cargo handling equipments from Port, Stevedores and C & F agents to segregate unaffected cargo and make arrangements to protect such cargo. 			

DISASTER PLANNING

Group Position	Port Position	Alternative	TEL. No.
Engineering Dept.	Sr. Mgr. - Civil		
<ul style="list-style-type: none"> ➤ Mobilises on-site action group to ensure proper functioning of the creek/culverts/Roads/ drainage system/Water supply system. ➤ Ensures proper manning of the pump houses during the disaster. ➤ Ensures proper functioning of the drinking water supply to the relief/ cyclone shelter. ➤ Assists in recovery and port restoration activities. ➤ Strengthening of shoreline, buildings and other civil works, including housing colonies. ➤ Co-ordinate evacuation of Port areas with the Mutual aid agencies. ➤ Mobilise diving personnel and equipment. ➤ Mobilise, collect and distribute material to control damage. 			

Position	Port Position	Alternative	Tel. No.
Logistics Coordinator	Materials Manager		
<ul style="list-style-type: none"> ➤ Arranges purchase of stores and supplies. ➤ During cyclonic season sufficient stock of stores like GI corrugated sheets, J.Hooks, screw hinges, gunny bags, tarpaulins, ropes and wires for Port Crafts, diesel oil, kerosene oil, hurricane lantern, petromax lamps, torch lights with batteries and bulbs, electrical items etc. are kept in stock. ➤ All the materials which are likely to get damaged with rain are protected by a tarpaulin cover and raised above ground level. ➤ One Stores Supdt., one Store Keeper and the other minimum staff are required to issue materials including POL are kept during emergency. ➤ Informs CFO the approximate funds required. ➤ Replenish stock if possible. 			

DISASTER PLANNING

Group Position	Port Position	Alternative	TEL No.
E&M Department	CE &-ME		
<ul style="list-style-type: none"> ➤ Mobilises field groups for On Site Action ➤ Monitors implementation of plans for providing continuity of emergency supplies and services i.e. electric power, emergency lighting, pump, bulk material handling equipment etc. ➤ Coordinates with Materials Manager to procure essential materials ➤ Arranges for the fabrication of any specialised equipments required for the emergency ➤ Ensure secure of loader, conveyors, mobile equipment, bulk material handling equipment, locomotives, cargo handling equipments etc. ➤ Monitors the appropriate procedures to isolate damaged units without introducing new hazards and providing resources both in terms of personnel and equipment to accomplish it. ➤ Activates the necessary utilities during emergency, i.e. activating back up emergency generators for general lighting purpose, pumps, welding services etc. ➤ Monitors the rendering of assistance for rescue of trapped personnel by cutting structures, wires etc ➤ Ensures the dept. group remain alert on duty for any electrical isolation of equipment during an emergency. ➤ Assess damages and provide technical assistance to determine the operability of damaged units. 			

DISASTER PLANNING

CRISIS MANAGEMENT GROUP RESPONSIBILITIES			TEL. No.
Position	Port Position	Alternative	
Security Coordinator	PSO	DY. PSO	
<ul style="list-style-type: none"> ➤ Traffic control and its regulation in port area. ➤ Cordoning of the affected area. ➤ Assist the affected Dept. in fighting and managing the disaster. ➤ Deploy fire fighting team for fighting fire and rescue. ➤ Clear all internal roads within port area for smooth traffic. ➤ Keep extra watch and intensify patrolling over stores, sub stations, berths, transit sheds, warehouses, administrative building, loco sheds. ➤ Controls the entry of unauthorized persons and vehicles-disperses crowd-cordons off restricted areas-prevent looting. ➤ Permits the entry of authorized personnel and outside agencies for rescues operations without delay. ➤ Allows the entry of emergency vehicles such as ambulances without hindrances. ➤ Ensures that the people are as per the head count available with the assembly point section of that area to arrange for orderly evacuation. ➤ Monitors that Dy PSO completes a reconnaissance of the evacuated area, to enable declaration of the same as evacuated and report to the CMG. Assist in evacuating casualty. ➤ Participates in recovery and re-entry activity. ➤ Inform PHO about the fire and nature of casualty. ➤ Mobilising manpower and keep them at standby. ➤ Mobilisation of oil spill containment team. ➤ Liaison and assist with Police / Navy / Coast Guard / Fire Dept. and mutual aid agencies. 			

DISASTER PLANNING

CRISIS MANAGEMENT GROUP RESPONSIBILITIES			TEL. No
Position	Port Position	Alternative	
Medical Aid Coordinator	CMO	Dy CMO	
<ul style="list-style-type: none"> ➤ Set up casualty collection centre and arrange first aid posts ➤ Arrange for adequate medicine, antidotes, oxygen, stretchers etc ➤ Advises CMG on industrial hygiene and make sure that the personnel on duty are not exposed to unacceptable levels of toxic chemicals. ➤ Maintains a list of blood groups of each employee with special reference to rare blood groups. ➤ Arranges additional medicine and equipment as required. ➤ Liaises with selected NGO's under instructions of the CEO. ➤ Arrange Equipped Ambulance in ready state. ➤ Ensures that the casualty section of Port hospital has specialists. ➤ Arranges for extra beds and in emergency contact with the state Govt. Hospital for extra medical supplies. ➤ Make arrangements to treat casualty at incident sites and transporting for further treatment. ➤ Depute first Doctor to onsite team who acts as liaison officer for all medical services. 			

DISASTER MANAGEMENT ON SITE ACTION GROUP- RESPONSIBILITIES

Group Position	Port Position	Alternative	TEL. No.
Site Incident controller	Harbour Master	Senior Pilot	
Directs and co-ordinates all field operations at the scene of the accident			
<ul style="list-style-type: none"> ➤ Monitors early warning for cyclones and rescue operations ➤ Assesses the level of incident -nature-location- severity-casualties and resource requirement ➤ Classifies the incident - Advises Pilot at Signal Station to convey to Conservator about Crisis Severity status and Emergency level, resource requirements etc. ➤ Activates elements of the terminal emergency plan / site response actions. ➤ Coordinates all functional heads in field operations group to take action. ➤ Arranges tugs, mooring boats and pilot(s) for un-berthing vessel(s) ➤ Arranges for additional resources and periodic tactical and logistical briefings with (Conservator) of CMG (Central Management Group). ➤ Liaises with Coast Guard, Navy and PSO. ➤ Co-ordinate with the search and rescue operations of PSO. ➤ Manages incident operations to mitigate for re-Entry and restoration including channel hydrography survey and navigation aids survey in liaison. ➤ Arranges survey of damaged marine flotilla for necessary repairs ➤ Makes claims if the incident is due to the vessel from owners, P& I Club or agents. 			
<p>Coordinates – in combating operation of fire fighting and toxic gas leakage with the PSO, if Oil spillage with PSO & Coast Guards, if Vessel accidents with Conservator, Navy & Coast Guard, if Natural calamities like cyclone and floods, tsunami with the CE & ME, for Cargo operation shutdown with the Traffic Manager, for Search& rescue with PSO, for First aid and hospitalization with Dy CMO.</p>			

DISASTER PLANNING

Group Position	Port Position	Alternative	TEL NO.
Communications Officer	Senior Pilot		
<ul style="list-style-type: none"> ➤ Maintains 24 hour vigilance towards the channel /anchorage & port ➤ On receipt of instructions from the chief Incident controller, informs the fire brigade/PSO / Conservator ➤ Refrains from exchanging any information with unauthorized persons unless authorized to do so by the Conservator. ➤ Maintains contact with vessels on VHF. 			

Group Position	Port Position	Alternative	TEL. No.
Cargo Storage, Sheds & Labour coordinator	Addl. TM		
<ul style="list-style-type: none"> ➤ Co-ordinate with HM in de-berthing vessel to vacate the berth ➤ Arranges to segregate and protect cargo in sheds ➤ Submits consolidated list of dangerous goods in port including tankers in port during fire. ➤ Coordinates with shipowners/agents/C & F agents/stevedores and with labour Officer to arrange and ensure evacuation. ➤ In case of Fire at Jetty or BMH area - liaises with PSO to extinguish fire and in search and Rescue Operations. 			

Group Position	Port Position	Alternative	TEL. No.
First Aid	Dy CMO	Medical Officer	
<ul style="list-style-type: none"> ➤ Maintains a list of blood groups of each employee with special reference to rare blood groups - Liaises with CMO as necessary ➤ Sets up a casualty collection centre , Arranges first aid posts at assembly points ➤ Arranges for adequate medicine, antidotes, oxygen, stretchers etc ➤ Contacts and cooperates with local hospitals and ensure that the most likely injuries can be adequately treated at these facilities e.g. burns ➤ Advises Incident Action Group not to be exposed to unacceptable levels of toxic exposure ➤ Submits reports-indent to replenish medicines ,resources used 			

Position	Port Position	Alternative	TEL
Fire / SAR / Sec / Pol	DY PSO		
<ul style="list-style-type: none"> ➤ Keeps all fire fighting appliances and resources in readiness ➤ Maintains patrols and ensure unsafe practices are eliminated ➤ Liaises with Site Incident controller (HM) and is responsible for keeping the Fire Dept in a state of alertness on a 24 hour basis. ➤ Sounds action alarm at the Fire station. Keeps CMG Conservator, PSO and etc. informed the level of crisis & leads team directly to incident site ➤ Initiates fire fighting procedures immediately and ensures fire fighting team reaches the incident location with the correct resources. ➤ Assists in the evacuation of workers to the assembly points in liaison with the team ➤ Informs Site Incident Controller (HM) if external fire tender/fire fighting equipment /materials is required ➤ Arranges safety equipment e.g. fire suits, protective gloves and goggles, breathing apparatus as required. ➤ Controls the entry of unauthorized persons and vehicles ➤ Permits the entry of authorized personnel and outside agencies for rescues operations without delay. ➤ Allows the entry of emergency vehicles such as ambulances without hindrances ➤ Ensures that all people are aware of the assembly points, where the transportation vehicles are available. ➤ Ensures that the people are as per the head count available with the assembly point section of that area ➤ Liaises with the Addl. TM for transport arrangements of the people at assemble point ➤ Carries out reconnaissance of evacuated area before declaring the same as evacuated and report to PSO. ➤ Submit report to PSO, Conservator & CEO. ➤ Deploy craft- and mobilise resources to confine and clean up spill. 			

