

Appendix 6A

Evacuation Plan for Floating Dock No. 3

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1 Introduction

1.1 General

- 1.1.1 This evacuation plan has been prepared for Yiu Lian Floating Dock No.3 (hereinafter refer to as “the Dock”) to set out the on-site arrangements to respond to a major incident that may occur at the adjacent Caltex Terminal (CT) or the ExxonMobil West Terminal (EMWT).
- 1.1.2 This plan will supplement the existing Emergency Response Plan (Chapter 8) in the Safety Management Handbook, which outlines the emergency response arrangement of Yiu Lian Dockyards Limited.
- 1.1.3 This document outlines the organisation and responsibility of the Emergency Management Team, pre-arrangement requirements, communication, resource allocation and evacuation procedures for effective management of evacuation of the Dock in case of incidents occurring in the adjacent oil terminals that warrant an evacuation order.
- 1.1.4 This evacuation plan is only applicable to the operation of the Dock at the new Tsing Yi Site.
- 1.1.5 Personnel at all levels should be familiar with this plan to ensure effective implementation of such actions for a prepared and concerted response.
- 1.1.6 The Emergency Management Team is responsible for maintaining, distribution and control of this plan and to ensure that periodic review and update of this plan is enforced.

2 Organisation and Responsibility

2.1 General

- 2.1.1 The Emergency Management Team (hereinafter refer as “the EM Team”), as detailed in the Emergency Response Plan of the Safety Management Handbook, shall be responsible for emergency management. The team leader shall be the top management of Yiu Lian who shall make appropriate decision of which accident occurrence procedures shall be taken.
- 2.1.2 Members of the EM Team include the head of the Engineering Department, Safety Department, Administration of the Personnel Department, tug services and front-line operation management. Under the control of the Team, the Emergency Action Team is responsible for management of evacuation of the Dock.

2.2 Emergency Management Team

(Located at Emergency Command Centre Onshore)

- 2.2.1 The EM Team comprises the management staff the Safety and Operation Departments. The EM Team Leader has the ultimate authority and responsibility in command and control of all aspects of the emergency evacuation.
- 2.2.2 The Communication Room is designated as an Emergency Command Centre (ECC) in control of the response of an emergency. In case that the Communication Room is affected by incidents at CT, the EM Leader should identify alternative locations where the EM Team members can respond to the emergency safely.
- 2.2.3 The EM Team shall be responsible for external co-ordination with the oil terminal, Fire Services Department, and Marine Department, etc. The Team shall organise all necessary onshore and offshore resources to facilitate the evacuation of the Dock.
- 2.2.4 During holidays and non-office hours (or in the absence of the EM Team Leader on site), the duty Fire Safety and Security Officer or his delegate shall be responsible for the management of the Dock evacuation.

2.3 Emergency Action Team

(Located at Floating Dock No.3)

Emergency Action Team Leader

- 2.3.1 The Dock Master has been appointed as the Emergency Action (EA) Team Leader and co-ordinator, who will be in charge of the evacuation of the Dock and report to the EM Team Leader directly. He/she has the authority to delegate responsibility for performing various tasks in order to evacuate staff at the Dock effectively and efficiently.

Assistant Emergency Action Team Leader

- 2.3.2 The Deputy Dock Master has been appointed as the Assistant EA Team Leader, who has the full autonomy to act on behalf of the EA Team Leader (during the absence of the Dock Master) to organise the emergency evacuation. He/she is responsible for assisting the Dock Master to co-ordinate the evacuation.

Account Co-ordinator

- 2.3.3 The Dock Repair Foreman has been appointed as the Account Co-ordinator. He/she is responsible for head counting at the muster point and landing point. Being a qualified first aider, the Account Co-ordinator shall carry out treatment of injured staff with the support of other first aiders.

Evacuation Warden

- 2.3.4 The Safety Supervisor has been appointed as the Evacuation Warden to help evacuation of personnel to the muster point at the Dock and then boarding the passenger craft. He/she is also responsible for searching for missing staff when required.

