SOUTHGATE TERMINAL

Port Operations Security Documentation

Multi-Berth Emergency Shutdown Procedures

Document Information

Document Type: Emergency Operations Procedure Intended Users: Operations Team, Technical Team, Incident Coordinators Usage Context: When emergency shutdown of multiple berths is required Related Scenarios: Safety emergencies, multi-system failures, security incidents requiring area isolation

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Purpose

This procedure provides step-by-step guidance for coordinated emergency shutdown of multiple berths while maintaining safety and minimizing operational disruption.

When to Use This Procedure

- Safety emergencies affecting multiple berths
- Security incidents requiring area isolation
- Multi-system failures compromising safe operations
- Weather emergencies requiring berthing area shutdown
- Chemical spills or environmental hazards

Pre-Shutdown Assessment (2 minutes)

Critical Information Gathering

Vessels Currently Berthed: - [ ] Berth 1: [Vessel name] - [Cargo type] - [Status] - [ ] Berth 2: [Vessel name] - [Cargo type] - [Status] - [ ] Berth 3: [Vessel name] - [Cargo type] - [Status] - [ ] Berth 4: [Vessel name] - [Cargo type] - [Status]

Active Operations Assessment: - [ ] Loading/Unloading in Progress: [Which berths, cargo types] - [ ] Personnel on Vessels: [Count and locations] - [ ] Shore Personnel: [Count and locations] - [ ] Critical Equipment Operating: [Cranes, conveyors, etc.]

Safety and Environmental Factors: - [ ] Weather Conditions: [Wind, visibility, precipitation] - [ ] Hazardous Materials: [Type, quantity, special considerations]

- [ ] Emergency Services: [Already involved or needed] - [ ] Evacuation Requirements: [Personnel, area isolation]

Shutdown Decision Matrix

Immediate Complete Shutdown (0-5 minutes)

Triggers: - Fire or explosion risk - Imminent structural collapse - Severe weather emergency - Security threat requiring area evacuation - Toxic material release

Authority: Any team member can initiate, Operations Lead confirms Notification: Emergency services, all personnel, vessel masters immediately

Coordinated Shutdown (5-15 minutes)

Triggers: - Multi-system technical failures - Safety equipment compromised - Environmental compliance issues - Regulatory inspection requirements

Authority: Operations Lead or Incident Coordinator Notification: All affected parties with 10-minute advance warning

Selective Shutdown (15-30 minutes)

Triggers: - Single berth safety concerns - Vessel-specific issues - Equipment maintenance requirements - Weather deteriorating but manageable

Authority: Operations Lead with berth-by-berth assessment Notification: Affected vessels and personnel only

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Emergency Shutdown Sequence

Phase 1: Immediate Safety Actions (0-2 minutes)

All Personnel Safety

- ☐ EMERGENCY ANNOUNCEMENT: “Emergency shutdown in progress - All personnel implement safety protocols”
- ☐ AREA EVACUATION: If required, direct all non-essential personnel to assembly points
- ☐ VESSEL NOTIFICATION: Immediately contact all vessel masters via radio
- ☐ EMERGENCY SERVICES: Contact if situation requires external response

Equipment Safety

- ☐ CRANE OPERATIONS: Immediately halt all crane movements, secure loads
- ☐ CONVEYOR SYSTEMS: Stop all material handling equipment
- ☐ VEHICLE TRAFFIC: Halt all vehicle movements in affected areas
- ☐ ELECTRICAL SYSTEMS: Secure electrical equipment as required

Phase 2: Operations Cessation (2-5 minutes)

Berth-by-Berth Shutdown Coordination For Each Active Berth:

Berth Communication: - [ ] Contact vessel master: “Emergency shutdown - Cease operations immediately” - [ ] Confirm personnel safety aboard vessel - [ ] Coordinate with ship’s crew for equipment securing - [ ] Establish ongoing communication schedule

Shore Operations: - [ ] Halt loading/unloading operations - [ ] Secure cargo handling equipment - [ ] Remove shore personnel from vessel vicinity - [ ] Secure mooring lines and gangways

Documentation: - [ ] Record operations status at time of shutdown - [ ] Note cargo position and securing status - [ ] Document personnel locations and safety status - [ ] Log communications with vessel