Position	Port Position	Alternative	TEL. No.
E&M DEPT.	Addl. CE&ME		
<ul style="list-style-type: none"> ➤ Suggests optimal strategies for conducting emergency isolation of damaged equipment, the emergency transfer of materials etc. ➤ Provides the necessary utilities during the emergency like back up emergency generators for general lighting purposes, pumps, welding services. ➤ Renders assistance for extricating trapped personnel by cutting structures, wires etc. ➤ Recommends the appropriate procedures to isolate damaged units without introducing new hazards and provides resources both in terms of personnel and equipment to accomplish this. ➤ Assess damages and provide technical assistance to determine the operability of damaged units. ➤ Assists in the re- entry and restoration process of the port operation. ➤ Assist in the accident investigation. ➤ Take charge of all communication systems of Port fixed & portable both. ➤ Ensure availability of sufficient numbers of electronic communication equipments to the Port Control Station, Base Control and anywhere else as necessary. ➤ Ensure Port Exchange operator to keep constant watch and relay messages as required by CMG, On site, Signal Station & Security Centre. ➤ Availability of portable lighting arrangement to the accident site. ➤ Adequate workshop personnel are available to keep all vehicles and floating crafts, required to tackle an emergency, in good condition during the course of emergency. ➤ Maintaining liaison with Electricity Board for emergency supply of power for running essential installations to meet emergency. 			

DISASTER PLANNING

Position	Port Position	Alternative	TEL. No.
Civil	Addl. CE		
<ul style="list-style-type: none"> ➤ During cyclones/floods arranges sand bags & develop methodologies to control hazardous spills. ➤ Co-operate with on-site action group to conduct the clean up work during and after the disaster. ➤ Assist in the restoration and recovery activities. 			

Position	Port Position	Alternative	TEL. No.
Admin	Sr. Mgr (HR)		
<ul style="list-style-type: none"> ➤ Coordinate evacuation with local Transport and PSO in town ship areas. ➤ Liaison arrangements for shelters and food for evacuated persons. ➤ Collecting details of evacuated people. This will be necessary to settle claims, if any, at a later date. ➤ Consult Legal Advisor and obtain their advice for legalising all the port's actions. ➤ Mobilise vehicles for on site Action Team and support services. ➤ Prepare lists of Port Personnel affected and involved in an incident, and informing NOKIN. ➤ Food arrangement and rest for personnel engaged in combating emergency. ➤ Document all events and actions for future reference 			

COMMUNICATION SYSTEMS

Vulnerability is partly a function of the degree of protection available to potential victims as a result of a disaster. Improved warning reduces vulnerability. Warning' incorporates the communication of risk in times of impending emergencies, with the purpose of obtaining public protective actions through the implementation of the Disaster Management Plan.

Communication Network Elements within the Port on Site

Internal Fire Service	Special fire alarm and normal communication system- VHF-TELEPHONE-EPABX-WALKIE TALKIE- MOBILE
Forward control	UHF/VHF Transceivers-normal communication systems in reserve
Personal and internal Medical services	Normal communication services
Fire fighting craft & Rescue launches	UHF/VHF Radio telephones, Via port authorities as reserve
Ships at Berth	Normal UHF/VHF Radio telephone link used in cargo operations.
Civil authorities Including fire services, Police and medical services	Direct telephone link with failure alarm, UHF/VHF radio telephone or public telephone system. Cascade system to be used i.e. through dept heads to subordinates. Enable keep lines clear
Harbour authorities, Pilots, tugs and harbour craft	UHF/VHF Radio telephone or public telephone
District Collector or State Secretary	UHF/VHF Radio telephone, public telephone
Jt Secretary-MOST New Delhi	Public telephone-hot line for emergency level 2 & 3

COMMUNICATION EQUIPMENT

MANAGEMENT	MOBILE VHF
CEO, Conservator, Harbour Master, Traffic Manager, PFSO / Dy. PFSO, Port Entry Gates	Motorola /
Signal Station -	VHF Motorola

EMERGENCY COMMUNICATIONS, IN Case of Emergency,
(ICE NO.)

S. N.	Points	Tel. No.	VHF Channel
02	Signal Station		
03	Security Command Centre		
04	Fire Control Station		
05	Main Gate		

ALERT ALARM – Prolong Blast for 05 Sec with gap of 05 Sec for 01 min.

Termination of emergency – Continuous sounding for 45 Sec.

COMMUNICATION-CHANNELS STRUCTURE

EMERGENCY FACILITIES**EMERGENCY CONTROL CENTRE AT SIGNAL STATION**

NOS	EQUIPMENT	REMARKS
	VHF SETS	WITH Battery back up
	TELEPHONES DIRECT PLUS EPABX	Power supply not required
	WALKIE TALKIE SETS & MOBILES	With spare batteries
	FLIP CHART WITH FELT PENS	
	IDENTIFYING JACKETS AND HELMETS AND ARM BANDS	
	EMERGENCY LIGHTS AND TORCHES	
	PORTABLE PA/LOUD HAILER SETS	
	EMERGENCY GENERATOR	
	DRY FOOD & WATER FOR 72 HOURS	
	Disaster Management Plan, Oil Spill Disaster Plan	

CRISIS MANAGEMENT CONTROL ROOM-

EQUIPMENT	NO.
Emergency, lights and torches	
TV & Radio	
Computer with Internet connection and UPS	
Scanner/Fax and Printer	
Telephone hotline-State Govt with sound proof cubicle	
Telephone hotline-Ministry of Shipping with sound proof cubicle	
Telephone-one for incoming ;second for outgoing calls	
Over head slide projector	
White board and coloured marker pens	
Tape recorders	
SBA System-Simultaneous broadcasting and selective broadcasting-optional	
Walkie talkies/mobile telephone	
VHF sets-marine	
VHF Sets-Non Marine-Police	
Binoculars	
Computer software for spill scenarios & Chemical Hazards	
Disaster Management Plan, Oil spill disaster plan	
Table-seating	
Tables-for equipment	
Chairs	
Charts (Harbour, Port layout)	
Stationary- Flip charts	
Emergency generator	
Dry food & water for 72 hours	

DPCL FIRE FIGHTING RESOURCES

Resources	Qty.
Foam & Water Tender	02
Fire Hydrants & Hoses	
Fire Water Pumps (locations –Firewater pump house)	
• Motor Driven Pump	02
• Diesel Engine Driven stand by pump	01
• Motor driven jockey pump	02
Photo electric smoke & Heat detector	
Manual Call point	
Dry Chemical powder fire extinguisher	
Carbon Dioxide Fire Extinguisher	
Water driven turbo NI-203 ejector pump	
Sand Bucket	
Fire Proximity Suit	
Breathing Apparatus Sets	
Thermal Image camera	
Fire entry Suits	
Emergency Life Supporting Apparatus	
Motorola –Base Station &Mobile	
Mobile VHF Walkie-Talkie sets	
Safety harness	
Fire Blankets	

Fire Safety Equipment

01	Battery Operated cutter	
02	Door Breaker	
03	High Visibility Suit	
04	Bolt Cutter	
05	Life buoy	
06	Safety Helmet	
07	Life Jacket	
08	Safety Torch	
09	Portable lamp	
10	Flood Light	
11	Fireman Axe	
12	Spade	
13	Sear Torch	
14	Pick Axe	

EVACUATION

- Port Conservator to authorise evacuation of personnel.
- Evacuation on specific instruction from Port Control Room.
- Port security Officer will coordinate evacuation and Security guards and fire fighting personnel will participate in carrying out evacuation.

AVERAGE NUMBER OF LABOUR, SUPERVISORS WITHIN PORT/ SHIFT

SI No	Berth Details	Mechanical	Manual	Number of labour employed per shift
1	Loading Berth	Mechanised		
2	Unloading Berth	Mechanised		
	Total			
3	BMH			
4	Power Station			
5	Wagon Tippler			
6	Water Treatment Plant			
7	Tugs & Boat crew			
7	Visitors			
	Grand Total			

Does not include Security Staff and Port Personnel -
Township Population -

All Evacuation through Main Gate

PIPE LINES – Fuel Station

LOCATION OF CANTEENS

Evacuation / Search & Rescue Operation coordinated by – Port Security Officer

EVACUATION ACTION-COORDINATION AND SPECIFIC FOLLOW UP

DEPT & ACTION BY	SPECIFIC ACTION
Administration	Overall Supervision of Evacuation at township & Reports to CEO
PSO	Evacuation of work force at harbour area.
PSO	Announcement of Evacuation through PA on mobile units
Administration	Arrange Relief Centres ready to accommodate evacuated persons
Administration	Procure Transport vehicles to transport persons at relief centres
Civil Eng	Provide adequate Drinking water at temporary evacuation shelters
Medical	Provide Medicine and First Aid at Assembly points & relief centres
E&M Dept	Provide adequate lighting at temporary evacuation shelters
Administration- PRO	Provide food at temporary evacuation shelters
PSO	Confirmation that evacuation operations are complete
Conservator	Status Report to CEO every hour

EVACUATION ROUTES

	INCIDENT	EVACUATION ROUTES (APPENDIX PORT LAYOUT)
1	NATURAL CALAMITIES	Assemble near the main Gate to proceed to the relief centres or to other constructed shelters (Coordinated by PSO)
2	TOXIC GAS RELEASE	The route decision will be determined depending upon the wind direction at the time of the incident .It will be in the up wind direction of the outflow source direction. (Coordinated by PSO)
3	FIRE AT BMH	Assemble at Main Gate to proceed out as directed (Coordinated by PSO)
4	FIRE AT BERTH 1 & 2	Assemble at Power Sub station and proceed out through Main Gate (Coordinated by PSO)
5	Fire at Power substation	Assemble at Main Gate to proceed out as directed (Coordinated by PSO)

RELIEF CENTRES

S N	Name of Institution	Area
1	Guest House	
2	Fakir Mohan ITI	
3	Scot Wilson GH	
4.	All cyclone shelters	

FOOD PACKETS SUPPLIERS

S.N O	NAME OF THE AGENCY/ HOTELS	TELEPHONE NO.

Transportation-Vehicle Pool

As soon as this Action Plan comes into force, the vehicle pool stands formed. The pool shall be controlled by DGM Administration under the overall supervision Conservator. The vehicles will be hired from the following transport pool: Apart from the above M & E Dept. shall hire vehicles from the private vehicles contractors for emergency work. The list of private vehicle contractors is given below:

S N	Travel Agency	Vehicle Type & Qty	Tel Nos	Mobile Nos
1				
2				
3				
4				

All vehicles whether it is of DPCL or hired should be parked in the location as decided by Admin Dept. from where it can be taken for immediate use as soon as the people move into action.

Contact with Railways

CE M&E to ensures for the smooth movement of workers/employees for which he may get in touch with the Station Master Bhadrak and apprise him about the situation so that the movement of staff moves efficiently.

