

PORT OF HAMINAKOTKA LTD

First aid instructions and guidelines for emergencies

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In an emergency, call 112

- Make the telephone call yourself
- State what has happened
- Give the exact address and municipality
- Answer any questions presented
- Do what you are instructed to do
- Do not hang up before you are given permission to do so

Fire

Rescue

→ Warn and rescue those in immediate danger.
Do not use the lift!

Put out the fire

→ Try to put out the fire if possible. Do not inhale smoke, stay low.

Restrict

→ Restrict the fire: close the doors and windows, stop mechanical ventilation if possible. Open the smoke vents. The emergency stop of ventilation and the opening of smoke vent hatches are often located near the automatic fire detector.

Call 112

→ Make an emergency call from a safe location. Call 112 even if the automatic fire alarm system had already given alarm.

Call the gate control room

→ Hamina +358 (0)40 590 6562
Mussalo +358 (0)5 260 5081

Instruct

→ Instruct assistance to the site.

Use of extinguisher



- Remove the cotter pin in accordance with the instructions of the extinguisher.
- When outdoors, extinguish the fire from the side of the upwind.
- Direct the powder jet to the root of the fire to the burning material.
- Start from the right distance: approx. 2.5 m when using a powder extinguisher and approx. 0.5 m when using a carbon dioxide extinguisher.
- Extinguish a liquid fire using a shower directed parallel to the surface.
- In a larger fire, several extinguishers should be used at the same time.
- A fire extinguisher that has been used just a little must be taken to service immediately.

Traffic accident

Rescue

→ Rescue those in immediate danger, avoid the unnecessary moving of those injured → if it is safe, the injured should be kept in place in the vehicle!

Prevent further accidents

→ Warn other traffic, stop the engines of the vehicles involved in the accident, beware of non-activated safety equipment, bring the fire extinguisher to the vicinity of the car if an extinguisher is available. Stop other vehicles if you need more help at the site!

Call 112

→ Make an emergency call as soon as possible.

Call the gate control room

→ Hamina +358 (0)40 590 6562
Mussalo +358 (0)5 260 5081

Give first aid

→ Open the airways, stop major bleeding if possible, do not move the patients unless necessary!

Instruct

→ Instruct assistance to the site.

If the accident involves dangerous substances, see also page 7, item “Accidents involving dangerous substances”.

Accidents involving dangerous substances

Rescue

→ Rescue those in danger. Avoid exposure to the substance.

Prevent further accidents

→ If the substance is flammable or explosive, try to prevent its ignition or explosion.

Call 112

→ Make the emergency call. Try to find out the type of the dangerous substance involved (UN number), since the emergency response centre wants to know it.

Call the gate control room

→ Hamina +358 (0)40 590 6562
Mussalo +358 (0)5 260 5081

Restrict

→ If you can, stop the leak. NOTE! Make sure to use appropriate personal protective equipment.

Instruct

→ Instruct assistance to the site.

Oil spill

Call 112

→ When you notice an accident, call the emergency response centre.

Call the gate control room

→ Hamina +358 (0)40 590 6562
Mussalo +358 (0)5 260 5081

Stop the leak

→ If oil is still leaking, try to stop the leak or bring it under control. Try to prevent the flow of oil into rainwater outlets.

Start prevention measures

→ Start prevention measures using the existing resources. Impregnation peat and oil containment booms, among others, are available at the port. The companies at the port also have their own equipment. Try to prevent the oil from catching fire.

Instruct

→ Instruct assistance to the site.

The rescue authority is responsible for the prevention measures in the event of an oil spill, and the Finnish Environment Institute is responsible for the prevention measures in the event of a chemical accident on a vessel.

What to do when you hear the general alarm signal

- Go indoors and stay indoors.
- Close doors, windows, vents and ventilation.
- Turn on the radio, wait for instructions.
- In addition to listening to the radio, follow emergency messages and instructions at teletext page 112.
- Avoid the use of telephone to prevent the lines from jamming.
- Do not leave the area unless authorities advise so.

