GOVERNMENT OF RAS AL KHAIMAH
RAK PORTS

MARINE EMERGENCY RESPONSE PLAN

RAK PORTS MEMBERS

SAQR PORT AUTHORITY

The largest bulk handling port in the MENA region and operating to international standards - ISPS and ISO accredited. Saqr Port has established a reputation for a fast turnaround of vessels – just one of the value added services that sets Saqr Port apart from other ports in the region. Fast, efficient cargo handling and reliable distribution are the key elements to Saqr Port's reputation for quality. Saqr Port is handling bulk cargoes such as aggregates, oil and cereals. It has a good commercial and warehousing property portfolio which supports a thriving business community.

RAK MARITIME CITY

The 8 million sqm land and waterfront free zone development. RAKMC FZ is complementing Saqr Port's activities and reinforcing RAK's global business footprint. RAKMC FZ's harbour has 5 km of private dedicated jetties and a draft alongside of 6.5m.

RAS AL KHAIMAH PORT

A unique city centre port offering a range of modern cargo handling facilities and services. The port also has a new passenger/cruise terminal catering for the increasing interest in the leisure activities available in this northern emirate.

ALJAZEERA PORT

The "one-stop-shop" for dry docking and ship repairing in the UAE. The new 50,000 sqm Dry Dock and Ship Lifting System has 12 dry berths – 8 berths are 67.5m long x 30m wide and 4 berths are 77.5m long x 30m wide. The lifting dock has a synchronized lifting capacity of 1,100 tonnes and can accommodate vessels up to 55m in length x 18m wide.

AL JEER PORT

Located at the RAK border with the Musandam, Oman, the port is the latest marina facility in RAK. The new complex consists of a 266 berth marina for sailing yachts, large luxury yachts and private leisure vessels. The port also handles general cargo and livestock.

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FOREWORD

The Marine Emergency Response Plan forms part of the overall RAK Ports' Marine Safety Management System. This Plan has been envisaged and prepared by the Harbour Master of RAK Ports to detail the manner in which any marine emergency or critical incident under RAK Ports are to be managed. This document provides guidance, details, responsibilities and lines of communication for effective handling of marine based emergencies within RAK Ports, including the Port Control Centre area.

In addition to ensuring that the Ports operate efficiently and effectively, the successful application of this plan ensures compliance with the international standards of the Port Marine Safety Code and RAK Ports Integrated Management Systems.

In accordance with the Port Marine Safety Code, this plan will be reviewed on an annual basis and updated/amended as necessary. Amendments to this plan will be promulgated by the RAK Ports Marine Department.

All copy holders are to ensure that they read, understand, and adhere to the following emergency plan at times.

DISTRIBUTION

The Marine Emergency Response Plan will be distributed as follows:

1. One copy will be posted on the company website and the following will be notified when there are any changes or amendments:

    (1)   Harbour Master
    (2)   General Manager
    (3)   HSEQ Manager
    (4)   Security Manager
    (5)   Deputy Harbour Master, Saqr Port
    (6)   All Ports' Marine and Operations Managers
    (7)   Port Control Towers
    (8)   Senior Representatives of Emergency Services

2. One PDF copy shall be filed in the Integrated Management System as an External Document.

AMENDMENTS

Proposed amendments are to be sent to the Document Owner, Harbour Master, who will maintain a record of changes in accordance with the Control of Documents and Records Procedure.

DOCUMENTS AND RECORDS

The definition of documents and records is defined below:

a) **Documents:** Documents may be in any form or type of medium such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.

b) **Records:** Records provide evidence that activities have been performed or results have been achieved. They always record the past.

REFERENCE DOCUMENTS	
Document Number	**Document Title**
	International Ship & Port Facility Security Code (ISPS)
	Port Marine Safety Code

SECTION ONE

Organisation, Roles and Responsibilities

1. PURPOSE OF THE PLAN

RAK Ports Marine Emergency Response Plan is the contingency plan developed to deal with shipping related emergencies. The plan purpose is to provide a response mechanism for any marine accident, which may involve risk to life or the environment. The plan will be activated whenever the probable consequences of an incident are deemed to exceed either the capability of a third party to respond or when assistance has been requested.

2. INTRODUCTION

1) Preparing for emergency situations greatly reduces the risk of injury, illness, and fatalities, and may limit the damage done to infrastructure and surrounding areas. Well developed and rehearsed emergency preparations assist staff and internal emergency response personnel to respond quickly and effectively to an emergency.

2) Emergency Team members must make decisions that most benefit the circumstances of the emergency situations encountered. It is required that employees are realistically exercised in emergency response and that these procedures are used as a basis for these exercises.