FIRST AID POSTS

POST NUMBER	LOCATION	TEL NUMBERS
First Aid Post No 1		
First Aid Post No.2		
First Aid Post No 3		
First Aid Post No 4		

FIRE & EXPLOSION RESPONSE PLAN

The DPCL Fire Fighting Service is operated under PSO & is assisted by fire fighting teams which operates on a 8 hour shift round the clock. The location of the Main Fire Station is at Main Gate. **During discharge of fuel 01 Fire tender always to be stand by.**

METHODS OF DEALING WITH DIFFERENT TYPES OF FIRE & LEAKAGES

Fires from minor oil spillage on deck or jetty	Use dry chemical or foam extinguishers or water fog or water spray
Fire from large spillage of oil or burst hose on deck or jetty	Use large dry chemical appliance and follow up with foam or water fog/spray. Cool surrounding area/risks with water spray
Fires from spillage of oil on surrounding waters	Emulsification of oil with water jets or apply foam coverage as appropriate
Ammonia Gas	Use dry chemical, carbon dioxide, water spray or alcohol-resistant foam. from upwind position
Phosphoric/Sulphuric Acid	Dry powder, carbon dioxide (CO ₂), water fog or spray
-Electrical Fires -Fire in buildings-canteen	Switch off power-use CO ₂ or dry chemical extinguishers
Fire in office involving combustible material	Use dry powder fire extinguishers-water spray, Use Breathing apparatus.
LPG AND LNG Fires	Should not be extinguished until source of leakage is under control. Dry chemical is the most effective. Cover affected area with water spray to reduce radiant heat.
Fire in cargo tanks	Use foam or steam smothering.

DEPARTMENTAL ACTION - FIRE AT THE JETTY

DEPT	ACTION
Harbour Master & Vessel	<ol style="list-style-type: none"> 1. Signal station informs Conservator, Harbour Master and PSO on VHF 16/14/12 / Land line / Mobile. 2. Master of the vessel ceases all cargo or bunker operations close the manifold valves 3. Disconnect hoses and consults with Conservator & Harbour Master for un berthing & also ensures the immediate action of the vessels Fire fighting squad. 4. If necessary Master may request for additional resources and/ or- evacuation of injured. 5. SIGNAL STATION informs Conservator, Dy. Conservator, Harbour Master, PSO & Fire station of the incident. 6. Conservator assesses works together with Harbour Master, PSO and Master of vessel to ascertain the status and crisis level. 7. HM Informs Crisis Management Group the status & Crisis level. 8. Pilots on Stand by for shifting out vessel- directs fire fighting tugs -Keeps mooring crew and launch standby to un berth vessel. 9. DC maintains close liaison with HM and monitors progress and strategy of containment and extinguishing. 10. Reconfirms stoppage of cargo operations.
PSO	<ol style="list-style-type: none"> 1. Ensures that fire tenders are ready at the jetty and takes over Action group. 2. Ensures area cordons off. 3. Executes Search & rescue with fire fighting team. 4. Inform conservator and need for additional resources.
E&M Dept.	<ol style="list-style-type: none"> 1. Ensures isolation of the electric power on berth.
Medical	<ol style="list-style-type: none"> 1. CMO keeps ambulance standby by at berth and provides. First Aid and burn treatment to the injured.

ADMINISTRATION BUILDING FIRE

DEPT	ACTION
Administration	<ol style="list-style-type: none"> 1. First sight -Raises Alarm (break glass - Uses Fire extinguishers to extinguish fire). 2. Head Admin supervises the action. 3. Overall in charge of action group. 4. Switch of Electric supply. 5. Never throw water on electric box. 6. Inform Fire station / PSO / Signal station / Conservator. 7. Evacuate people in orderly manner 8. Sr. most section head shall be last to leave premise. 9. Muster all people and confirm head count for any missing people 10. On incident termination arrange alternative office space.
PSO	<ol style="list-style-type: none"> 1. Deploy Fire Tender. 2. Assist transfer of sensitive documents. 3. Assist in evacuation / search & rescue of personnel. 4. Cordoning off area. 5. Apprise conservator of the area.
Civ Eng Dept	<ol style="list-style-type: none"> 2. Assess cost to rectify damage portion of building.
E&M Dept.	<ol style="list-style-type: none"> 1. Ensures isolation of electric power to admin building.
Medical	<ol style="list-style-type: none"> 1. Keeps ambulance standby. 2. Provide First Aid to victim.

FIRE AT Bulk Material Handling Area.

DEPT	ACTION
HARBOUR MASTER	<ol style="list-style-type: none"> 1. BMH In charge raises alarm by informing Port signal station & Fire Station simultaneously uses Fire extinguishers to extinguish fire. 2. Switch off power supply and all cargo operation ceases. 3. Informs on-site action Group, Conservator and PSO 4. Shed I/c Mobilises all manpower in the area surrounding the site to bring the fire fighting appliances in the area, to extinguish the fire. 5. The senior most Traffic official on site will mobilize all the work force, labour and cargo handling appliances available in the area. 6. TM ensures the removal of all the unaffected cargo from the shed to a safe place. 7. TM ensures that the details of types of cargo and quantity of cargo in the shed should be kept ready and given to of Port Fire Service who comes first to the scene of the fire. 8. TM shall ensure that the labour working inside the shed is assembled for a head count. 9. Keeps all tugs & craft on stand by. 10. Recall Pilots for movement of vessels. 11. Inform all vessels to be standby.
PSO	<ol style="list-style-type: none"> 1. Arrives with fire tenders and resources and takes over Fire Fighting. 2. Conducts search and rescue and evacuation of affected person. 3. Cordon Off the affected area. 4. Apprise Conservator and resources required.
Civil Dept.	<ol style="list-style-type: none"> 1. Survey & assess the cost to rectify the damage portion of the Cargo storage shed.
E & M Dept	<ol style="list-style-type: none"> 2. Ensures isolation of the electric power to cargo storage shed.
Medical	<ol style="list-style-type: none"> 3. Keeps ambulance standby by off Administration Building. 4. Provides First Aid to the injured.

OIL OR CHEMICAL POLLUTION – As Per Oil Spill Contingency Plan

DEPT	ACTION		
<p>HM & Vessel</p>	<p><i>Signal station contacts Conservator about the incident.</i></p> <ol style="list-style-type: none"> 1. HM advises PSO & Conservator the level of emergency 2. Keeps tugs, pilot, mooring boats, tugs standby with oil spill equipment and chemical dispersant. 3. Conservator informs CEO, Fishery Harbour Division of the spillage in the port. 4. HM informs the Conservator about the status to Chairman and ensures that the penalty imposed if the incident is caused by the vessels negligence is in accordance with the Major Port Trust Act. 5. Sends notice to Master holding vessel and owners liable for the incident indicating projected expenses. 6. The Master of the Vessel will submit the oil Spill report to the Dy Conservator signed and stamped with vessels official seal in the following format. 7. Reconfirms stoppage of cargo operations. <table border="1" data-bbox="431 947 1016 1213"> <tr> <td> <ul style="list-style-type: none"> • Name of the Vessel & IMO no • Name of the Master • Call Sign/Flag/Year Built/Class • Port of Registry • Owners Name, address fax/tel • Charterers Name, address fax/tel • Name of P& I Club & Local Corr </td> </tr> </table> <table border="1" data-bbox="1003 982 1533 1293"> <tr> <td> <ul style="list-style-type: none"> • Copy of COFR & oil record book • Date and Time of Spillage • Cause of Spillage • Location • Type and quantity spilled • Immediate action taken • Weather conditions </td> </tr> </table>	<ul style="list-style-type: none"> • Name of the Vessel & IMO no • Name of the Master • Call Sign/Flag/Year Built/Class • Port of Registry • Owners Name, address fax/tel • Charterers Name, address fax/tel • Name of P& I Club & Local Corr 	<ul style="list-style-type: none"> • Copy of COFR & oil record book • Date and Time of Spillage • Cause of Spillage • Location • Type and quantity spilled • Immediate action taken • Weather conditions
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<p>PSO</p>	<p>Ensures availability of fire tender and stands by in case there is fire.</p>		

COLLISION : PORT FLOTILLA AND VESSELS CALLING AT DPCL PORT

SHIPBOARD-PORT EMERGENCY PLAN	COLLISION	
Action to be taken	ACTION BY PORT	ACTION BY VESSEL
1.Slow down and stop main engines 2.Sound Emergency Alarm: 3.Check for possibility of oil pollution		Master
1-Establish communication with other vessel and exchange information 2-Advise other vessels to keep clear-Hoist NUC Lights 3-Advise port for assistance 4-Advise agents of status requests surveyors-Class-P&I-Salvage association- 5-Secure evidence and maintain adequate records	Harbour Master - Along with on-site action group. - Inform Conservator - Inform CEO - Inform IN + CG	
1-Inspects/assesses damaged area& in - case of oil leakage determine whether de-berthing of the vessels will increase oil spill rate. 2-Ascertain oil pollution-ascertain leak source 3-Harbourmaster and Master of vessel to inspect vessels 4-Sounds all bilge, ballast and fuel tanks 5-Transfer oil from leaking tanks 6-Effects damage control and temporary repairs to stop oil leakage if any with the assistance of port action group and underwater welding team or salvage group	Harbour Master with on-site action group Inform Conservator Inform Coast Guard + Salvage efforts	Vessel emergency action group team
1-Provides First Aid	CMO	
1-Attend engine room controls and services 2-Investigate engine room for damages and water ingress 3-Check steering gear 4-Reports status of the main engine and auxiliaries to Port Signal Station		Vessel Engineering team.

FIRE / EXPLOSION

SHIPBOARD EMERGENCY PLAN	FIRE / EXPLOSION OFF BERTH	
Action to be considered	Port	Responsibility
<p>IMMEDIATE ACTION</p> <ul style="list-style-type: none"> • Consider sounding Emergency Alarm: • Initiate vessel emergency response procedure: • Inform Port Signal Station about nature of explosion. 	Port Signal Station	Informs PSO, HM & Conservator and vessels on jetty about incident
<p>INITIAL RESPONSE</p> <ul style="list-style-type: none"> • Cease all cargo and / or bunkering operation: • Close manifold valves: • Fire squads to position deemed best for fighting the fire: • Inform terminal/loading master/bunkering personnel: 	PSO	<ul style="list-style-type: none"> - Place fire tender next to ship - Cordon off jetty - Inform Conservator and assess resources required - Oil spill team stand by
<p>SECONDARY RESPONSE</p> <ul style="list-style-type: none"> • Stop air intake into accommodation: • Consider to stop non-essential air intake to engine room: • Determine the extent of the damage, and decide what damage control measures can be taken: • Determine whether there are casualties: • Contain the fire and prevent it from spreading to other parts of the vessel: • Assess health hazards from smoke: • If possible, position the vessel to minimize the wind effect: • Start recovering of any casualties: • Notify authorities and outside organisation, as appropriate: • Evaluate evacuation of non-essential crew: 	HM	<ul style="list-style-type: none"> - Keep Pilot & tug ready - Stop all cargo operation - if required vacate ship from jetty.
<p>FURTHER RESPONSE</p> <ul style="list-style-type: none"> • Assess the possibility of pollution from leakage: • Fit scupper plugs if spillage on deck: • Check all tanks and compartments: • Alter trim if necessary: • Transfer bunker internally, if required: • Require assistance as deemed necessary: • Comply with reporting procedures: • If required, obtain permission from local authorities and/Or the terminal to continue normal operation 	CMO	- Ambulance and first aid team standby on jetty.