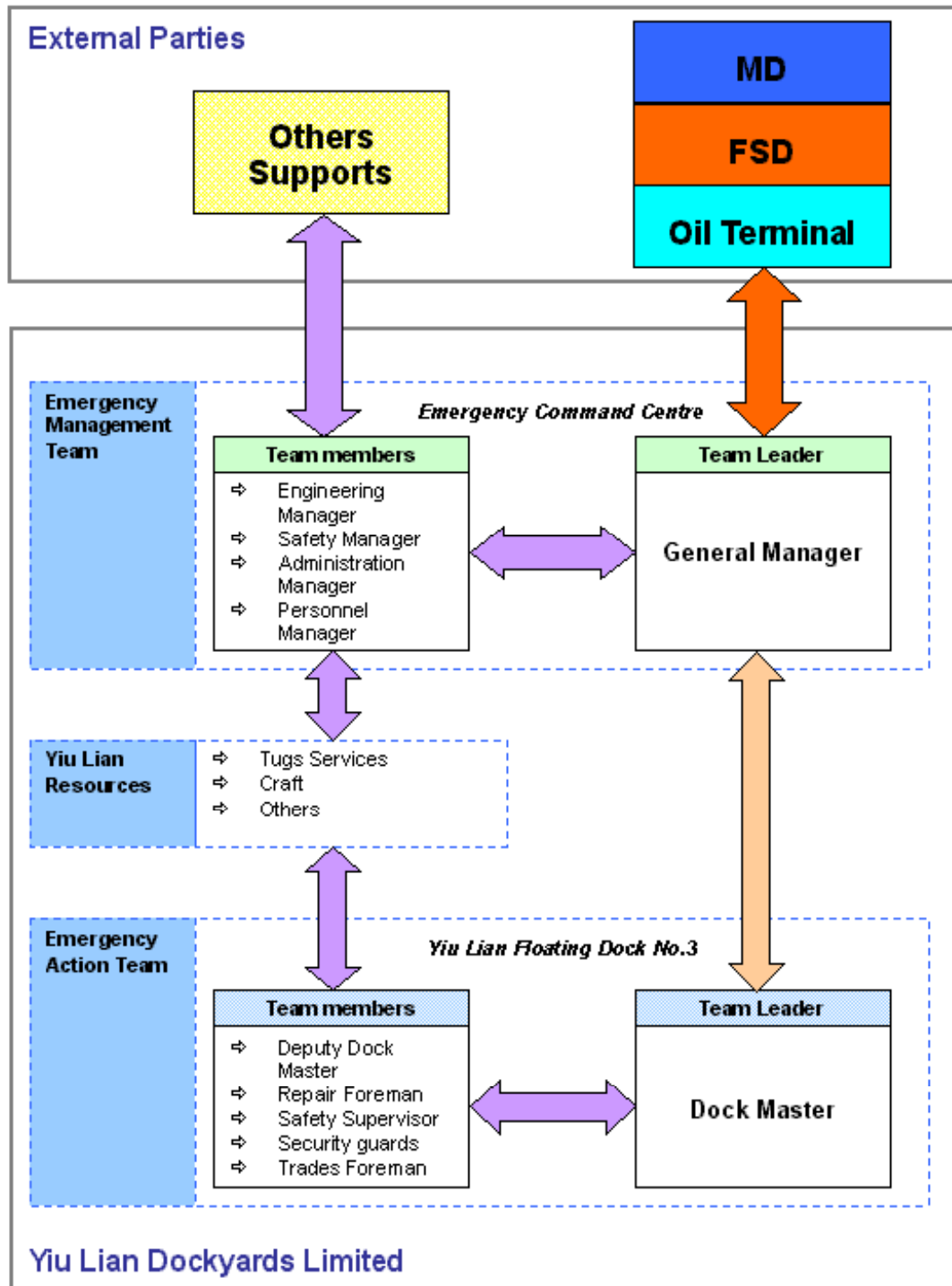
Supporting Staff

- 2.3.5 Security guards and the Foreman in charge of trades shall perform any duties as directed by EA Team leader or his designate.