3) This plan sets out the actions to be taken in an emergency or potential emergency in the harbour area and in the event of a major marine incident. Throughout this plan, in the absence of the Harbour Master, the Deputy Harbour Master or other deputy so appointed has authority to act for the Harbour Master. In drawing up the plan, frequent and detailed consultation has been undertaken.

3. AREA COVERED BY THE PLAN

1) The area covered by this plan includes vessels alongside, harbours, anchorage zones and the area within the RAK Ports limits. In the event of a major incident the following **must be** carried out:

   a. All incidents occurring in the Harbour are to be notified to the Harbour Master or Deputy Harbour Master or designated deputy.

   b. The decision to close the Port to shipping and/or restrict movements will be made by the Harbour Master.

   c. **Under no circumstances** may any vessel on fire, in danger of sinking, or causing major pollution, be moved or brought into the Harbour without the specific authority of the Harbour Master who will designate the route to be taken and the berth or area to be taken to. The Harbour Master will inform Coastguard, RAK Environmental Protection & Development Authority (EPDA) and Port State Control (PSC) as required.

   d. Vessels in any danger of sinking will not enter or use the fairway for approaching the port unless directed to do so by the Harbour Master.

4. NOTIFICATION OF AN EMERGENCY

1) It is essential that every person in the marine department discovering a situation that causes or is likely to cause death, bodily injury, or any other emergency situation that is likely to damage ships, port equipment, property or the environment, shall:

   a. Without delay, through any means of communication, notifies the Harbour Master of the emergency situation;

   b. Submits, as soon as possible, a detailed report of the emergency situation to the Harbour Master;

2) A person doing anything resulting in an incident involving a loss, damage, explosion, fire, accident, grounding, stranding or pollution must submit, as soon as possible, a detailed written report of the incident to the Harbour Master.

5. MAJOR AND MINOR MARINE EMERGENCIES

This Emergency Plan will be used as the basis for all types of emergency and it is important to differentiate between Major and Minor Emergencies as this will help the organisation to determine the proportionate level of response.

1) **Major Emergency:** An event reportable to external authorities which demands a non-routine response, and resulting from uncontrolled developments in the course of the business operations and involving total implementation of RAK Ports Marine Emergency Response Plan and other authority and local plans.

   The event may either cause, or have the potential to cause:

   a. Multiple serious injuries, cases of ill health (either immediate or delayed), or loss of life.

   b. Serious disruption or extensive damage to property or the environment, inside or outside the establishment.

   c. The rescue and transport of a large number of casualties.

   d. The involvement, either directly or indirectly, of large number of people.

   e. The handling of a large number of enquiries likely to be generated.

   f. Involvement of local authority emergency service(s), neighbour or media interest.

2) **Minor Emergency:** An event which is not reportable to external authorities, requiring a routine response, and capable of being handled by Port's internal mechanism.

   The event may either cause, or have the potential to cause:

   a. Moderate to minor injuries, cases of ill health (either immediate or delayed) with no potential for loss of life.

   b. Moderate to minor disruption or damage to property or the environment, inside or outside the establishment.
   c. No involvement of local/national emergency service(s), or media interest.

6. RAK PORTS EMERGENCY TEAM

The Port has nominated an Emergency Team consisting of certain key personnel to respond and manage the emergency response procedures. The team will be mobilised as necessary depending on the nature of the incident. If key personnel are not available then their nominated deputies will substitute as required.

1) The key personnel that make up the Port Emergency Team are as follows:

   a. Harbour Master, RAK Ports, as Incident Commander.

   b. Deputy Harbour Master, SPA, as Second Incident Commander.

   c. Duty Port Controller(s)/Port Control Supervisor.

   d. Scene of Incident (SOI) Commander.

   e. Emergency Service Commanders.

2) The Emergency Team core roles and responsibilities are detailed in the following sections, but the Emergency Team is also supported by the following team:

   a. General Manager, RAK Ports.

   b. HSEQ Manager, RAK Ports.

   c. Security Manager, RAK Ports.

   d. Marine Manager, Al Jazeera Port.

   e. Port Operations Manager, Ras Al Khaimah Port.

   f. Operations Manager, Al Jeer Port.

   g. Port Operations Manager, Saqr Port.

   h. Business Development Manager, RAK Ports.

   i. Projects Manager, RAK Ports.

   j. Engineering Manager, Saqr Port.

   k. Security Officer, Saqr Port.

   l. Security In-charge, Al Jazeera Port.

   m. Security In-charge, Ras Al Khaimah Port.

   n. Security In-charge, Al Jeer Port.

   o. Security In-charge, RAK Maritime City.

   p. Security Supervisors, Local Guard & Ports' Police.

   q. Marine Services/Pilotage Service (as marine advisors).

   r. Tug Services (as marine fire-fighting, pollution control and Search and Rescue).

   s. Supervisors, Marine department.

   t. Health & Safety Coordinator, Saqr Port.

   u. Marine Safety Management System Coordinator, RAK Ports.