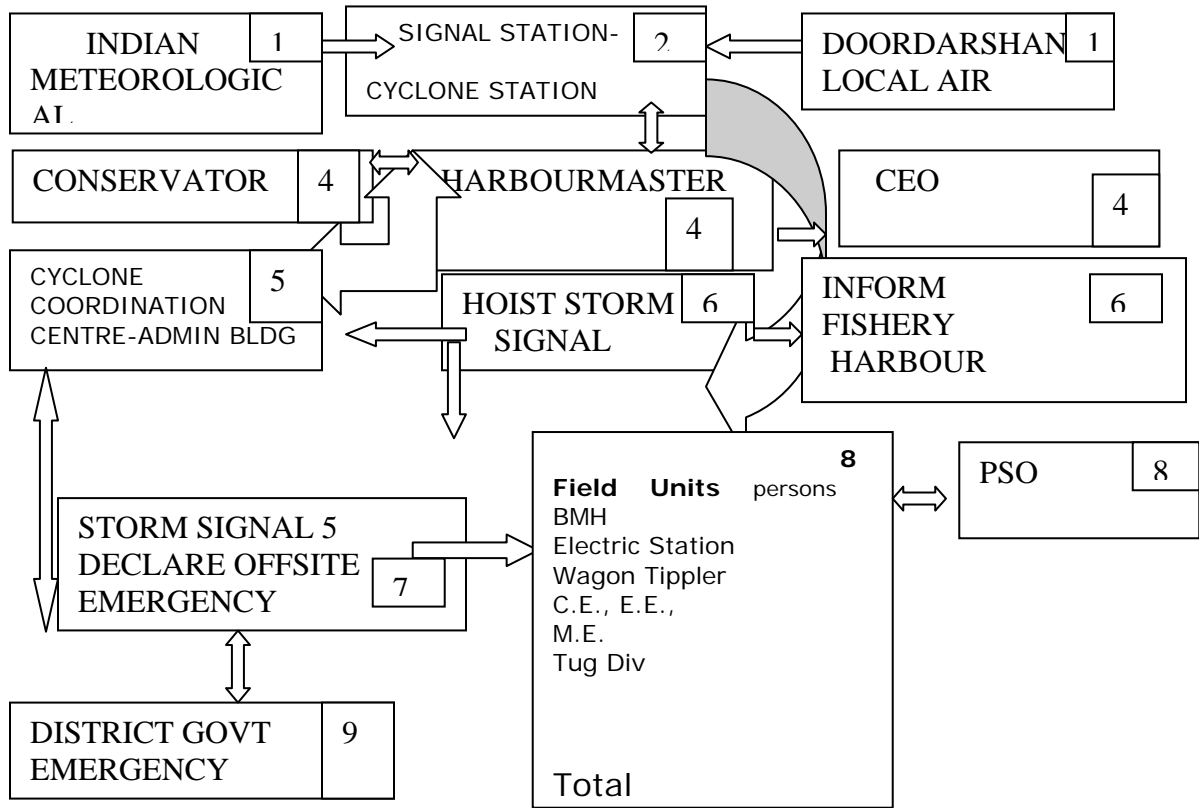
VESSEL GROUNDING IN PORT- DETAILED ACTION BY PORT

ACTION BY MARINE DEPT	DETAILS OF SPECIFIC ACTION
Master/Pilot	- Contacts Signal Station on VHF Ch 16 or Ch 14 and informs position of incident
Signal Station	- Informs Conservator, HM & PSO - Stop all vessel movement. - Conservator informs CEO and Crisis Management team who inform mutual aid agencies for assistance required. - All vessels arriving and departing Dhamra port will be informed of the incident
Harbour Master	- Activates the on-site action group and assesses the situation, tide, wind direction, & inform DC. - Through the Signal Station Advises all Pilots to report on duty, all tugs standby.
Sr. Pilot	- Organises available tugs, launches, and keeps crew stand by and awaits instructions of the Conservator
Sr Hydrography Surveyor	- Proceeds by survey launch to vessel and obtains soundings around the vessel by the echo sounder and the hand lead line.
Master of grounded vessel	- Records soundings of all tanks and also records draft, arrange soundings by hand lead around the vessel. - Examines the soundings and draft around the vessel for transfer of bunkers, ballast or shift cargo to refloat vessel. - Tow ropes to be kept ready
Master of vessel and harbour Master	- Commence preparations for towing operations 2 hours before high tide. - Vessel engines to be kept stand by to assist in the refloating operations. - Takes all anti oil pollution measures.
Port , Navy or Coast guard & Salvage efforts	- Hull leakages to be attended to by under water welding by the Navy/Coast Guard or other available diving firms.

SINKING OF VESSEL IN PORT

ACTION BY PORT Marine Department	DETAILS OF SPECIFIC ACTION	ACTION BY VESSEL
Harbour Master	Ensures vessel is cleared of the channel / turning basin or berths to suitable area for normal traffic.	Activates the vessel action group
Signal Station	Informs HM, Conservator & PSO of the accident.	
Conservator and Pilots	Proceeds to the area with Tugs and conducts Rescue operations.	Lower life boats
Conservator	Appraise the CEO and members of Crisis Management group about the incident.	
HM / Navy / Coast Guard	PSO to initiates the rescue operation of the person on board.	

CYCLONE ALARM AND RESPONSE



CLASSIFICATION OF TROPICAL DISTURBANCES OVER THE INDIAN SEAS

Classification Of Tropical Disturbances	Speed kmph	Speed knots
Low	< 31 kmph	< 17 knots
Depression	31 – 51	17 – 27 Knots
Deep Depression	52 – 62	28 – 33 knots
Cyclone	63 – 87	34 – 47 knots
Severe Cyclone	88 – 117	48 – 63 knots
Very Severe Cyclone	118 – 221	64 – 119 knots
Super Cyclone	222 kmph & above	120 knots & above

USEFUL WEB SITES FOR TRACKING CYCLONES

- 1- www.imd.ernrt.in
- 2- www.supertyphoon.com/Indian.html
- 3- www.npmoc.navy.mil/products
- 4- www.solar.ifa.hawaii.edu/tropical/tropical.html
- 5- www.underground.com/tropical

CYCLONE CONTINGENCY PLAN

The Cyclone Contingency Plan will come into force as soon as the storm **warning signal No.5** or higher is hoisted or when the Port organization has gathered enough data to **forecast that a cyclone threat is close.**

1. The Cyclone station will come into operation at the Signal Station.
2. The Conservator will be in charge of the Cyclone Station.
3. Storm warning signals will be hoisted at the Cyclone Station.
4. Conservator will inform the CEO and Heads of Departments by telephone/Mobile the status of worsening weather conditions and storm signals.
5. **A cyclone coordination centre will be made functional in the Administrative Building headed by AGM Administration.**
6. The Cyclone Coordination Centre will be in constant touch with Signal Station and District, Local Administration for rescue and relief operation.
7. All other departments to operate their respective control rooms. Signal Station, cyclone co-ordination centre and control rooms will function round the clock and will be closed only after obtaining the necessary orders from the CEO.

TRAFFIC DEPARTMENT

Under the overall supervision and responsibility of the HM, the specific duties of marine personnel will be as below:

- 1- Responsible for the operation of the Signal Station and will issue necessary standing orders for the purpose.
- 2- Close liaison with Radar Station, Police Wireless Station, Coast Guard, Indian Navy and Ships in Port regarding weather conditions.
- 3-Prepare special signals and promulgate them to the Masters of the vessels, dredgers, tugs and any other crafts in Port. He will inform the Masters of all vessels at the berths to double the moorings, put out insurance wires and to keep engine ready to proceed out to sea if situation warrants. Decision regarding sending ships to the anchorage will be taken depending on the strength of the wind likely to be encountered and number of vessels in the Port.
- 4-He will maintain a close liaison and co-ordination with the Tug Engineer for arranging staffs for manning the Port Crafts.

II-SIGNAL STATION

1-The staff of signal station will remain on duty until they are relieved by next shift staff or till alternative arrangements are made or till the storm has passed or as per the Conservator instruction.

2-Every two hourly barometer reading will be recorded after cyclone warning signal No.3 is hoisted but the same will be made hourly if further upward signal is placed. Any drop of 2 mb in barometer to be informed to Conservator / HM / PSO

3-One Aldis lamp with battery will be kept ready at signal station.

4-The signal station will maintain a continuous watch on channel 16. Signal station will keep Conservator, HM and PSO informed of all the messages received by telephone, VHF sets or by messenger.

5-Signal station will inform the Conservator / HM of any buoys or crafts are seen adrift or any Port installation is seen or informed to be in danger.

1. The staff on duty will have sufficient provisions to stay on duty for a period ranging from 24 hours to 48 hours.
2. Signal station receiving any weather related facsimile report will pass on to the Conservator / HM / PSO.
3. Continuous watch to be kept on movement of depression. On receipt of any warning, the same shall be reported immediately to the cyclone co-ordination centre.

III - TIDAL OBSERVATORY-

The Traffic office will record the range of tides, times and heights of high and low water who will in turn apprise the Conservator / HM and or Sr pilot on duty of the actual and predicted tides.

IV. Hydrography Surveyor/PILOT

The above officers will assist the Conservator at the Cyclone Station. One Pilot has to be kept standby to proceed on board anywhere in the Port as required.

V. Berthing Master

1. Berthing Master will detail one berthing team to remain on duty as emergency duty squad unit being relieved by the next shift staff or until Head Marine instruction.