- 2.3.6 The following list shows the responsibilities and duties for specific staff.

Duties and Responsibilities (Emergency Action Team)	Responsible Person
Emergency Action Team Leader	Mr. M.S. Ho (Dock Master)
Assistance Emergency Action Team Leader	Mr. S.W. Fung
Account Coordinators	Mr. M.F. Lai / Mr. A. C. Chan
Supporting Staff	Mr. K. K. Chan / Mr. K.W. Cheung

- 2.3.7 The following flow chart illustrates the duties and responsibilities of Emergency Management Team and Emergency Action Team.



3 Evacuation Procedures and Action Plan

3.1 Pre-arrangement

- 3.1.1 A Dock layout plan with clearly identified escape routes and muster point must be prepared. The layout plan together with the evacuation procedures should be posted at conspicuous positions at the Dock. In addition, an entire set of layout drawings and relevant information should be stored in a location easily accessible by the Fire Services Department.
- 3.1.2 A Fire Services Layout Plan indicating the locations of Fire Fighting equipment, such as Fire Hydrant, Control Panel and Fire Pumping Station, should be posted at conspicuous positions at every workshop.
- 3.1.3 All fire fighting equipment/installations and first-aided equipment should be properly maintained and tested to ensure they are functioning properly and effectively. For any alternative to fix fire services installations due to any reason, such as construction activities, backup equipment and system should be in place and maintain properly for use.
- 3.1.4 Both the vessel Bridge team of the vessel under repair and the management of the Dock should maintain effective safety watch and management. During the time of repair, proper communication channel should be established between safety personnel of both parties in case of emergency at initial stage.
- 3.1.5 Co-ordination between Vessel Bridge and Dock management should be maintained for any emergency actions undertaking. During large-scale projects, periodic safety meetings and drills should be organised in order that all personnel understand the emergency procedures and actions under different emergency conditions.
- 3.1.6 Members of the EA Team should ensure that they are familiar with fire fighting principles and understand proper usage of fire services and first-aided equipment. Periodic briefing, training and drills should be arranged to ensure all responsible personnel clearly understand the technique in using related equipment.
- 3.1.7 An emergency contact list (Attached in Annex D) shall be prepared and ready available at the ECC.

3.2 Evacuation Management at the Dock

Evacuation Alarm

3.2.1 In case of evacuation due to oil terminal accidents, normal fire alarm will be activated with continuous sound for 1 minute.

3.2.2 Evacuation instructions will be broadcast via the Public Address (PA) System of the Dock and the ship under repair. Order the EA Team going into operation and sufficient information regarding the incident, muster location, action taken should be broadcasted.

Communication Channel within Yiu Lian

3.2.3 The communication system of commander centre is capable of directing, co-ordinating and controlling to cover operations, linking it with internal emergency support and outside emergency service such as Fire Services Department, medical services, police, and Marine Department.

3.2.4 In the communication room, a comprehensive network of UHF / VHF radios, both handheld and fixed, are used for communications around the Dock, and for communications with the fleet of tugs. The radios are also commonly used to communicate with visiting vessels and Marine Department. Also, the communication room has the following means of communication available:

- Public telephone system;
- Internal telephone system;
- Mobile phone;
- Alarm system;
- Loudspeaker system;
- Fax machine; and
- Email / Internet access from desktop computers distributed throughout the offices on the site.

3.2.5 Management staff, foremen, safety supervisors, and security teams are equipped with hand held two-channel walkie-talkies and mobile-phones, which act as an integral part of their communication around the facilities and the ship undergoing repair.

3.2.6 Walkie-talkie channel No.2 is designated for Dock and tug boats services communication only.

3.2.7 The responsible person at the Dock shall communicate with the ECC, which should direct, co-ordinate and control the evacuation activities, and other related departments by the following means.