7. RESPONSIBILITIES – INCIDENT COMMANDER

1) On being informed of the existence or possible existence of an emergency the Harbour Master or the designated person, should go immediately to the Port Control Centre and take control of the Emergency as **Incident Commander (IC)**. He should then initiate the appropriate Emergency Procedure from this Plan.

2) **Incident Commander's aims are as follows:**

   a. Save or remove danger to human life.

   b. Save or prevent further damage to the environment.

   c. Protect property.

3) **The Incident Commander's initial actions should be:**

   a. Take charge of the incident.

   b. Account for personnel.

   c. Evaluate the incident as a Major or Minor Emergency and build a picture.

   d. Contain the incident.

   e. Establish a "Command Aim" and brief Emergency Team.

4) In addition the Incident Commander should do the following as appropriate for a Major or Minor Emergency:

   a. Ensure that local emergency services have been called.

   b. Consider possible counter pollution measures.

   c. Consider the closing of adjacent berths if required.

   d. Continually review and reassess the situation to determine the continued direction of the emergency response.

   e. Liaise with the Police and Fire Services, as to the possible effects of the incident on the immediate area outside the port and communicate with local authorities as necessary.

   f. Consider the suspension of vessel movements in the immediate area.

   g. Where necessary keep neighbouring businesses and industry informed.

   h. Give due consideration to relief of personnel and catering facilities if the emergency situation is prolonged.

8. RESPONSIBILITIES – SECOND INCIDENT COMMANDER (2IC)

1) In the absence of the Harbour Master, the Deputy Harbour Master will assume the role of Incident Commander. If the Deputy Harbour Master is already on site then his responsibilities should be as follows:

   a. Should first assess the magnitude of the incident and decide whether it constitutes a major or minor emergency or whether one is likely to develop. If so the Harbour Master shall be notified.

b. Once an emergency is evident then the Deputy Harbour Master should notify the Harbour Master and assume his duties until the Harbour Master arrives at the Port Control Centre. At which point he assumes role of 2IC and assists the Harbour Master with the following:

(1) Ensure all the emergency services have been called.

(2) In conjunction with the HSE Department, Local Guard, Port Security, and Coastguard as required, direct the evacuation of the immediate area and other areas and berths likely to be affected.

(3) Assist in the direction of operations at the scene of the incident.

(4) Direct search and rescue and fire-fighting operations, until the arrival   of the emergency services.

(5) Ensure non-essential workers are evacuated to assembly areas.

2) In addition the 2IC shall where necessary:

a. Set up communications with radio, telephone or messenger between the Port Control Centre and the person in charge of the Scene of the Incident and other key parties.

b. Give advice and information to the emergency services.

c. Brief the Harbour Master and keep him informed.

d. Exercise direct operational control for those parts of the Harbour outside the affected area.

e. Direct the closing of berths and their evacuation, in consultation with theHarbour Master and other key personnel.

9. RESPONSIBILITIES –DUTY PORT CONTROLLER & SUPERVISOR

1) The Duty Port Controller may be the first person to be aware of a developing situation, potential emergency or actual emergency. He may have been called by a vessel in distress or have been called by anyone within the port area reporting an incident or he may have witnesses and incident.

2) On first becoming aware of an incident he should:

a. Call the Port Controller Supervisor for guidance as required.

b. Inform Duty Pilot to provide necessary assistance.

c. Inform and brief Deputy Harbour Master and accordingly to inform Harbour Master.

d. Notify Coastguard.

e. The Duty Port Controller/Supervisor will arrange tug assistance, pilots or other services as instructed by IC to assist with any response to an incident as necessary.
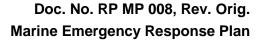
f. Call the Security Supervisor as appropriate to the situation to inform Police, Ambulance, Civil Defence etc.

g. Inform all relevant parties of the incident.

h. Direct any vessels away from the scene of the incident (SOI) except for emergency service vessels.

i. If necessary cease all imminent marine operations, vessel manoeuvres, pilotages, towages services, diving operations, bunkering or any other hazardous operations in consultation with Duty Pilot and as guided by IC and 2IC.

j. Record events and time in the log.

k. The Port Control Supervisor shall attend Command Briefs to update the Emergency Team and to receive the Command Aim and specific instructions from the IC in the presence of the Emergency Team.

l. Port Control Supervisor to brief to the Harbour Master (Incident Commander) and Deputy Harbour Master (Second Incident Commander) on their arrival and prepare detailed report.

m. Duty Port Controller to resume duties, Port Controller Supervisor managing situations as required and in accordance with the IC's or 2IC's Command Aim and directions.

n. Continue to keep record of events in the log.