DISASTER PLANNING

2. Berthing Master will take all necessary steps for the safety of the Port crafts and should ensure that all other crafts are placed at safe place and properly secured excepting one pilot launch and one stand by launch used for inspection and emergency duties.
3. He along with emergency squad will make frequent round to check the safety of Port Crafts.
4. Extra Fenders and Hawsers of ropes/wires will be kept ready so as to attend to any craft whose moorings may part.
5. Berthing Master will inform the cyclone station immediately in the event any craft is seen adrift or any other Port installation is seen in danger
6. He will also keep a listening watch on his walkie talkie set for information.

MASTER OF TUG/PILOT LAUNCHES AND OTHER LAUNCHES

1. Masters of respective crafts will instruct their staff to remain on board until they are relieved by next shift staff or HM releases them from duty.
2. Masters will shift their respective crafts at suitable places as directed by the Traffic Manager and will secure them suitably with additional moorings. Masters of respective crafts will be responsible for proper securing and safety.
3. Masters will keep the engines of their crafts ready to proceed at short notice as per the instructions of the HM.
4. Extra fenders will be kept ready on board of the Tug for use as required.
5. If any craft is seen adrift or any other port installation is seen in danger, the Master of the crafts will immediately inform the cyclone station.

B-ELECTRICAL AND MECHANICAL ENGINEERING DEPARTMENT

FIELD UNITS COMPOSITION:

Division	Positions	Nos	Division	Positions	No

The cyclone mitigation team shall be headed by C.E. & M.E. with SM (Electrical), as his assistants in the control room.

The Departmental vehicles as well as the hired taxis of the department shall be deployed for the above purpose.

II. PRECAUTIONARY MEASURES

1. Cyclone warning signals shall be communicated to all field units from the control room.
2. The field units shall communicate the signal to all the staff of the Divisions.

GENERAL FUNCTIONS OF FIELD UNITS

1. All the equipment shall be properly secured.
2. Safety of workmen on duty shall be given priority during work
3. Operator's cabin doors of all the equipment and vehicles shall be kept shut.
4. Important documents/files/records at site must be stored well above the floor.

SPECIFIC DUTY

1- Wagon tippler

1. Electrical Control Panel of the wagon tippler/ RRS to be properly shut off.
2. Wagons to be taken out of the tippler table / RRS table and no empty wagons should be kept in the inner line.
3. Power breaker to be made off.

2 - All Conveyors, Stackers, Stacker-Cum-Reclaimers, Reclaimers:

1. Machine to be travelled to designated position
2. Tie down the belts, locking of travel wheel, locking of boom conveyor
3. Slewing locking bolts to be fitted.
4. Rail clamps to be tightened
5. Booms are to be properly clamped.
6. Power to be shut off - outgoing feeder from substation to be switched off
7. Control room of the machine should be properly locked
8. All conveyors should be tied down at the head end and tail end.

3-Main Control Room:

1. Power should be shut-off, breaker should be made-off and doors should be closed.

4- Ship Loader:

1. Conveyors to be cleared of all cargo.
2. Belt to be tied down at the tip on both sides of the ship loader.
3. Blocking of travel wheels after latching of the booms.

4. Diesel generating set should be tried and kept ready for supplying power wherever necessary.
5. Anchoring of the Ship loader at its parking position.
6. Rail clamp to be tightened

4. Site Store

1. All the doors and windows should be locked up and power should be made off.
2. All the equipments like cranes, etc. in working condition should be sent to Marine/Central Workshop for safe.
3. Welding generator should be kept inside the store and locked up.
4. Communication system should be tested for operation.
5. Battery charging point should be operated through a DG Set.
6. A vehicle should be available at the control room.
7. Head Store will have a temporary advance if required for contingency expenditure.

5. Port Electrical Division

1. On receipt of directive about cyclone warning, the power supply of main sub-station to be made off and communication system from control room to the sub-station to be kept operative.
2. 132 KV Control Room will be manned during the cyclone.
3. Walkie talky hand sets must be made available in all the substation for establishing communication
4. Two emergency vehicles should be kept stand-by for attending to various duties.
5. Head Electrical Division will have a temporary advance if required to meet the contingency expenditure.

6. Marine Division

1. Engine room entrance doors, sky lights etc. of all the floating crafts to be kept shut.
2. All the heavy earth moving equipment and vehicles must be stored in sheltered locations and operator's cabin must be kept shut.
3. Special care shall be given for securing the crane boom.
4. Marine Engineer will have a temporary advance if required to meet contingency expenditure.
5. Crafts are to be manned all time.

8. Tug Engineering Division

1. EICs (Engineers in Charge) of all tugs on receiving the cyclone warning must ensure that tugs are in readiness for operation.
2. Tugs will be operated as per the Traffic Manager Department's requirement.

9. Loco Shed

1. Loco engines to be parked inside the shed
2. The point to the shed line to be blocked.

DISASTER PLANNING

3. All derailing equipment, batteries and tools shall be kept ready for emergency use.
4. Two groups of wagon staff to be kept as standby.
5. The cross and long travel of the EOT crane to be blocked and hook to be anchored.

10. Engineering Services- Central Workshop

1. The centre Workshop shall be manned by one group of staff consisting of one Machinist, one Fitter, one Welder and three Helpers to attend to emergency requirement.
2. Power supply to all the machineries and equipment to be shut off.
3. Doors and windows of the Central Workshop to be kept shut.

11. Cargo Handling Division

1. All mobile cranes to be kept at stowing area with booms of cranes lowered and clamped. The cabin doors and panels to be kept closed.
2. All cranes on jetty are properly anchored on rail, slewing to be blocked and booms are secured. Booms are secured in the direction of the track.
3. Forklifts and all heavy earth moving equipments are parked inside the shed.
4. 03 Crane operators and 06 helpers to be available on duty during cyclone period.
5. Head Cargo division will have temporary advance if required to meet the contingency expenditure.

C- CIVIL ENGINEERING DEPARTMENT

1. The staffs as per usual shifts are deployed at each of pump house during cyclone.
2. A sufficient quantity of bleaching powder, alum etc. and the water treatment plant is kept ready for water treatment during cyclone period.
3. As soon as the contingency plan is made operational all the water tanks should be filled up and standby arrangement for supply of water to be made with special provision for the hospital.
4. Position one Engineer exclusively to look after navigational aids, fenders; transit shed doors and roofs etc. along with necessary staff.
5. Position one Engineer along with necessary staff to look after the sea wall condition & if any breach is noticed along the side of the sea-wall, immediate steps should be taken up for it's repair.
6. Keep ready 3,000 to 4,000 empty cements bags for use.

7. All measures to be taken to minimise uprooting of trees.

MARINE DEPARTMENT

1- Operation

1. All loading/unloading of cargo operations to be ceased.
2. All the cargoes under Port's custody, lying outside and likely to get damaged, will be shifted to Transit Sheds/Ware Houses.
3. Doors of the sheds will be closed and properly secured.
4. He will visit the site and inspect the arrangements.

2- Railways

1. Yard Master personally takes over the charge of yard supervision instead of leaving the same to shift staff.
2. Movement of wagons is stopped when wind speed exceeds the operational limit (70 KM per hour).
3. All the rolling stock on tracks is clamped / chained both in Port area and exchange yard and the locomotives are returned to the Loco Shed.

ADMINISTRATION DEPARTMENT

1. The AGM Administration will remain overall in-charge of the Cyclone Coordination Centre.
2. He shall make a duty roster for the manning of the cyclone coordination centre by the officers of Administrative, Finance & Accounts and Materials Management Department.
3. The Co-ordination Centre will keep constant touch with the Local & District Administration for rendering necessary assistance.
4. The port Public Relations Officer will ensure announcement by the mike in the township indicating the precautionary measures to be taken.
5. He will hire basic transport and will detail Officers to remain in-charge of various relief centres.
6. He will make necessary arrangement in coordination with the local administration for evacuating people from the low lying area. They will be shifted to relief centres as indicated below :

AREA	RELIEF CENTRE
Dhamra GH	Cyclone Centre
Scot Wilson GH	Cyclone Centre
L&T GH at Karanjamal	Cyclone Centre

Help of the following voluntary organizations may be taken for the rescue and relief operation

FINANCE & ACCOUNTS DEPARTMENT

1. All the department may inform the Finance & Accounts Office the amount of cash required by them so that the same can be kept in advance and can be disbursed by one of the Officers of the Finance & Accounts Department as per need.

MEDICAL DEPARTMENT

1-The casualty ward is to be manned by one Specialist in addition to the regular Doctors attending.

2-The Ambulance has to be kept standby near the casualty ward.

MATERIAL MANAGEMENT DEPARTMENT

1- During cyclonic season sufficient stock of stores like Polythene, J.Hooks, screw hinges, gunny bags, tarpaulins, ropes and wires for Port Crafts, diesel oil, kerosene oil, petromax lamps, torch lights with batteries and bulbs, electrical items etc. are kept.

2- All the materials which are likely to get damaged with rain are covered with tarpaulin.

3- One Stores Supdt, one Store Keeper and the other minimum staff required to issue materials including POL are kept during emergency.

Port Security Officer

1- Intensive vigil on stores/buildings which are likely to be affected by Cyclone.

1-Central stores 2-BMH 3- Jetty	4- WTP 5-Transit Sheds 6- Fuel Depot	6-Ware Houses 7-Administrative Building
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2- Thorough checks on all out-going vehicles to guard against pilferage.

3- A special task force to be set up for the rescue operation.

GENERAL INSTRUCTIONS

- 1- All dept. will ensure that the doors and windows are properly closed prior to leaving the office.
- 2- All important files are stored in secure cupboards

POST CYCLONE DUTIES

1. All HODs are required to assess the damage and submit a detailed report indicating the estimate to the Conservator. A team may be formed comprising HM, EE (Elect, Mech., and Civil) and assisted by one representative from the Finance Department. The preliminary report is to be submitted within 48 hours and detailed report within four days from the date of normalcy.
2. Hydrography survey is to be conducted to assess the channel condition and ensure resumption of shipping as early as possible.
3. In case of any small craft sunk or grounded the same to be removed to make the channel/berth safe for navigation. Conservator will detail a salvage party headed by the HM.
4. A team of Officers to be nominated by the Administrative Department to supervise the rescue and relief operation and disposal of animal carcasses in coordination with the local and District Administration.
5. Preventive measures for epidemics to be taken by the Medical Department.
6. All the operating systems to be attended urgently and made operational as early as possible on a war footing basis to resume operation.
7. **Spot tendering procedure for repairs up to Rs.2 Lakhs by concerned Dept.**
8. Water supply and electricity to be given priority. The electrical cabling net work to be checked area-wise. The inspection team to be decided by the CE & ME for obtaining clearance to resume power supply.
9. All damaged temporary roofed houses in the port premises are to be attended.
10. The Manager Materials will nominate a team for the procurement and supply of essential materials for repair of various structures and equipment as reported.
11. To assess the progress of repair works, HODs meeting will be held daily till normalcy is restored.