Internal Contact Points	Radio Channel/Telephone No.
All Parties	Radio Channel No. 1 Individual Mobil Phone (See Appendix D)
Emergency Command Centre	Radio Channel No. 1 Phone No.: 2436 7800
Safety Department	Radio Channel No. 1 Phone No.: 2436 7730 or 9034 8981

3.2.8 An Emergency Contact List is provided in Annex D of this plan.

Muster Point

3.2.9 The muster point is located at pontoon deck port side aft ward. An alternate muster is located at pontoon deck port side forward, in case the ordinary muster point is not suitable for assembly of staff.

3.2.10 The muster point on the Dock for passenger craft is shown on the Dock layout plan. A typical escape route with the muster location is attached in Annex C of this plan.

3.2.11 The normal and alternative (for CT incident, alternative route should be used) craft landing point is shown in the Annex A of this plan.

Evacuation Procedures

3.2.12 Any person who discovers any abnormal situations in the adjacent oil terminals should report to the Dock Master who, in turn, should alert the emergency organisation. While this is being done, the Dock Master should be responsible for immediate assessment of the situation and be prepared for Dock evacuation upon an evacuation order is given by the Emergency Command Team.

3.2.13 In case that immediate evacuation is required, the Dock Master has the authority to order an evacuation of the Dock.

3.2.14 Upon receiving an evacuation order, the Dock Master or his delegates should initiate the Fire Alarm and inform the staff in the Dock, including staff inside the vessel under repair, to evacuate. The muster point location should be cleared announced.

3.2.15 Upon hearing the Fire Alarm and/or receiving direction of evacuation from the PA System, all personnel should immediately evacuate in a safe manner and proceed to the muster point using the nearest exit or as per the direction of the Dock Master.

3.2.16 The EA Team members of the Dock should immediately proceed to the designated locations to organise the evacuation and to direct and assist the

staff towards to the muster point for boarding onto crafts in an orderly manner.

- 3.2.17 The ECC should ensure that properly manned reception point to be assigned for receiving evacuated ships crew and/or anxious staff.
- 3.2.18 If an evacuation order is received during either ship docking or ship leaving dock process, the Dock Master should decide whether any particular actions or additional resources are required before evacuation. Abandoning the Dock/Ship is an ultimate decision for life protection. In case that there is not any immediate hazard to life or the stability and buoyancy of the floating dock cannot be achieved, the decision to abandon should not be made.
- 3.2.19 Upon leaving the Dock, boarding onto the passenger craft, staff should report to their supervisor or manager, and stay together. If someone is unaccounted for, report this to the Account Co-ordinator.
- 3.2.20 Supporting Staff, i.e. Security Guards and the Foreman in charge of trades, should ensure that all the staff from the Dock remain at the landing location until instruction from ECC for dismissal is issued. No one should go back to the Dock unless the ECC announces that is safe to do so.
- 3.2.21 The ECC should arrange competent person to check the Dock for any unsafe conditions/environment, and clear them if any, before any work can be resumed at the floating dock.

3.3 Evacuation Management at Emergency Command Centre

- 3.3.1 In addition to management of and making final decision for the Dock evacuation, the ECC shall also support the evacuation process in the following aspects.

Co-ordination of Onshore Resources and External Supports

- 3.3.2 The ECC is responsible for summoning, co-ordination and control of all emergency resources allocation for the Dock evacuation. The following resources from Yiu Lian may be required in case of emergency.
- (i) Tug/fireboats either on standby or proceed;
 - (ii) Craft for waterborne assistance/evacuation of personnel, include designated landings to be manned for assistance;
 - (iii) Car, bus directed to evacuation collection points including craft landing;
 - (iv) Unmooring crew and transport on standby; and
 - (v) Properly manned reception point/quarters to be assigned for receiving evacuated ships crew and/or anxious staff.

- 3.3.3 External supports listed below should be summoned when necessary. The responsible person should make the best possible use of the services, which can be relied upon to be available.
- (i) Marine Department, Police and Fire Services;
 - (ii) Craft/ Tugs;
 - (iii) Ambulance; and
 - (iv) Others.