10. SCENE OF INCIDENT (SOI) COMMANDER (Senior Manager in respective port)

1) The SOI commander is the most senior staff member for the area of the port affected. They shall be called by the Duty Port Controller or Port Control Supervisor as part of the Emergency Team and must mobilise to the SOI as quickly as possible if not already at the SOI. Until the SOI Commander arrives on scene his nominated deputy or first person on scene shall adopt role of SOI Commander. If there is no SOI commander available then the most senior staff member in the vicinity shall assume the role.

2) The actions of the SOI Commander shall be as follows:

a. Establish communication with the Port Control Centre, Deputy Harbour Master or Harbour Master by phone or radio.

b. The SOI Commander shall inform the IC what resources, personnel and equipment are available to him for mobilisation and required services to assist with response to the incident as necessary.

c. Account for all personnel, by use of staff duty roster by department and report any missing persons to the IC, 2IC and emergency services.

d. If safe to do so, provide assistance to personnel in distress, injured or trapped.

e. Direct emergency services to the scene when they arrive and brief them on the situation. The brief should include as a minimum: quick description of situation, missing and injured persons, layout of SOI, key hazards (dangerous materials or substances), and any emergency equipment available.

f. If safe to do so and trained they should instigate restraint of situation, i.e. pollution response, preventing access to unnecessary personnel, taking charge of personnel evacuation until emergency services take over.

g. Once emergency services have taken over the SOI Commander must remain at SOI to act as communications between SOI and IC until relieved by nominated assistant.

h. SOI Commander should attend IC/2IC Command Briefs at designated times if able to come away from SOI or send nominated assistant.

i. At the Command Brief the SOI Commander or assistant shall brief the IC, 2IC and Emergency Team on current actions, who are at the SOI, injured or missing persons, and then be briefed by the IC on specific instructions and the intended Command Aim.

11. EMERGENCY SERVICE COMMANDERS

1) The local emergency services: Police, Ambulance, Civil Defence and Coastguard are likely to have their own Commanders who would on arrival at the SOI take over emergency actions if trained to deal with that specific incident. If this is the case they shall communicate with the Port Emergency Team through the Port SOI Commanders as guided by IC or 2IC.

2) Emergency Services shall have their own emergency procedures which the Port should be familiar with. Likewise the Emergency Services should be familiar with the Port Emergency Response Plan and those key personnel who would be involved. All groups should exercise with each other at regular intervals to help understand and refine each other's procedures and to share knowledge on best practice.

3) Emergency Service Commanders, the Port Control, IC and2IC should hold contact details for each party.

SECTION TWO

RAK Maritime City Private Berth Emergency Plan

1. POSSIBLE SCENARIOS

1) Scenarios to be considered are:
    a. Fire
    b. Release of flammable vapour and/or toxic vapours
    c. Loss of product from the berths or ships moored to the berths
    d. An incident involving the jetty pipelines supplying the tanker/vessel
    e. A vessel at the berth being stuck by a vessel underway
    f. A moored ship drifted or breaking away from the berth

2. CONSEQUENCES

1) The consequences of an incident must be considered in relation to:
    a. Personnel on a stricken vessel
    b. Personnel on a vessel at the other berth
    c. Personnel on the berth

3. RAISING ALARM

The responsibility for raising alarm rests with the Master of the vessel concerned, the berth personnel/duty in-charge of tenant, or any other vessel in the vicinity.

4. OTHER METHOD OF RAISING ALARM

1) VHF channel 69 or 72 to RAK Maritime City Port Control.
2) VHF channel 09 or 14 to Saqr Port Navigational Services.
3) Personnel/duty in-charge of tenant may raise alarm by calling Saqr Port/RAK Maritime City Port Control on 07-205 6161 / 162 / 163.