Phase 3: Area Securing (5-10 minutes)

Infrastructure Security

- ☐ UTILITIES: Isolate utilities if required (power, water, communications)
- ☐ ACCESS CONTROL: Establish security perimeter, control entry points
- ☐ ENVIRONMENTAL: Deploy spill containment if needed
- ☐ WEATHER PROTECTION: Implement weather-related protections

Ongoing Monitoring

- ☐ VESSEL MONITORING: Maintain communication with all berthed vessels
- ☐ PERSONNEL ACCOUNTABILITY: Verify all personnel accounted for
- ☐ SYSTEM MONITORING: Monitor critical systems for continued operation
- ☐ SAFETY ASSESSMENT: Ongoing evaluation of safety conditions

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Vessel Coordination Procedures

Communication Protocol with Berthed Vessels

Initial Contact (Within 2 minutes):

"[Vessel Name], this is Port Operations. We are implementing emergency shutdown procedures. Cease all operations immediately. Confirm receipt and personnel safety status."

Ongoing Communication (Every 15 minutes):

"[Vessel Name], this is Port Operations. Status update: [situation summary]. Your status: [continue standby/prepare for departure/other]. Estimated duration: [timeframe]. Any assistance needed?"

Vessel-Specific Considerations

Container Vessels: - [ ] Secure crane operations mid-cycle if necessary - [ ] Coordinate with ship's crew for cargo securing - [ ] Address partially loaded/unloaded containers - [ ] Ensure safe positioning of containers and equipment

Bulk Carriers: - [ ] Halt loading/discharge operations immediately - [ ] Coordinate dust suppression if applicable - [ ] Secure conveyor and loading equipment - [ ] Address environmental containment

Tankers: - [ ] Implement emergency shutdown of transfer operations - [ ] Secure all hoses and connections - [ ] Coordinate with vessel for emergency response readiness - [ ] Monitor for vapor/leak concerns

General Cargo: - [ ] Secure lifting operations in safe position - [ ] Coordinate cargo securing with ship's crew - [ ] Address any unstable cargo situations - [ ] Secure dock equipment and gangways

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Safety Coordination During Shutdown

Personnel Safety Management

Shore Personnel: - [ ] IMMEDIATE EVACUATION: From immediate danger areas - [ ] ACCOUNTABILITY: Roll call at designated assembly points - [ ] ASSIGNMENT: Safety monitors to critical areas if safe - [ ] COMMUNICATION: Regular updates on safety status

Vessel Personnel: - [ ] STATUS VERIFICATION: Confirm safety of all vessel crew - [ ] EMERGENCY PREPAREDNESS: Verify vessel emergency readiness - [ ] COORDINATION: Establish liaison for ongoing safety coordination - [ ] EVACUATION PLANNING: Prepare vessel evacuation if required

Area Safety Monitoring

Critical Safety Systems: - [ ] FIRE SUPPRESSION: Verify readiness and accessibility - [ ] EMERGENCY LIGHTING: Ensure adequate lighting for safety - [ ]

COMMUNICATION SYSTEMS: Maintain emergency communication capability - [ ] MEDICAL ACCESS: Clear routes for emergency medical response

Environmental Safety: - [ ] SPILL CONTAINMENT: Deploy if environmental release risk - [ ] AIR MONITORING: Monitor for hazardous vapors if applicable - [ ] WATER PROTECTION: Implement marine pollution prevention - [ ] WASTE CONTAINMENT: Secure any hazardous materials

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System Coordination During Shutdown

Technical Systems Management

Power Systems: - [ ] EMERGENCY POWER: Verify backup power for critical systems - [ ] SYSTEM ISOLATION: Isolate non-essential electrical systems - [ ] SAFETY SYSTEMS: Maintain power to emergency systems - [ ] COMMUNICATION: Maintain power to communication systems

Monitoring Systems: - [ ] CCTV: Maintain security monitoring if possible - [ ] FIRE DETECTION: Ensure fire detection systems operational - [ ] ACCESS CONTROL: Maintain security system operation - [ ] WEATHER MONITORING: Continue environmental monitoring

