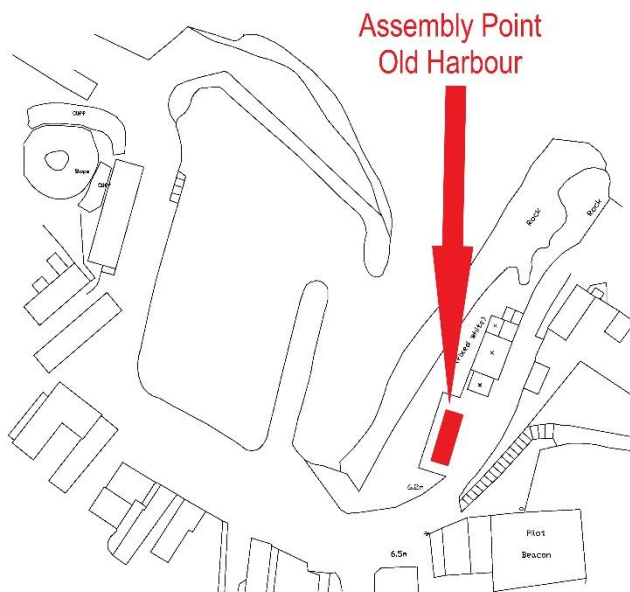
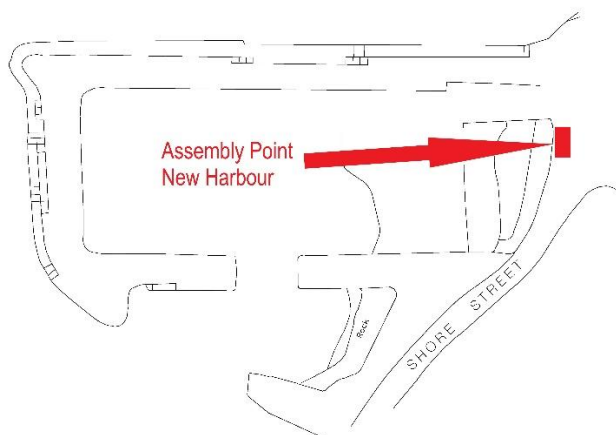


Portsoy Harbours Emergency Procedures



Fire & Emergency safety at these premises is 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 an emergency arise.



Procedure on discovering an emergency

RAISE THE ALARM

- In the event of fire, sound the Fire Alarm. Shout, FIRE, FIRE, FIRE. Call the Harbourmaster immediately or On Duty member of staff who will call the Emergency Services.
- 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. If unsure, use Protect UK or Citizen Aid websites.
 - Inform them of the address of the premises which is:
 - Portsoy Harbour
 - Shore Street
 - Portsoy
 - AB45 2RX
 - Inform them of the nature of the fire or emergency.
- Evacuate the premises by the quickest available route and proceed to your Assembly Point which is the car park next the public toilets for the Old Harbour and the Car Park next to the slipway in the New Harbour.
- Do Not stop to collect personal belongings
- Inform the Harbour Master of the nature of the fire or emergency.
- 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)

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 the car park next the public toilets for the Old Harbour and the Car Park next to the slipway in the New Harbour.
- Do Not stop to collect personal belongings
- The on-duty member of staff should Call the Fire Service 999 from a mobile phone.
 - Inform them of the address of the premises which is
 - Portsoy Harbour
 - Shore Street
 - Portsoy
 - AB45 2RX
 - 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 / are escorted to the Assembly Point promptly

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>