5. RESPONSIBILITIES OF TENANT

1) Tenant have responsibilities for:
    a. The nomination of a Scene of Incident Commander (SOI) - This individual, or his nominated deputy, must be available at all times.
    b. Emergency Response Plan related to their sites - These must include procedures to provide a SOI Commander at any time that a crisis might break, and have suitable prepared communications systems. These plans are to be submitted to the Harbour Master and Port Control for coordination purpose.
    c. Maintaining an awareness and understanding of RAK Ports Marine Emergency Response Plan, the requirements of the plan and their responsibilities within it.
    d. It has been agreed that the Tenant will:
        (1) Report the onset of the incident to the Port Control and Emergency numbers.

(2) Invoke tenant Emergency Response Plan.

(3) Establish an incident control point. Ensure it is manned, equipped and has communications. Ensure there is one nominated SOI Commander.

(4) Prepare to take further action which included: receiving the emergency services, maintaining a reporting and communication structure; providing guides or escorts to assist the coordinating and receiving resources and agencies needed to deal with the incident.

(5) Take necessary action and responsibility for the incident until the Emergency Services assume control.

(6) Account for all personnel and arrange for evacuation if required.

e) When incident has been concluded, a confirmatory report of the incident is to be sent to Harbour Master by email.

6. ACTION BY VESSEL MASTER

1) The Master will:

   a. Take immediate and appropriate steps to safeguard his vessel and crew until assistance arrives.

   b. Nominate a Senior Officer to liaise with the Emergency Services, to provide detailed information on the vessel and equipment.

   c. If appropriate prepare the vessel for departure but DO NOT LEAVE THE BERTH without specific permission from the Harbour Master.

7. ACTON BY PORT CONTROL

1) On receipt of an emergency incident report, the RAK Maritime City Port Controller should obtain the following details from the person making the report:

   a. Type of incident (i.e., Fire, Explosion, Product release etc.)

   b. Location (i.e., Berth No., Ships Name etc.)

   c. Possible casualty numbers or other effects.

   d. Whether immediate assistance required and what type of assistance.

   e. Present situation, including any hazard to third parties.

   f. Response action already taken.

In addition, he should also:

- Initiate the call-out procedure as detailed in Emergency Cards (Appendix A, B, C or E) appropriately.

SECTION THREE (Appendices)

Appendix A

<u>EMERGENCY CARD</u>: VESSEL CASUALTY

This Emergency Card provides specific guidance on steps and actions to be taken in the event of casualty to shipping. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.

Definition: Casualty to Shipping – vessel grounding, sinking, involved in a collision, or not under command due to mechanical failure or damage.

No.	Port Control Actions	Comment or Tick
1	Contact vessel or pilot of vessel to gather information:	
	a. Number of personnel on board	
	b. Type of cargo, any IMDG or hazardous cargo	
	c. Any personnel casualties	
	d. Nature of vessel casualty, damage, fire, flooding, stability	
	e. Any pollution or danger of pollution	
	f. What assistance required. Fire-fighting, evacuation, towage	
2	Contact Coastguard who will instigate Search and Rescue response	
3	Contact other Emergency Services as necessary	
4	Contact Duty Pilot, Deputy Harbour Master & Harbour Master and activate the Port Emergency Team	
5	Contact other members of Emergency Team	
6	Alert tug crews and pilots to be on standby to assist	
7	Broadcast navigational warnings to all ships in area, advising of the incident	
8	Ensure other vessels are not put at risk	
9	Record events in the log	
10	Obtain weather forecast and tidal information for next 24 hours and give to Harbour Master	
11	Brief Deputy Harbour Master & Harbour Master on their arrival	
Emergency Team Actions On Being Activated		
A	Provide information to the Coastguard in Search and Rescue	
B	Act as coordination centre for other emergency services	
C	Provide access to the port for emergency services	
D	Safeguard other shipping by Traffic Organisation and Information Services	
E	Prepare and clear available berths if vessel to be towed into port	
F	Liaise with vessel's agent to assist in provision of equipment and also movement of injured crew through the port	
G	Prepare Media response (as instructed by Harbour Master)	

Appendix B

EMERGENCY CARD: SERIOUS INJURY, FATALITY or MAN OVERBOARD

This Emergency Card provides specific guidance on steps and actions to take in the event of serious injury to personnel, fatality, medical evacuation or man overboard within the Port area. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.

