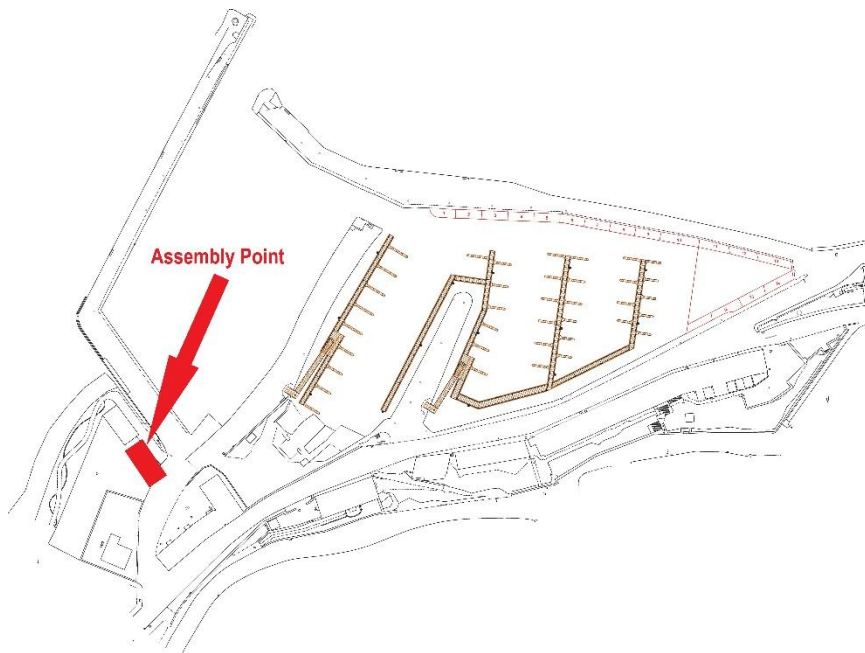


# **Banff Harbour Emergency Procedures**



Emergency procedures at these premises are managed by Liam Gray – Harbourmaster. The aim of this procedure is to provide relevant information to all staff about their safe evacuation from the premises should a fire or emergency arise.

## **Procedure on discovering an emergency situation**

### **RAISE THE ALARM**

- In the event of fire, sound the Fire Alarm and shout, FIRE, FIRE, FIRE. Call the Emergency Services on 999.
- If a Medical Emergency phone 999 then the Harbourmaster. First Aiders attend to casualty until Emergency Service arrives.
- If a Vessel sinks within the Harbour. Notify the Harbourmaster immediately who will take control of the situation and notify the relevant authorities.
- For a Security related Emergency. Use Run, Hide, Tell. Phone 999 and then the Harbourmaster. Provide as much information as possible from memory. DO NOT GO BACK TO THE SCENE. Use Protect UK or Citizen Aid websites for information.

Inform them of the address of the premises which is:

**Banff Harbour**  
**Quayside**  
**AB45 1HQ**

Inform them of the nature of the emergency.

- Evacuate the premises by the quickest available route and proceed to your Assembly Point which is at the southern end of the Harbour Masters Office Building and Public Toilets.
- **Do Not stop to collect personal belongings**
- Senior staff member to remain on scene to handover all information to emergency services upon arrival inclusive of:
  - Nature of emergency
  - People on site – accounted for or not

- Access - Site layout
- Hazards (plant & chemicals)
- History of emergency

## **Procedure on activation of the fire alarm**

### **GET OUT – STAY OUT**

- Evacuate the area by the quickest available route and proceed to your Assembly Point which is at the southern end of the Harbour Masters Office Building and Public Toilets.
- Do Not stop to collect personal belongings
- The on-duty member of staff should Call the Fire Service 999.  
Inform them of the address of the premises which is  
**Banff Harbour**  
**Quayside**  
**AB45 1HQ**  
Inform them that there has been an activation of the fire alarm & any other relevant information (Details of the fire / reason for alarm activation) if known
- Await further instruction from the senior fire warden / senior member of staff
- Do Not return to the building/area until all clear has been given by the Fire Service / Senior Fire Warden / Senior Member of staff.

Employees should ensure that all visitors (under their supervision) follow the above procedures and proceed to or escorted to the Assembly Point safely.

### **FIRE WARDENS & FURTHER INFORMATION**

To assist in achieving a safe evacuation, Aberdeenshire Council will train and appoint 'Fire Wardens, where appropriate.

(Advice on requirements for fire wardens & general fire safety advice is available from Aberdeenshire Councils Health and Safety Unit 01467 537515).

Fire Wardens will undertake weekly checks of Fire Fighting Equipment, Fire Exits, Evacuation Routes and other relevant issues.

General Information for Fire Wardens and information on Fire Safety is available on the health and safety pages on Arcadia (in the A-Z index of Policies and Procedures under "F").

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health%20and%20Safety/E-H/Fire.aspx>

A range of training videos relating to fire safety are available on ALDO.  
<http://aldo.aberdeenshire.gov.uk/course/view.php?id=153>