Operations Coordination

Resource Management: - [ ] PERSONNEL: Redeploy personnel to critical safety roles - [ ] EQUIPMENT: Secure and protect critical equipment - [ ] SUPPLIES: Ensure emergency supplies accessible - [ ] TRANSPORTATION: Maintain emergency vehicle access

External Coordination: - [ ] HARBOR MASTER: Notify of shutdown and vessel status - [ ] COAST GUARD: If required for safety or environmental issues - [ ] EMERGENCY SERVICES: Coordinate with fire, medical, police as needed - [ ] REGULATORY: Notify appropriate regulatory bodies

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Recovery and Restart Planning

Immediate Recovery Assessment (After 30 minutes)

Safety Status Review: - [ ] PERSONNEL SAFETY: All personnel accounted for and safe - [ ] ENVIRONMENTAL: No ongoing environmental threats - [ ] STRUCTURAL: No infrastructure damage requiring attention - [ ] VESSEL SAFETY: All vessels secure and safe

Operational Impact Assessment: - [ ] CARGO STATUS: Assessment of cargo security and integrity - [ ] EQUIPMENT STATUS: Critical equipment operational

status - [ ] SCHEDULE IMPACT: Estimated impact on vessel schedules - [ ] CUSTOMER IMPACT: Communication needs with vessel operators

Restart Decision Framework

Criteria for Restart Authorization: - [ ] ROOT CAUSE ADDRESSED: Primary cause of shutdown resolved - [ ] SAFETY VERIFICATION: All safety systems operational - [ ] PERSONNEL READINESS: Adequate personnel available and trained - [ ] REGULATORY CLEARANCE: Any required approvals obtained - [ ] ENVIRONMENTAL CLEARANCE: No ongoing environmental concerns

Restart Approval Authority: - Normal Operations Restart: Operations Lead - Modified Operations Restart: Incident Coordinator + Safety Officer - Full Capability Restart: Executive approval required

Phased Restart Protocol

Phase 1: System Verification (15-30 minutes) - [ ] Verify all critical systems operational - [ ] Test communication systems with all vessels - [ ] Confirm safety system functionality - [ ] Complete safety walk-through of all areas

Phase 2: Limited Operations (30-60 minutes) - [ ] Restart single berth operations - [ ] Implement enhanced safety monitoring - [ ] Coordinate with vessel for restart procedures - [ ] Monitor operations for any issues

Phase 3: Full Operations Resumption - [ ] Gradually resume multi-berth operations - [ ] Return to normal monitoring procedures - [ ] Complete incident documentation - [ ] Conduct lessons learned assessment

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Communication Templates

Emergency Shutdown Announcement Template

ALL STATIONS - EMERGENCY SHUTDOWN “This is Port Operations. We are implementing emergency shutdown procedures for [berths/area] due to [reason]. All personnel implement emergency protocols immediately. Vessel masters acknowledge receipt. Emergency services [have been notified/are responding]. Updates every [timeframe].”

Vessel Coordination Template

TO: [Vessel Name and Master] FROM: Port Operations RE: Emergency Shutdown - [Timestamp]

SITUATION: [Brief description of emergency requiring shutdown] REQUIRED ACTIONS: [Specific actions vessel must take] DURATION: [Estimated duration

or “unknown at this time”] COMMUNICATION: [How ongoing communication will be maintained] ASSISTANCE: [Whether port can provide any assistance] NEXT UPDATE: [When next communication will occur]

External Notification Template

TO: [External Agency] FROM: [Port Operations/Incident Coordinator] RE: Emergency Shutdown Notification

INCIDENT: [Description of situation requiring shutdown] SCOPE: [Berths affected, vessels involved] SAFETY STATUS: [Personnel safety status] ENVIRONMENTAL: [Any environmental concerns] ASSISTANCE NEEDED: [Specific support requested] CONTACT: [Ongoing contact information]

Success Criteria

- Rapid and coordinated shutdown of operations when required
- Personnel safety maintained throughout shutdown process
- Effective coordination with all berthed vessels
- Minimal damage to cargo, equipment, and infrastructure
- Clear communication with all stakeholders
- Systematic approach to recovery and restart

Related Documents

- Safety Risk Assessment Template
- Workforce Safety Communication Protocol
- Crisis Decision Authority Matrix
- Individual Berth Emergency Procedures
- Vessel Emergency Response Coordination Guide