No.	Port Control Actions	Comment or Tick
	Implement "Dealing With Medical Emergency Procedure" (Tower)	
1	Gather information from person reporting the incident:	
	a. Number of personnel injured	
	b. Number of persons missing or overboard	
	c. Location of injured persons	
	d. Does the danger still exist, i.e. is there a parallel emergency such as fire, spill, trapped personnel etc.	
	e. What assistance required. Search and Rescue, ambulance, Fire-fighting, evacuation, towage etc.	
	f. Can the reporting person remain with the injured personnel and provide first aid; is it safe to do so?	
2	Contact Emergency Services and provide above information	
3	If it is a vessel based incident or man overboard contact Coastguard who will provide Search and Rescue	
4	Contact Harbour Master and Deputy Harbour Master and activate the Port Emergency Team	
5	Contact other members of Emergency Team	
6	Alert tug crews and pilots to be on standby to assist if needed	
7	Broadcast navigational warnings to all ships in area, advising of the incident and to look out for missing persons or man overboard giving location if known, ask for assistance if they can	
8	Record events in the log	
9	Obtain weather forecast and tidal information for next 24 hours and give to IC	
10	Brief IC and 2 IC	
	Emergency Team Actions On Being Activated	
A	Provide all necessary support to Emergency Services, prepare safe and fast access to SOI	
B	Provide support to the Coastguard in Search and Rescue by use of Marine Service provider vessels	
C	Act as coordination centre for other emergency services	
D	Prepare suitable landing stage for search and rescue vessels and recovery of personnel	
E	Restricting road traffic and personnel to the site as necessary	
F	Obtain injured personnel names of the Port employees and HR incharge to contact next of kin	
G	Liaise with vessel's agent to assist with movement of injured crew through the port	
H	Prepare Media response (if required and as instructed by HM)	
I	Preserve evidence for investigation	

Appendix C

EMERGENCY CARD: VESSEL FIRE AT BERTH

This Emergency Card provides specific guidance on steps and actions to take in the event of a fire on a vessel alongside a berth within the Port. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.

No.	Port Control Actions	Comment or Tick
1	On being alerted the duty Port controller shall try to obtain the following information from the person reporting:	
	a. Name of vessel	
	b. Location of vessel	
	c. Number of persons on board	
	d. Any missing persons	
	e. Exact location of the fire	
	f. Type of cargo	
	g. Crew still onboard or evacuated	
	h. What fire fight effort already made by ship's crew	
	i. Is fire contained or spreading	
	j. Any adjacent vessels, equipment or buildings at risk or damaged	
2	Alert Fire Service to protect adjacent property and Ambulance	
3	Broadcast navigational warning	
4	Port control keep that area of port clear of vessel traffic	
5	Alert Harbour Master and Deputy Harbour Master and activate Emergency Team	
6	Alert towage service and pilots to be on standby to move adjacent vessels if needed	
7	Wherever possible source copies of cargo manifests and stowage plans with IMDG fire-fighting recommendations for Emergency Services and Harbour Master	
8	Brief IC and 2IC on arrival	
9	Record all events	
10	Gather weather forecast for IC	
Emergency Team Actions On Being Activated		
A	Provide all necessary support to Emergency Services, prepare safe and fast access to SOI	
B	Act as coordination centre for emergency services	
C	Restricting road traffic and personnel to the site as necessary	
D	Obtain injured personnel names if Port employees and HR Incharge to contact next of kin	
E	Liaise with vessel's agent to assist with movement of injured crew through the port	
F	Prepare Media response (if required and as instructed by HM)	
G	Restrict access to that area of the port for emergency access only	
H	Preserve evidence for investigation	

Appendix D

EMERGENCY CARD: ANCHORAGE AND PIPELINE INCIDENT CARD

This Emergency Card provides specific guidance on steps and actions to take in the event of an emergency coupled with pipelines at anchorage zones within the Port. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.

No.	Port Control Actions	Comment or Tick
1	On being alerted the duty Port Controller/Supervisor shall try to obtain the following information from the person reporting:	
	a. Name of vessel/tug and barge	
	b. Location of vessel	
	c. Number of persons on board	
	d. Any injuries or casualties	
	e. Nature of Incident (eg:- anchor fouled, engine failure etc)	
	f. Any adjacent vessels at risk or potential pipeline damage	
	g. Any specific hazardous materials within	
2	Alert specific vessels if necessary	
3	Broadcast navigational warning	
4	Alert pipeline operator	
5	Alert Harbour Master and Deputy Harbour Master and activate Emergency Team as instructed.	
6	Alert towage service and pilots to be on standby to move adjacent vessels if needed	
7	Brief IC and 2IC on arrival with above info	
8	Brief Emergency Services on arrival	
9	Record all events	
10	Gather weather forecast for IC	
11	Suspend all shipping movements until further notice in the vicinity of the SOI	
Emergency Team Actions On Being Activated		
A	Provide all necessary support to Emergency Services, prepare safe and fast access to SOI	
B	Act as coordination centre for emergency services	
C	Use SOI Commander to brief Emergency Services on their arrival	
D	Restricting vessel traffic as necessary	
E	Obtain injured personnel names if Port employees and HR In charge to contact next of kin	
F	Prepare Media response (if required and as instructed by HM)	
G	Preserve evidence for investigation	

Appendix E

EMERGENCY CARD: POLLUTION INCIDENT

This Emergency Card provides specific guidance on steps and actions to take in the event of an actual or probable pollution incident within RAK Ports. It should be used in conjunction with the RAK Ports Oil Pollution Emergency Plan. A photocopy or photograph of this list should be taken at the end of the incident as evidence of actions.