Examples of situations where the alarm signal is given:

- a major fire which creates much toxic smoke
- gas risk, for example when there has been a road accident involving dangerous substances
- radiation hazard, for example an accident at a nuclear power plant
- other situations where the population is subject to an imminent threat.

Seeking protection in a shelter

How to prepare a shelter:

- Empty the shelter if it has been used as storage.
- Remove potential ventilation used in normal conditions.
- Reserve 30 litres of water per person.
- Install dry toilets in place.
- Check the doors, hatches and their seals.
- Install a seal-off tent at the door.
- Provide tables, chairs and bunk beds.
- Provide telephone and radio.
- Check air conditioning, water and sewage systems.
- Provide hygiene supplies.
- Provide general pharmaceuticals and iodine tablets.
- In a radiation fallout situation, a special ventilation filter must be installed.
- Provide food.
- Ensure communications with the management of your company and municipal/regional command centre.

When taking protection:

- Take with you any necessary pharmaceuticals and special food you need.
- Take your personal hygiene supplies with you.
- Follow the instructions given.
- A day program should be drawn up for the shelter.

Gas hazard

Call 112

→ If you notice a gas leak, call the emergency response centre. If the gas originates from elsewhere, you will hear the general alarm signal → take protection according to instructions.

Restrict

→ If possible, start control measures. NOTE! Make sure to use appropriate personal protective equipment. Do not become exposed to the gas.

Follow the instructions

→ Follow the instructions of the rescue authority concerning protection and other measures. Gas is often heavier than air, so the best place to go to is at an as high and windy location as possible.

(Instruct)

→ If you have noticed the gas leak yourself and made the emergency call, instruct assistance to the site (from a safe place).

Radiation accident

- Radioactive fallout can occur as a result of issues such as a nuclear power plant accident, nuclear weapons accident or nuclear explosion. The Finnish Radiation and Nuclear Safety Authority monitors radioactive radiation on a continuous basis.
- Radioactive fallout is communicated by means of the general alarm signal. The rescue authority provides additional information → listen to the radio.
- Seek protection in a shelter! (See page 10, item “Seeking protection in a shelter”.)
- The rescue authority provides information when it is safe to finish the protection measures.
- The radiation dose obtained by personnel is measured and recorded. The workplace is cleaned of radiation according to separate guidelines.

Bomb threat situation

If you reply to a telephone call involving a bomb threat:

- Try to get the caller to repeat the threat as if you had not understood what the caller said.
- Attract the attention of others in the agreed manner.
- Tell the caller that innocent people may be injured if the explosion takes place.
- Try to find out how the event will take place, and what type of explosive is being used.

Ask:

- When will the bomb explode?
- What does it look like?
- What type of a bomb is it?
- Where is it?
- What causes it to explode?
- Did you install the bomb yourself?
- Why, when?
- What is your name and address?

Pay attention to these:

- Style and dialect of the caller's voice.
- Background noises.
- Caller's use of language.
- Ask the caller to wait when you put the caller through to the telephone exchange.
- Be calm.
- Be friendly.
- Turn off background music.
- Try to maintain a conversation with the caller.
- Leave the line open to trace the caller.
- Fill in the bomb threat form (page 19).

Do not touch strange objects!

Call 112

Report the bomb threat immediately to the emergency response centre, tel. 112, and to the gate (Hamina +358 (0)40 590 6562, Mussalo +358 (0)5 260 5081), or ask someone else to do this if you are still on the phone with the caller.

Theft or robbery

Preventive measures:

- Observe unauthorised persons who behave strangely, and pay attention to their characteristic features.
- Do not trust the company logo displayed on work clothing.
- Keep valuable items, money and handbags out of sight or in a locked cabinet.

If there is a robbery:

- Stay calm.
- Try to slow down the events, so that others can see what is happening.
- Do not resist an attempted robbery.
- Do not give alarm if you are threatened.
- Pay attention to characteristic features and method of getaway (e.g. registration number of vehicle).

Giving alarm:

- Call the emergency response centre 112 when it is safe to do so.
- Also call the gate control room: Hamina +358 (0)40 590 6562, Mussalo +358 (0)5 260 5081.