4 Evacuation Arrangement During Relocation

- 4.1.1 During the relocation of the Yiu Lian Floating Dock No.3, the following evacuation arrangements should be complied with:
- 4.1.2 Safety training, including an induction of emergency evacuation procedures, should be given to contractor's staff and Dock staff prior to the commencement of the relocation.
- 4.1.3 Before the Yiu Lian Floating Dock No.3 is towed in position at the Tsing Yi Site, the ECC/Project Manager should be responsible for co-ordination of emergency evacuation of all working vessels at Tsing Yi site. The evacuation route attached in Annex A should be followed for all working vessels.
- 4.1.4 When the Dock arrives at the Tsing Yi site, the Dock Master should take up the responsibility to organise Dock emergency evacuation in case of terminal incidents. The evacuation of other working vessels should be organised by the ECC/Project Manager.
- 4.1.5 All the requirements as stipulated in previous sections of this plan should be followed during the relocation of the Dock.
- 4.1.6 In case of emergency at the oil terminals, and upon the evacuation order being given, all working vessels should be evacuated and proceed to the designated anchorage. If necessary, escort tugs should be assigned to lead the working vessels to a safe anchorage. Before the working vessels start evacuation, the vessel master should ensure the safe evacuation of divers and securely fix any hoisting objects. Communication with the ECC should be established until the clearance of any hazard.
- 4.1.7 The location of the anchorage for the working vessels is attached in Annex B of this plan.
- 4.1.8 The Dock Master/Project Manager should evaluate whether any other resources, such as tug services, are required for assisting the evacuation.

5 Training and Drill

- 5.1.1 Emergency team members should be trained to have the necessary knowledge, technique and attitudes in performing their duties in emergency responses.
- 5.1.2 The Safety Department shall conduct different kinds of drill once a year accordingly with or without the participation of Fire Services Department and the adjacent oil terminals.
- 5.1.3 Prior to the relocation, safety training should be provided to each related project staff and vessel staff (in case that a vessel is under repair in the Dock). The project manager should ensure all staff working in the Dock are familiar with the emergency evacuation procedures.
- 5.1.4 Dock emergency evacuation procedures should be included in the safety induction course for any new staff to be working in the Dock.

References

1. Emergency Response Plan (Section 8, Safety Management Handbook)
2. Emergency Command Team: Members and Responsibilities
3. Emergency Action Team (Shipyard): Members and Responsibilities
4. Emergency Action Team (Floating Dock No.3): Members and Responsibilities