Pollution Severity Tier System: This is used by the IC to help them decide on the appropriate level of response.

Tier 1 - Minor Spill: Will be dealt with by the party responsible for the pollution, using resources immediately available at the scene. If necessary RAK Ports will activate their own Oil Pollution Emergency Response Plan to assist with the spill within their own resources

Tier 2 – Significant Spill: When a Tier 1 spill is beyond the control of the vessel team or basic response. The spill may require the mobilisation of external assistance. If the spill is on-going and not contained it may require some additional personnel and resources.

Tier 3 – Major Spill: A spill which requires large scale involvement in liaison with the EPDA.

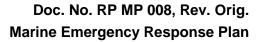| No.	Port Control Actions	Comment or Tick
1	Attempt to obtain the following information from the reporting person	
	a. Location of spill, vessel, berth, building, location	
	b. What is the spilled substance	
	c. Any injuries	
	d. Any other parallel incident, fire, vessel casualty etc.	
	e. Is spill contained or stopped, is it spreading, is it still spilling	
	f. Any actions taken already to contain spill	
	g. Source of spill isolated?	
2	Immediately alert the Harbour Master and Deputy Harbour Master and report the above information. The Harbour Master or Deputy Harbour Master will designate the spill Tier, 1, 2 or 3 and decide if RAK Ports Oil Port Pollution Emergency Response Plan needs to be mobilised or if external authorities need to be involved.	
IC Actions In Response To Designating Spill Tier 1, 2 or 3		**Comment or Tick**
1	**If Tier 1 Spill:** a. Activate Pollution Response Plan b. Port Controller and Duty Pilot to monitor and escalate if required. c. Offer assistance in clean up through Marine Services d. Restrict vessel movements, diving, hot work or bunkering in the immediate vicinity of the spill e. Record in log f. Report spill to national response authority as a minor spill	
2	**If Tier 2 Spill:** a. Activate Emergency Team as advised by the Harbour Master b. Cease all vessel movements within the port as well as diving, hot work or bunkering c. Call for external assistance from pollution response organisation	
3	**If Tier 3 spill:** a. Activate Pollution Response Plan b. Alert Environmental Protection and Development Authority, RAK	

Annex 1

PLANT & EQUIPMENT LIST – RAK PORTS

Vessel	Age	Type	Rating	Power	Propulsion	LOA	Beam	Draft	Remarks
Kestrel	Jun 2013	Damen Stan Tug 2411	69t Bollard Pull	4180 kW	ASD	24.5m	11.3m	5.5m	Fi-fi
Falcon	Nov 2012	Damen Stan Tug 2310	61.6t Bollard Pull	3000 kW	ASD	22.7m	10.4m	4.35m	
Sha'm	Feb 2008	Damen Stan Tug 2608	53.8t Bollard Pull	2850 kW	Twin Screw	26.2m	7.94m	3.91m	Fi-fi
Durrah	May 2002	Damen Stan Tug 2207	36.7t BP	2028 kW	Twin screw	22.5m	7.25m	3.35m	Fi-fi
Hulaylah	Nov 1995	Damen Stan Tug 1906	18.0t BP	1044 kW	Twin Screw	19.5m	6.04m	2.5m	Fi-fi
Masafi	Nov 1995	Damen Stan Tug 1906	18.0t BP	1044 kW	Twin Screw	19.5m	6.04m	2.5m	Fi-fi
Ghalilah	1976	Damen Stan Tug 1605	9.6t BP	720 hp	Twin Screw	15.7m	4.9m	2.25m	Can be fitted with plough
Hannah 1	2008	Harbour Patrol		2 x 150 hp	Twin Outboards	8.7m	2.4m	0.44m	Security patrol
Hannah 2	1992	Harbour Patrol		27 hp	Twin Outboards	6.25m	2.3m	0.4m	Patrol vessel
Vulture	2014	Pollution response		86 hp	Twin Screw	9.2m	3.8m	1.5m	For garbage / debris collection
Al Hamra Nautica	1993	Survey		2 x 150 hp	Twin Outboards	8.0m	2.8m	50 cm	Survey Vessel – to be replaced
TBA – under construction	2016	Pilot Vessel UAE		1200 hp	Twin Screw	15.0m	5.1m	1.1m	
Al Khor 1	2007	Tug – Panama	7t BP	1370 hp	Twin Screw	23.0m	6.5m	3.2m	Owned by RAK Port – leased by AJZP
Aquasea	1977	Tug – Japan	2t BP	500 hp	Twin Screw	14.9m	5.0m	1.8m	Owned by AJZP
Al Hamra Challanger	1983	Tug – Singapore	7t BP	900 hp	Twin Screw	20.4m	6.8m	3.34m	Owned by AJZP