FLOODS-SIMILAR TO CYCLONE

DEPT	ACTION
HM	<ul style="list-style-type: none"> • Signal Station passes weather message to HM and DC • HM places on-site action group alert • Conservator apprises Chairman of weather developments who places CMG on alert if necessary.
Civil Dept.	<ul style="list-style-type: none"> • Drainage system of the port i.e inside harbour area & out side harbour area should made cleared. • Trailer mounted portable Diesel pump sets to be made standby with sufficient length of hose pipes. • Sand bags to be used around sensitive areas including water supply • Pump stations electric sub stations
E & M Dept.	<ul style="list-style-type: none"> • All the outside installations and equipment shall be properly secured. • Cyclone field units to be made alert
Administration	<ul style="list-style-type: none"> • To make standby arrangements for transportation to evacuate population to cyclone centres and relief centres. • Arrange food and water.

EARTHQUAKE

<p>EARTHQUAKE PREDICTIONS Local earthquake are difficult to predict Dhamra is in Seismic Zone 1& 2(lowest risk) which is quite safe as compared to Gujarat which is in zone 4 & 5(highest risk)</p> <ul style="list-style-type: none"> • Frequency of tremors as reported in the newspapers, TV and radio • Rattling of doors and windows 	⇒	<p>CHARACTERISTICS-QUAKE</p> <ul style="list-style-type: none"> -Magnitude -Focal depth -location of epicentre -Rupture length -Rupture orientation <p>PROPERTY-characteristics</p> <ul style="list-style-type: none"> -Distance from focus -Soil conditions -Geology <p>Are buildings constructed to</p>
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RELIEF WORK AFTER AN EARTH QUAKE

DEPT	ACTION
CEO	To contact the District Collector, Relief Commissioner, Army, Navy, Coast guards and seek assistance for Port Town ship.
Administration	To assist the Chairman to assess relief requirements. Arrange Food, shelter & transportation
E & M Dept.	To provide and hire if necessary, earthmoving equipments, cranes, forklifts, bull dozers etc.
Civil Eng Dept.	Deploy engineers to direct or guide earth moving equipment and cranes to remove the debris
Harbour Master	Ensure safety of cargo in cargo sheds and at rail siding. Ensure the safety of Port Marine craft and vessels alongside
PSO	To organise Search and Rescue of persons trapped under debris.
Medical	CMO to ensure provide of proper Medical Aid to the injured

- If outdoors, find a clear spot away from buildings, trees, streetlights, and power lines. Keep lying on the ground and stay there until the shaking stops. Injuries can occur from falling trees, street-lights and power lines, or building debris.
- If on vehicle, pull over to a clear location, stop and stay with your seatbelt fastened until the shaking has stopped. Trees, power lines, poles, street signs, and other overhead items may fall during earthquakes. Stopping will help reduce your risk. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.
- If indoor – Go below bed / table until the shaking stops. Avoid lift and Staircase.

TSUNAMI

CHARACTERISTICS- Tsunamis are a series of enormous waves created by an underwater disturbance such as an earthquake, landslide, volcanic eruption, or meteorite. A tsunami can move about 500 miles per hour in the open ocean. Once the wave approaches the shore, it builds in height. The topography of the coastline and the ocean floor will influence the size of the wave. There may be more than one wave and the succeeding one may be larger than the one before. Tsunami waves and the receding water are very destructive to structures. **The Tsunami warning is issued on earthquake having intensity of more than 6.5 on richter scale.**



- WARNING/CONFIRMATION**
- Met. Station
 - TV and Radio News

DEPT	ON SITE ACTION GROUP
Harbour Master	<ul style="list-style-type: none"> • Through Signal Station informs all the ship to evacuate from the berth to open sea. Signal Station keeps in touch with all vessels on VHF. • Move tugs and launches to safe areas or deep water anchorages • Crew to wear life jackets. • Cease cargo operations immediately.
ADMINISTRATION	<ul style="list-style-type: none"> • Arrange transport to evacuate to safer inland areas
Civil Engineering Department	<ul style="list-style-type: none"> • Keep sand bags ready.
E & M Department	<ul style="list-style-type: none"> • Ensure proper secure of the cargo handling equipment and the shore cranes.
PSO	<ul style="list-style-type: none"> • Evacuation of Personnel and cordoning off the area
CMO	<ul style="list-style-type: none"> • Treatment of Injured personnel

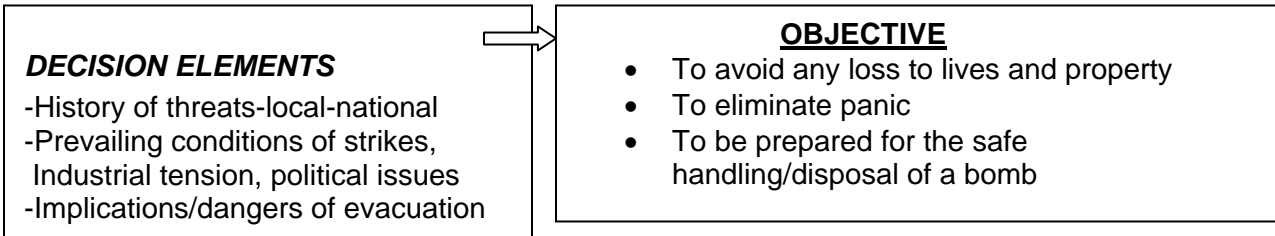
	CRISIS MANAGEMENT GROUP
CEO	Activates CMG
Harbour Master	Conservator to apprise the CEO of any developments and early warning Systems.
Administration	Keep in constant touch with state Govt.

**GUIDELINES FOR TIME TO RESTORE PORT TO NORMAL
OPERATIONAL POST DISASTER**

Though the restoration of Port will depend upon the intensity of the disaster however this deadlines may be considered for restoration of the Port amenities.

<u>NATURE OF RESTORATION TO PORT UNITS</u>	<u>DEPTS & RESOURCES USED</u>	<u>RESTORE TIME</u>
Administrative building damage	CE Div.	1-3 days
Power Supply – restore sub stations	EE Div.	<2 days
Damage to tugs – floating craft	ME Div-Tug Engineer Div	2-18 days
Sunk/grounded vessels-	Salvage Efforts	1-3 weeks
Hydrographic survey channels/berths	Sr Hydrographic Surveyor	1-3 weeks
Damaged buoys- shifting of buoys	DC-HM-ME	4 days
Oil Storage Tanks	Maintenance Dept.	2 days
Road blockades-clear debris-fallen trees	Maintenance Dept.	1 week
Repair damaged roads	CE	<1 week
Injury & infection-medical treatment	Medical Department	1 week
Flooding & stagnant water - clean drains	Maintenance Dept.	3 days
Civil works –sea wall- Jetty-fenders-	DC-HM-ME	1 week
Electrical & Mechanical works	Elect. & Mech. Department	1 week
Damage to Mobile cranes	Maintenance Dept.	<1 week
Jetty Cranes	Maintenance Dept.	<1 week
Ship loaders-reclaimers-stackers-conveyors	Maintenance Dept.	<1 week
Checking of damaged railway lines	Railway Division	< 1 week
Checking of transit sheds, ware houses	Traffic department	3 days
Checking of quarters of port employees	Roads & Bldg division	3 weeks
Checking and rectification of drinking water	Civil Engg.	2 days

BOMB THREAT



Dept	Action
PSO	1- Mobilise man power from off duty personnel and detail them for a thorough search/combing operation of premises where the bomb is planted and its adjacent areas.
	2-Ensure that the information has been passed to all concerned.
	3-Recommend emergency classification II or III to Conservator
	4- Will ensure that panic is not created and situation is kept under control.
	5-Requisitions of fire tender and ambulances and positioning them at a safe distance from the threatened or suspected area.
	6-Ensures evacuation of the workmen working inside the port area, if the threat is inside the prohibited area.
	7-Requisitions of BDDS (Bomb Detection & Disposal Squad) from Cuttack.
	8- Cordoning off the entire area.

Checklists-Questions to Ask Bomb Threat Caller

- Threat received in - writing or telephone
- On phone keep caller on line as long as possible
- Ask colleague to inform security to trace call-tape recorder
- Ask for - bomb location, time of detonation, type of a bomb, How does it look, How do you know so much about bombs?
- Advise caller of the loss of innocent lives as a consequence of a bomb detonation
- Could he live with this guilt for the rest of his life
Whom does he represent & why is he doing this?
- Background Noises - music, airport, railway, factory, tel. booth, trace place of call
- Check voice characteristics – Male, Female, Voice Quality, Calm, excited, Anger
- Age, Accent –local, out of state, foreign, disguised
- Speech Impediment, stammer, slow, educated, laughing, deliberate, familiar
- Inform PSO immediately.

Preventive Steps

- Explosives – Difficult to detect. Easy to explode remotely/timed.
- BE PREPARED – Prevent Self loss & Port's loss.
- Prevention is better than Cure.
- Check & Prevent unknown entry.
- Control access of men, material in port areas.
- Check all items/stores thoroughly before accepting them.
- Report presence of suspicious unattended items, cycle, 2/4 wheelers, persons.
- Good House Keeping is important.

Types of Suspicious objects

On sighting an object containing suspicious device i.e. Scooter / Cars / Transistors / Suitcases / Brief Cases and other traps like trip wire, doll, and electronic IED's etc. The measures to be taken are

- Nobody to go near the suspected objects.
- The areas to be evacuated includes up to the safety area.
- A protective wall of sand bag to be arranged around the suspected article.
- If the electric wire to the battery and a switch connects the IED's / objects, it is not to be operated.
- If any visible wires are hangings from the abandoned / parked vehicle is noticed, it should not be touched.
- Do not put suspected article in water.
- Do not take fire or inflammable material nearer to the suspected object.
- If suspicious items found in a room, all windows and doors of the room should kept open. Electric switches should not be operated. Gas connection to be removed.
- Do not touch suspected bomb to the Police Station.
- Prohibit the entry into the area and set up a cordon.
- If possible the suspected object be dragged to safety place with help of rope (Fish Hook)
- Do not use radio / wireless equipment (at least 50 mtrs within the suspicious objects or bombs)

- Do not pick up attractive items lying at odd places like transistors, toys, suitcases and dolls etc.
- Do not assume only one device is planted.