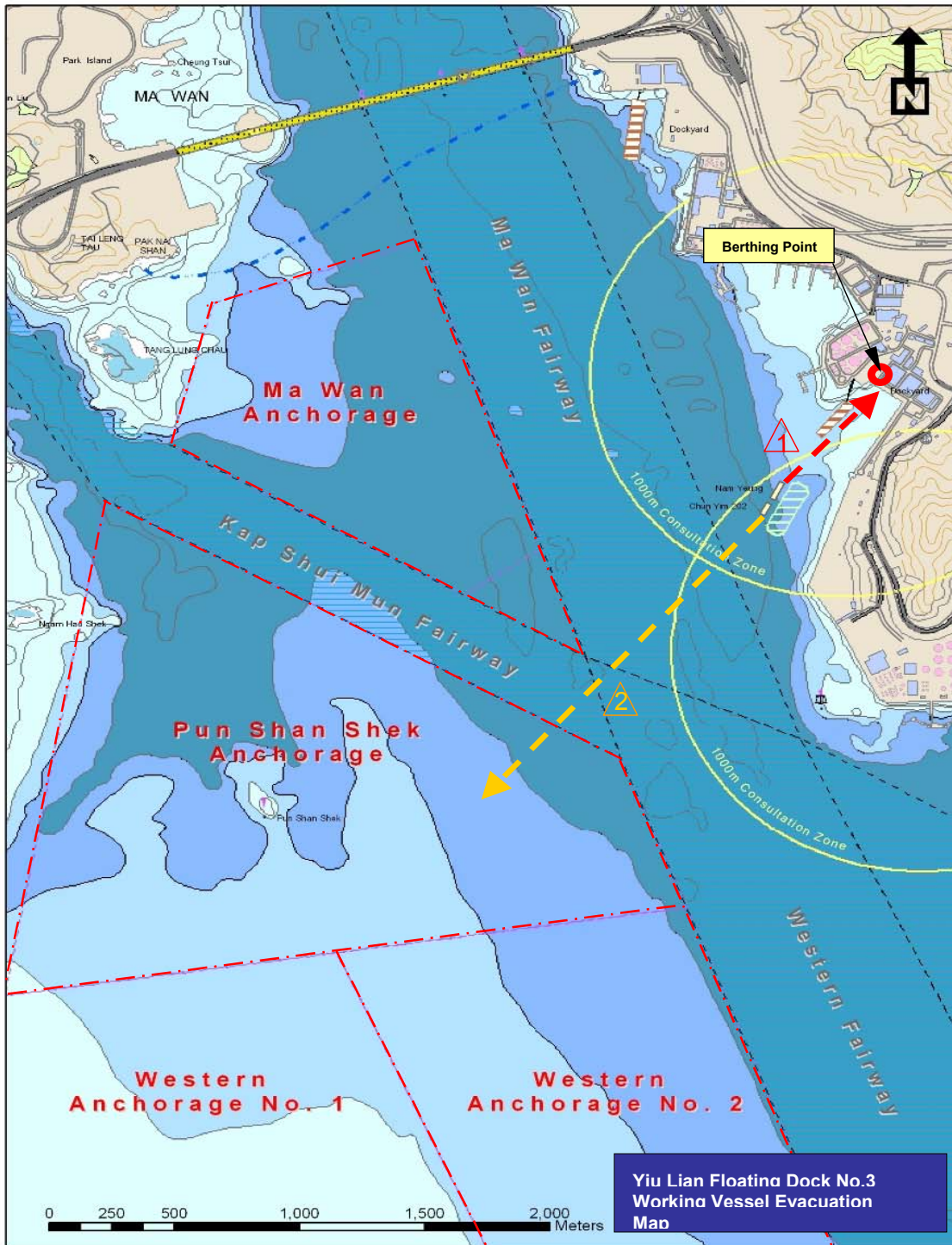
Annex A –Evacuation Routes and Landing Locations





Note:

- ① Normal evacuation routes should be used in case of an incident in **ExxonMobil Terminal**
- ② Alternative evacuation route should be used in case of an incident in **Caltex Terminal**