Annex 2
Emergency Contact Numbers

The following contacts shall be held in the Port Control Centre and used by the Duty Port Controller, Port Control Supervisor, SOI Commander, IC and 2IC to contact and mobilise the Port Emergency Team and supporting services.

GENERAL – EXTERNAL		
Name	**Mobile / Landline Number**	**Contacted (tick)**
Coast Guard Group, HQ	07-244 6477	
Coast Guard-Operations Room	07-207 1264 / 222 / 211, 07-266 2441 & 07-207 1212	
Coast Guard Tower-Al Rams	07-266 3531	
Marine Rescue Section, RAK	07-233 3955	
Coast Guard – RAK	07-207 1300	
Coastguard - Al Jazeera	07-207 1273	
Fire Station, Main Office, Al Nakheel	07-228 8899 & VHF Ch.16 (C/S Tariq-6)	
Fire Service FZE	997 & 07-266 8880/33	
Police Control Room	999	
Al Rams Police Station	07 266 2246	
Police, SPA	07-266 8092 / 07-266 0314	
Police Operations Room, RAK	07-203 4232 / 07-233 9988	
Ambulance	998	
RAK Hospital Ambulance, RAK	07-222 5555	
National Ambulance	02-596 8701	
Sha'm Hospital, Sha'm	07-266 6465	
Saqr Hospital, RAK	07-222 3666	
Saif Hospital, Al Nakheel	07-222 3555	
RAK Hospital, RAK	07-207 4444	
Federal Water and Electricity Emergency	991 992	
ADNOC	02-673 0992/02-6730992	
EMARAT	050 553 7289 07-266 8410	
RAK Gas – Control Room	07-266 8344	
DNO Al Khaleej-Duty Manager	050 708 0329	
StormGeo(Weather Services)	04-367 8257	
Commercial Vessel – remains under command of Master	Vessel VHF or Master mobile	

SAQR PORT		
Name	**Mobile / Landline** **VHF Channel**	**Contacted** **(tick)**
Port Control Centre	07-205 6161/163 VHF Ch.16 – (Emergency) Marine Operations Ch.09, Working Ch.14	
Duty Pilot	07-205 6203	
Shore Bosun	050 487 8458 07-205 6158	
Marine Office	07-205 6164	
Duty Security Supervisor, SPA	050 199 2620	
Security Control Room (Emergency)	07-205 6111	
Security Control Room, SPA	07-205 6172/199/122	
Security Gate No.01, SPA	07-205 6169	
Cargo Duty Officer, SPA	050 487 5017 07-205 6149	
Police, SPA	07-266 8092 / 07-266 0314	
RAK MARITIME CITY		
Name	**Mobile / Landline** **VHF Channel**	**Contacted (tick)**
Port Control Centre	07-221 5258 07-205 6162 VHF Ch.16 – (Emergency) Operations, Working: Ch.09,69	
Security Office	07-221 5041	
Duty Security Supervisor	050 979 2431	
AL JAZEERA PORT		
Name	**Mobile / Landline** **VHF Channel**	**Contacted (tick)**
Port Control Centre	07-244 66247 / 07-244 6993 VHF Ch.16 – (Emergency) Operations, Working: Ch.13,68.	
Security Supervisor	050 273 4087	
Port Police	07-243 2121	
AL JEER PORT		
Name	**Mobile / Landline** **VHF Channel**	**Contacted (tick)**
Port Office	07-268 2333	
Duty Security Supervisor	050 979 2431	
RAS AL KHAIMAH PORT		
Name	**Mobile / Landline** **VHF Channel**	**Contacted (tick)**
Port Control Centre	07-2281190 VHF Ch.16 (Emergency), Working Ch.71.	
Security Office	07-228 8270	
Police Operations Room, RAK	07-203 4232 / 07-233 9988	