After a robbery:

- Lock the doors.
- Make sure who the witnesses are.
- Write a description of the characteristic features and method of getaway on paper right away.

Power failure

Under normal conditions, a power failure is short, only some minutes or a maximum of a few hours. A power failure causes the greatest damage and loss to information systems if the data had not been saved. If a power failure lasts for a long time, the whole operation may have to be suspended.

Preparations for a power failure:

- Provide emergency lighting (flashlight).
- Back up data systems (save data).

If there is a power failure:

- Stay calm.
- Do not strike matches, use a flashlight.
- Do not make unnecessary phone calls, because the lines get loaded.
- Turn off the power of devices which may be damaged when the power is restored.
- If the operation cannot continue, the management and supervisors give necessary additional instructions.

First aid to an unconscious person

Loss of consciousness – the patient is breathing but does not wake up or respond. This can be caused by a number of factors.

Try to wake up the patient

→ Try to wake up the patient by speaking to and shaking the person. Turn the patient to lie on back.

Call 112

→ If the patient does not respond when talked to, call the emergency response centre. If there are others present, ask them to help.

Open the airway

→ See whether the patient is breathing and whether breathing is normal. Lift the chin so that the airway is open.

Lateral position

→ If breathing is normal, turn the patient to a lateral position. Follow and monitor the patient's breathing until professional help arrives.



First aid to a lifeless person (resuscitation)

Try to wake up the patient

→ If a person loses consciousness suddenly, try to wake up the person by talking to and shaking the person. A lifeless patient does not wake up or respond to shaking. Turn the patient to lie on back.

Call 112

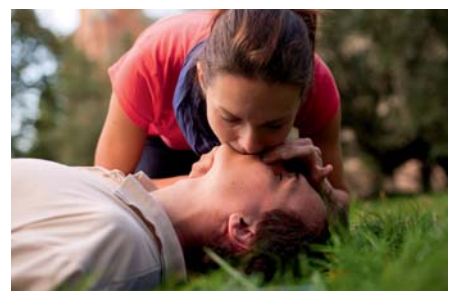
→ Call the emergency response centre or ask someone else to do so.

Open the airway

→ Open the airway and check whether the patient is breathing. A lifeless person does not breathe normally or at all.

Start resuscitation

→ Place the palm of your hand in the middle of the breastbone of the lifeless person, and press down with your arms straight so that the breastbone sinks 5 cm. Let the breastbone resume its position between the chest compressions. Press 30 times while counting out loud. Immediately after 30 chest compressions, give breath to the patient twice: open the airway, place your mouth tightly over the patient's mouth, and use your fingers to close the patient's nostrils. Blow calmly and make sure that the patient's chest rises. Giving breath twice takes 5 seconds. Continue resuscitation using the same pattern of 30:2 until professional help arrives.



How to rescue someone who has been under water

Locate

→ Make a note of any landmark that can be used to locate the person under water.

Call 112

→ Call the emergency response centre or ask someone else to do so.

Rescue

→ There are rescue stations at intervals of 100 metres on the quay area. The stations are provided with a hook, ladder and life buoy with throw line.

Once you have managed to get the person from the water to the land, boat or quay, start first aid measures. See instructions for first aid to an unconscious or lifeless person, pages 16 and 17.

Always deliver a person who has been rescued from under water to medical treatment without delay even if the person would seem to revive quickly, because water in lungs and a decrease in body temperature can cause serious problems later on.

Form for bomb threat made by telephone

Wording used in the bomb threat

The telephone call came → through the company's telephone exchange
 not through the telephone exchange

Person making the bomb threat → male female child

Voice of person making the bomb threat → high-pitched/shrill low
 unclear quiet/weak
 clear soft/pleasant

Manner of speaking of person making the bomb threat → quick clear
 stuttering slow
 distorted babbling
 careful contained swearwords

Dialect of person making the bomb threat → local foreign accent

Background noises → machine noise music
 street traffic people's voices
 office machine sounds

Threat received by _____

Date and time _____

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Emergencies and extraordinary situations

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Gate control room Kotka Mussalo, tel. +358 (0)5 260 5081



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