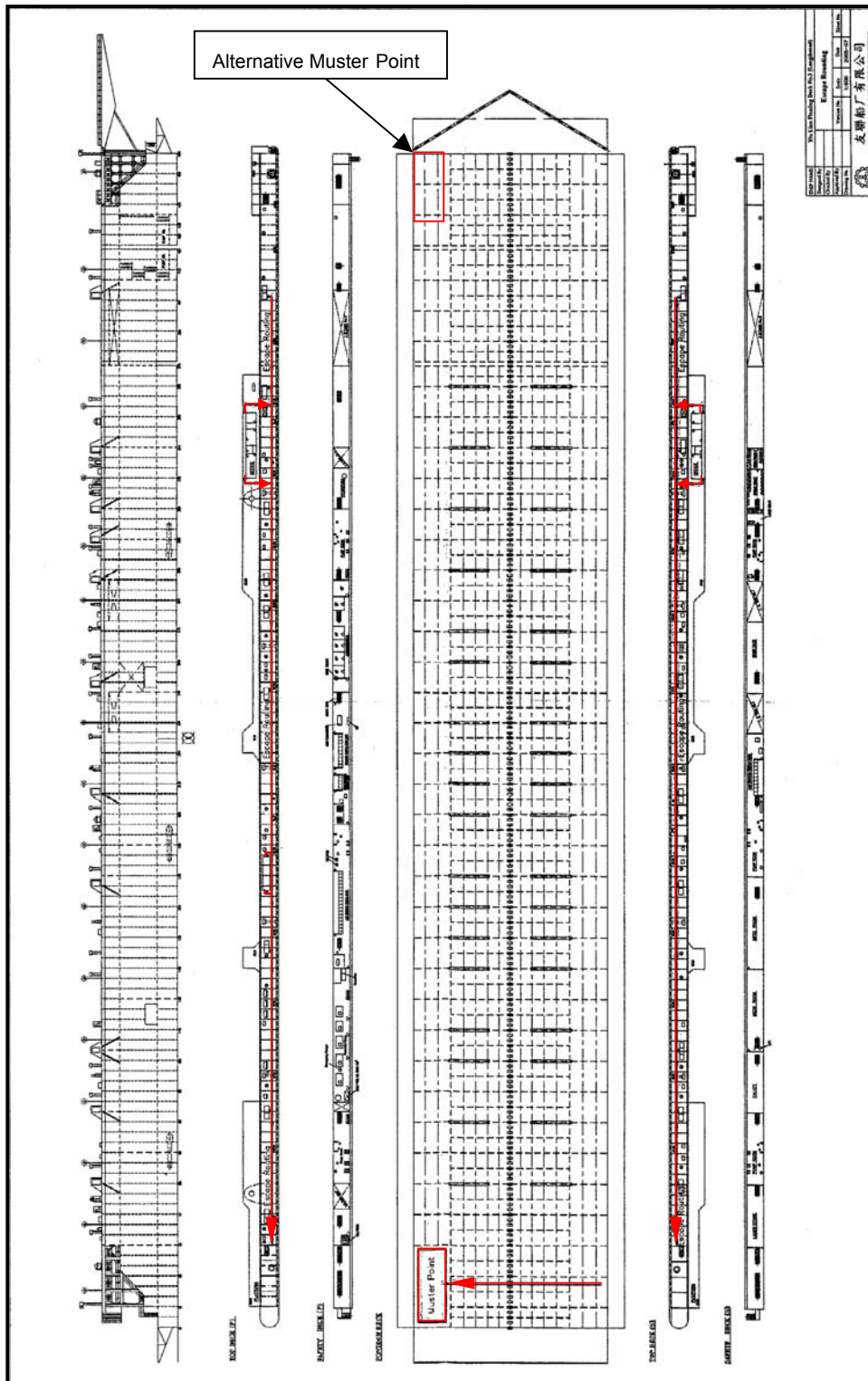
Annex B – Working Vessels Temporary Anchorage Point



Note:

-  Normal evacuation routes for working vessels in case of an incident in **ExxonMobil** Terminal.
-  Alternative evacuation route for working vessels in case of an incident in **Caltex** Terminal.

Annex C – Floating Dock Layout for Emergency Evacuation



Annex D – Emergency Contact List

1

Yiu Lian Emergency Contact List.xls

Position	Name	Telephone	Cell phone	E-mail
Management Team				
General Manager	MR. LI POK YAN	2850 0510	9039 3268	dptygm@yiulian.com.hk
Deputy Gen. Manager	MR. CHEONG YIU MING	2497 0655	9019 6876	
Deputy Gen. Manager	MR. TU FENG QING	2435 1829	9753 0830	
Engineering Manager	MR. LI WAI KEUNG	2436 7837	9101 5355	product@yiulian.com.hk
Deputy Marketing Manager	MR. NG YUEN BIU	2436 0671	9037 8872	commer2@yiulian.com.hk
PFSO	MR. IP KOON TO	2436 7730	9034 8981	safety@yiulian.com.hk
APFSO	MR. LUK CHI HO	2436 7709	9229 8364	---