Precaution on finding suspected objects in Port areas

1. Car Bombs: -

- Do not open the door, bonnet or dicky of the abandoned vehicle as there may be release type device planted in.
- Do not start the vehicle under any circumstances as explosive material / IED may be planted inside connecting the ignition apart from a device and remote system for its blasts.

2. Transistor Bombs; -

- The transistor bomb should not be operated as there is possibility of its mechanism connected to the on-off switch to explode.
- It should not be lifted from its place or tilted as it may be fitted with release or anti disturbance mechanism.
- If any wires coming out of IED should not be connected together.

3. Suitcase / Briefcase Bomb: -

- Suspicious / abandoned or left over suitcase or briefcase should not be opened as it may be fitted with release or pressure control switch.

What to look for? Search party should look for

- ✓ Recently disturbed area.
- ✓ Saw dust, brick dust, wood chips.
- ✓ Greasy paper wrapping.
- ✓ Out of place object.
- ✓ Disturbed carpeting.
- ✓ Tin foils.
- ✓ Partly open windows / doors/ drawers.
- ✓ Fresh plaster/ cement.
- ✓ Loose electric fittings.

- ✓ Fish line, dirty ropes electric wires.
- ✓ Cut vegetation.
- ✓ Military containers of ammunition and explosives.
- ✓ Dusty foot prints. Scorched or new prints or timber.

Where to look for?

- ✓ Sanitary towel dispenser.
- ✓ Lavatories and cisterns.
- ✓ Rest rooms and lounges.
- ✓ Trash baskets and receptacles.
- ✓ Store rooms and boilers rooms.
- ✓ Excreta, dead bodies, motors or other victims.
- ✓ Open lockers.
- ✓ Auditoriums and recreational rooms.
- ✓ Unoccupied office and rooms.
- ✓ Basements.
- ✓ False ceilings, decorations light panels.
- ✓ Space under stair walls and stair ways.
- ✓ Elevator shafts and area used as access to plumbing fixtures, utility and other areas.
- ✓ Air conditioning plants and over-heads water tanks.
- ✓ Telephones.
- ✓ Pornographic books.
- ✓ Flower beds and pots.
- ✓ Inflammable storage areas.
- ✓ Main switch boards and valve.
- ✓ Record storage and mail rooms.
- ✓ Drains, sewage and main holes.
- ✓ Chairs platforms and PA systems.
- ✓ Rooms below, up and surrounding area where a VIP is expected to address the public.

Points to remember?

- ✓ Do not touch or remove packet unless duty bounds.
- ✓ Do not open the package with hands.
- ✓ Do not open the package.
- ✓ Do not submerge the package in water.
- ✓ Do not pull out the strings or wire.

DISASTER PLANNING

- ✓ Do not pass the metallic object over the package.
- ✓ Handle the package alone.
- ✓ Do not accept the identification marks on the package on the face value.
- ✓ Do not bring a bomb or suspected object in a station house or inhabited buildings.
- ✓ Do not use radio in the vicinity of bomb.
- ✓ Evacuate the people to safe distance. Always evacuate the people and **NOT the BOMB**.
- ✓ Do not direct a flash light on the bomb.
- ✓ Remove all inflammable items.
- ✓ Open windows and doors to minimize the blasts effects.
- ✓ Place sand bag around the object . Do not cover the object.
- ✓ Do not permit reentry of people until objects are removed.
- ✓ Do not be **DEAD HERO**. You can construct a building or house but you cannot make dead man alive.

WAR ALERTS

DEPT	ACTION
PRESIDENT & PM	DECLARATION OF WAR
CEO	<ul style="list-style-type: none"> • To activate CMG and ON SITE ACTION GROUP • Contact and Coordinate with Navy, Coast Guard & Local Police.
PSO	<ul style="list-style-type: none"> • Implement blackout in port. • Intensify Patrolling • Place additional guards. • All Security personnel on standby. • Initiate Security level as per directives.
TRAFFIC	<ul style="list-style-type: none"> • Ensures all vessels at anchorage to observe blackout. • No night movements. • Ensures proper following of the Naval Instructions to inbound vessels. • Ensures shut down of all cargo operations after sunset. • Ensure workers within perimeter of dangerous/chemical tank farms shifted to safer perimeters. • All other workers to move out of port prohibited area as per directives.
ELEC & MECH Dept.	<ul style="list-style-type: none"> • Ensure essential services working during day and night.
MEDICAL	<ul style="list-style-type: none"> • Ensure ambulances and first aid staff kept in readiness on 24 hour basis.

Terrorist Attacks / Hostage Situations

If any personnel observe terrorist or hostage situations then immediately remove yourself from any danger and notify Conservator / Port Security Officer with following Information

- Location place & time of incident
- Number of terrorist / possible hostage takers
- Physical descriptions of terrorist i.e. Height/ Weight/ Hair Colour/ Eye colour/ Complexion / types of clothes wearing.
- Names of hostage takers (If possible)
- Language spoken by them
- No. of possible hostages
- Type and number of weapon carried by them
- Your Name & details

PSO	1. On receipt of message immediately inform CEO / Conservator. 2. Advise to Upgrade Security level 3. Cordon off concerned area 4. Assist Police and law enforcing agency.
Harbour Master	Stop or continue as per Conservator orders Stop or continue cargo operation as per Conservator order.
CMO	1. Keep all hospital staff on stand by. 2. Ambulance stand by.
Administration	Advise CEO and seek help from mutual aid agencies.

IN HOSTAGE SITUATIONS

- Remain calm, be polite & cooperate with your captors.
- Do not attempt escape unless there is an extremely good chances of survival. It is safe to be submissive & abiding to the captors.
- Speak normally, do not complain, avoid being belligerent and comply with all orders and instructions of captors.
- Do not draw attentions to yourself with sudden body movements, statements, comments or hostile look.

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- Observe captors & try to memorize their physical traits, voice patterns, clothing or other details that can help to provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish relationship with captors and get to know them, captors are less likely to harm if they respect them.
- If forced to present terrorist demands to authorities either in writing or on tape, state clearly that the demands are from your captors. Avoid making plea on your behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN RESCUE SITUATIONS

- Do not run or drop to the floor. Remain still, if that is not possible, cross your arms bow your head & stand still, make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions that are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched do not resist. Just wait for the confusion to be cleared.
- You will be taken to safe area, where proper search and identification will be carried out.

HANDLING VIOLENT ACTIVITIES OF WORKERS

Normally violent activities arise out of anger on the spur of the moment and such violence exists for short time. The aim is to contain such activities at nascent stage & without any damage to property and person.

1. The Security team confronting such elements to solve and defuse the situation, in an amicable manner.
2. If situation goes beyond control and show of force required then PSO to take action to meet the situation by forcible removal of person from site.
3. In the meantime the officer in charge of the spot will inform the Commandant who will if necessary send additional man power by mobilizing off duty personnel.
4. Simultaneously control room will inform the local police.
5. Depending on the gravity of the situation alert following.
 - (a) Inform Conservator / Harbour Master / PSO / IR Officer
 - (a) Dhamra Police Station
 - (b) Port Fire Station
 - (c) Port Hospital
 - (d) Industrial Relations Officer & Dept. Head - To be present at the scene of incident.
 - (e) The Security Shift In Charge will use PA system and siren to disseminate correct information with appeals for calm and reason.
 - (f) The Security Command center will record the riot for collecting vital information and pictures for use when the perpetrators of crime are prosecuted as per the provisions of the law.
 - (g) **All Head of Dept. to recognize the potential trouble makers and prepare list of such employee, keep them under constant surveillance and have frequent interaction with them. It is imperative to nip the evil in bud.**

Ship Security Alert in Port Limits

The **Ship Security Alert System (SSAS)** is part of the ISPS Code is a system that contributes to the efforts to strengthen maritime security and suppress acts of terrorism and piracy against shipping. The system is a joint project between COSPAS & SARSAT and the IMO. In case of attempted piracy or terrorism, the ship's SSAS beacon can be activated and appropriate law enforcement or military forces can be dispatched. The alarm is a covert signal, which will have no sound and no flashing lights so that it is in no way obvious to any intruders on board the ship. When an SSAS alert is triggered:

- the Rescue Coordination Centers or SAR Points of Contact (SPOCs) for the country code the beacon is transmitting is notified discreetly
- National authorities dispatch appropriate forces to deal with the terrorist or pirate threat.
- SSA alerts are not transmitted to ships in vicinity.

ACTION

1. PFSO will receive SSA alert from DG Shipping.
2. On receipt of alert inform – CEO / Conservator / Harbour Master.
3. Implement **Security Level – III**
4. Action should not jeopardise concerned ship security. All action to be discreetly taken.
5. Inform - Police / Navy / Coast Guard.
6. Vessels at Anchorage then keep under surveillance. Prevent vessel from entering the navigable channel.
7. Vessel at Jetty, then keep under surveillance till arrival of law Enforcement Agencies arrival.
8. All tugs, craft and Pilot to be stand by.

SPILLAGE OF HAZARDOUS SUBSTANCES

1. Port Signal Station reports spillage of hazardous Substances on Port properties to Harbour Master / Conservator / PSO.
2. Port Conservator inform CEO.

Immediate Action

1. Determine the nature of the substance and approximate quantities involved. Verify from Master of the vessel, ship agent.
2. If details of substance are unknown and spill gives toxic or noxious fumes
 - Inform Port Hospital.
 - Initiate evacuation measures.
 - Notify Duty Pilot.
 - Where applicable turn off Air Conditioning – ventilate to open air if possible
 - Evacuation procedure to be upwind.
 - Remove any ignition sources if the spill is suspected to be combustible.
 - Cut Off Electric supply.
 - Seal off water approaches with launches and crafts.
 - Seal off entry points and clearing the area of all personnel / Public.
 - Evacuated persons are not to return to the affected area until all clearance given.

SPILLAGE OF HAZARDOUS OR NOXIOUS GAS

Port Signal Station reports spillage of hazardous gas in atmosphere to Harbour Master / Conservator / PSO.

Port Conservator informs CEO.

Immediate Action

- Isolate the source of the gas – only if safe to do so.
- Alert Port Hospital & Emergency services.
- Shut down the air conditioning to prevent the spread of gases.
- Remove any ignition sources if the gas is suspected to be combustible – only if safe to do so.
- Turn off the electrical supply.
- Inform Port Environmental Representative
- Assess the need to evacuate any personnel within port area, including ships crew. Such assessment will be made with regard to wind speed and direction, the type of gas in the atmosphere, the characteristics of the gas.
- Stop all cargo work.
- The Masters and agents of all vessels in the vicinity should be informed of the emergency.
- Movement of all vessels should be stopped as necessary.
- All evacuation and assembly areas are in upwind directions.