WARDENS	Name	Telephone	Cell phone	E-mail
ADMIN BLDG				
Ground Floor				
Primary	MS. CHAN WAI LING	2436 7803	9101 6325	
Alternate	MR. CHEUNG KAM WING	2436 7732	9327 4106	
1st Floor				
Primary	MR. NG MING FAI	2436 7836	9263 6135	
Alternate	MR. NG YUEN BIU	2436 0671	9037 8872	commer2@yiulian.com.hk
2nd Floor				
Primary	MR. YUENG WAI SING	2436 0697	9632 9121	
Alternate	MR. LIU WEI	2850 0528	9018 9853	finncial@yiulian.com.hk
3rd Floor				
Primary	MR. CHA DE LONG	2850 0538	9631 6499	enterpr2@cmindustry.com.hk
Alternate	MS. NIP FUNG JING	2850 0587		
4th Floor				
Primary	MR. ZHANG JIAN HUA	2850 0522	9128 0608	admin3@cmindustry.com.hk
Alternate	MR. LI LEUNG	2436 7892	9755 9762	admmis@yiulian.com.hk
5th Floor				
Primary	MR. LAI HOI PING	2436 7822	9493 0785	
Alternate	MR. YEUNG NGAN MO	2436 7822	9414 1552	
WORKSHOP				
Hull Shop				
Primary	MR. CHAN HOI	2436 7852	9758 8084	
Alternate	MR. LEUNG CHI KUNG	2436 7311	9834 6927	
Machine Shop				
Primary	MR. CHEUNG WAI YIN	2436 7315	9076 4503	
Alternate	MR. CHAU PING FAI	2436 7316	9284 2609	
Electrical Shop				
Primary	MR. YIU KWONG MING	2436 7324	9013 0556	
Alternate	MR. FUNG KAR FAI	2436 7324	9882 6331	
Woodwork Shop				
Primary	MR. SO SZE YAN	2436 7328	9181 4955	
Alternate	MR. HUI TSUN CHIN	2436 7328		

1st Floating Dock				
Primary	MR. CHAN CHUN YU	2497 0617	9076 5071	commer1@yiuilian.com.hk
Alternate	MR. TSUI PING YUEN	2497 0617	9012 0240	
3rd Floating Dock				
Primary	MR. HO MA SANG	2987 7087	9190 8852	staff2@yiuilian.com.hk
Alternate	MR. FUNG SIU WAH	2987 7087	9076 2592	
LICENSEE AREAS				
China Merchants Container Services Ltd.				
Primary	MS. CATHERINE CHOI	2436 8288	9478 6011	catherinechoi@cmcs.com.hk
Alternate	MR. CHAN WOON LUNG	2436 8141	9613 9861	ringo@cmcs.com.hk
No O.I. Warehousing Services Ltd.				
Primary	MR. CHUNG TO SHING	2419 8823	9094 3661	
Alternate	MR. TAM KWOK WING	2419 8823	9785 0550	
Rikky & Associates Engineering Co. Ltd.				
Primary	MR. HUNG SIU MO	2435 4131	9037 0139	
Alternate	MR. KWONG CHICK CHI	2432 4074	9024 1193	
UNITOR Ships Service (HK) Ltd.				
Primary	MR. VINCENT CHANG	2597 9676	9406 9128	
Alternate	MR. PAUL ROGERS	2597 9611	9460 1972	
Hoi Tung Marine Machinery Supplies Ltd.				
Primary	MR. KWAN PAK SHUN	2497 0721	9488 9596	
Alternate	MR. YUNG CHUN WAH	2497 0796	6185 1950	

	<i>Name</i>	<i>Telephone</i>	<i>Cell phone</i>	<i>E-mail</i>
First Aid	MR. LAI HOI PING	2436 7822	9493 0785	
First Aid	MR. LI HOI YUEN	2436 7822		
First Aid	MR. LAI CHI KEUNG	2436 7822		
First Aid	MR. LI HSIANG CHUAN	2436 7321	9836 7688	

	<i>Name</i>	<i>Telephone</i>	<i>Cell phone</i>	<i>E-mail</i>
Police		999		
Fire		999		
Ambulance		2735 3355		
Local Hospital	Princess Margaret Hospital	2990 1111		
Marine Department	MARDEP-MRCC	2233 7999		
Electricity Company	CPL Power	2728 8333		
Water Company	Office of the Water Authority	2824 5000		
Telephone Company	PCCW	2888 3799		
Neighbouring Facilities	Caltex Oil Terminal	2431 2480		
Neighbouring Facilities	ExxonMobil West Terminal	3197 8101		