FIRE ON BOARD A VESSEL IN PORT –CHECK LIST-

Dhamra Port Berth..... Date.....
Vessel.....Agent.....
Fire fighting Facilities on vessel.....
Location of Fire.....
Substance(s)burning.....
.....
Nature of Hazard.....
.....
.....
Details of Dangerous goods on board.....
Likelihood of explosion
 Generation of explosive gas.....
 Generation of close area
Dhamra Port Emergency Coordinator.....
Police advised and requested to attend
 Requested to close area
 Other action
Agent advised
Consulted with Master.....
 Fire Officer.....
Need to move vessel
Movement of other vessels stopped
Cargo operations ordered to cease
Tug company advised
Port Launches ordered to attend
Request to Master for stability data
Intake of water, effect on stability
Protection of shore property from fire
Removal of plant etc.....
Divers required
Establish communications
Impact on Environment

FIRE ON BOARD A TANKER IN PORT –CHECK LIST-

Port.....Berth.....Date.....
Vessel.....Agent.....
Fire fighting Facilities on vessel.....
Location of Fire.....
.....
Type of Cargo.....Quantity

Cargo operations ceased.....
Lines cleared.....Quantity.....
Likelihood of explosion

Dhamra Port Emergency Coordinator.....
Police requested to attend

Area cleared.....Agent advised.....
Other action.....
.....

Consulted with Master.....
 Fire Officer.....

Movement of other vessels stopped

Need to move tanker

Need to move other vessels

Tug company advised

Port Launches ordered

Communications established.....

Need to evacuate hazard zone

Oil pollution equipment positioned

Protection of berth

Protection of berth

Impact on Environment

Fire Extinguished

Precautions against re-ignition

 Gas generation

 Explosion

General Security

GROUNDING OF A VESSEL IN –CHECK LIST-

Port.....location.....Date.....

Vessel.....Agent.....

MasterPilot.....

Time of Grounding

Cause of Grounding.....

.....

Port Emergency Coordinator.....

Agent advised

Tug company advised

Port Launches ordered

Vessel lengthDraft F.....A.....M.....

Tides

Tide at time of grounding

Direction of vessels head

Movement of other vessels stopped

.....

Damage to vessel

.....

Pollution

.....

Confer with Master

.....

Evacuation of passengers (if any).....

.....

Plans to refloat Vessel

.....

.....

Impact of Environment

Berth

Remarks

.....

.....

Date

SINKING/CAPSIZE OF A VESSEL IN – CHECK LIST-

Port.....location.....Date.....

Vessel.....Agent.....

MasterPilot.....

Time of Sinking/Capsize

Cause of Sinking/Capsize

.....

Port Emergency Coordinator.....

Agent advised

Tug company advised

Port Launches ordered

Vessel lengthDraft F.....A.....M.....

Tides

Tide at time of Sinking/Capsize

Direction of vessels head

Movement of other vessels stopped

.....

Damage to vessel

.....

Pollution

.....

Confer with Master

.....

Evacuation of passengers (if any).....

.....

Plans to refloat Vessel

.....

.....

Impact of Environment

Berth

Remarks

.....

.....

Date

SINKING/CAPSIZE OF A VESSEL – CHECK LIST-

Port.....location.....Date.....

Vessel.....Agent.....

MasterPilot.....

Time of Sinking/Capsize

Cause of Sinking/Capsize

.....

Port Emergency Coordinator.....

Agent advised

Tug company advised

Port Launches ordered

Vessel lengthDraft F.....A.....M.....

Tides

Tide at time of Sinking/Capsize

Direction of vessels head

Movement of other vessels stopped

.....

Damage to vessel

.....

Pollution

.....

Confer with Master

.....

Evacuation of passengers (if any).....

.....

Plans to refloat Vessel

.....

.....

Impact of Environment

Berth

Remarks

.....

.....

Date

COLLISION BETWEEN TWO VESSELS WITHIN PORT LIMITS -CHECK LIST-

Port.....location.....Date.....

Vessel 1.....

PilotAgent

Vessel 2.....

PilotAgent

Port Emergency Coordinator.....

Agent advised

Tug company advised

Port Launches ordered

Condition of vessel

.....

.....

.....

Confer with Masters

.....

.....

.....

Action to be taken to move vessels

.....

.....

.....

Impact of Environment

Likelihood of pollution

Type ofQuantity

.....

.....

Remarks

.....

Date.....

FLOODING DUE TO HIGH TIDES OR HEAVY RAIN –CHECK LIST-

Port Date

Port Services Personnel Ordered

Condition of vessels in port:

VESSEL	BERTH	REMARKS

Ports vessels

Cargo Sheds/stacking Areas/Areas adjacent to Jetty

Action taken to protect buildings

.....

Cargo

.....

Equipment

.....

Disconnection of power

Preparations for subsidence of water.....

.....

DISASTER PLANNING

DAMAGE DUE TO EARTHQUAKE OR SEVERE TEMPEST CONDITION-CHECK LIST-

Port Date

Port Personnel Ordered

Condition of vessels in port:

VESSEL	BERTH	REMARKS

Ports vessels

DAMAGE:

Power lines

Water mains

Gas mains

Oil pipelines

Storage tanks

Pollution of sea

Communications

Ports buildings

Berths

Equipment

.....

Action taken

.....

.....

.....

.....

..

BOMB THREAT ON VESEEL -CHECK LIST-

Port: Date...../...../.....
 Ship: Berth

Area location:

Police notified:

Port emergency Coordinator:.....
 Area/Berth closed off:

Worked stopped:

Confer with Police

Advice to Master of the At Berth.....
At Berth.....
At Berth.....

Movement of vessels stopped:

Personnel evacuated if appropriate:

Vessels in vicinity shut down:

Evacuation of Crews if deemed necessary:

General Security Measures:.....

Impact on environment:.....

Pollution:

POLLUTION BY A HAZARDOUS OR NOXIOUS GAS –CHECK LIST-

PortDate

Location

Area affected

.....

Source

.....

Type of Gas

Source rectified

Port Emergency Coordinator.....

Environment Officer contacted

.....

Police advised

Area closed

Other action

Work stopped

Confer with Senior Fire officer

Confer with Senior Police

Advice to the Master of the “.....Berth

 “.....Berth

 “.....Berth.....

Movement of other vessel stopped

Vessels in vicinity shut down

Emergency evacuation areas upwind of spill.....

Crew and other personnel evacuated

.....

General Security Measures

.....

Impact of Environment

Pollution

.....

Samples to be acquired

.....

Port Environmental Representative advised

.....

Remarks

.....

.....

Date

DISTRIBUTION LIST

COPY NO.	COPY HOLDER	COPY NO.	COPY HOLDER
	CEO		CIVIL ENGINEERING DEPT
	Conservator		
	Secretary Ministry of Shipping		
	ADMINISTRATION DEPT		
			FINANCE DEPARTMENT
	TRAFFIC DEPT		
			TRAFFIC DEPT
			MEDICAL DEPT
	ELECT. & MECHANICAL DEPT.		
			MATERIAL MGMT. DEPT
	SECURITY		
	OUT SIDE AGENCIES		OUTSIDE AGENCIES
	Superintendent of Police		Navy
	Director General of Police		Coast Guard
	Chief Secretary		Army
	Joint Secretary (Ports)		
	Collector Bhadrak		
	Addl. District Magistrate		

Date:-

ISSUED BY CONSERVATOR

MUTUAL AID TELEPHONE NUMBERS

MINISTRY OF SHIPPING	OFFICE TEL	RES TEL	WEB SITE- FAX NO
Transport Bhavan, 1 Sansad Marg New Delhi 110 001			www.shipping.nic.in Fax 23715118
Shri G K Wasan Minister	011 - 23710356	233567111	
Shri Mukul Roy - Secretary Ministry of Shipping	011 - 23714938	24674955	Telefax 23716656
Shri Chandrasekhar Balakrishnan, Adll Sey & Financial Advisor	23710140	26898958	
Shri R. Srivastav Joint Secy (P)	23711873		
Dredging Corp of India Limited			http://www.dredge- india.com
Directorate General Shipping	91-22-22613651	Fax. -22613655	dgship@dgshipping.com
Indian Ports Association			www.ipa.nic.in
Tariff Auth Major Ports (TAMP)			www.tariffauthority.gov.in
Indian Maritime University Chennai	24530343/44/45	Fax 044- 24530342	EC Road,Uthandi,Chennai 119, www.nipm.in.nic.in
OFF SITE GROUP	Office Tel	RES TEL	Address
DG Police (Cuttack)	0674-2304451	2304662	
National Disaster Management Group	011-25655014	Fax-011- 25655003	New Delhi
SP , Bhadrak	06724-220115/ 9437102020	220015	Bhadrak District
Chief Secy & Ch Dev Commsr	0674-2534300	2536700	Gen Admin Dept Gov Orissa
Principal Secy-Rev dept	0674-2539023		Rev dept-Govt of Orissa
State Govt Secy Food supply	0674-2536892		
Relief Commissioner	0674-2536721		Sp Relief Commsr Bhub
Secretary Transport	0674-2536857		Commerce & Transport
Ch Engineer-State Elect. Board	0674-2404873		Chief Elec Inspect
Director Factories & Boilers	0674-2396070		Kharavel Nagar Unit 3
Secy State Pollution Board	0674-2562368		
Commsr-State Water Supply	0674-2536764	2407330	Water Resources
Coast Guard, Paradip	06722-222712	222215	-
Navy, INS Chilka	06756-227087	227213	-

DISASTER PLANNING**IMPORTANT TELEPHONE NUMBER**

District Administration STD Code - 06784			
Collector Bhadrak	250436	240100, 240220	9437061000
ADM		251881	9437215788
PD DRDA	242864, 242865	243053	9437360981
Bhadrak Tehsildar	240545		9438252485
Basudevpur Tehsildar	271442		9937432734
Chandbali Tehsildar			9437239809
Tihdi Tehsildar	274938		9861205118
Dist. Emergency Officer	1077	251881	9438544941
Dist. Police			
Bhadrak, SP			
SDPO, Chandbali			9438083737
Bansada Police Station			9437532423
Marine Police Station Dhamra		9437174343	9437238046
Oic Dhamra Police Outpost			9937385177
Oic Pirhat Police outpost			9438757110
Tihdi police Station		9777843800	9438020100
Fire Station			
Dhamra Fire Station	06786 - 222771		9778096881
Tihdi fire Station	06786 - 275901		
Defence Authority			
Coast Guard, Paradip	06722-222712	222215	-
Navy, INS Chilka	06756-227087	227213	-