

HEALTH, SAFETY AND ACCESS INSTRUCTIONS FOR VISITS TO THE KALEIDO TERMINAL

ACCESS

For access to the TERMINAL previously send your name, ID CARD or PASSPORT, entry and departure time, by telephone +34 986 227 425 or mail to: doc@kaleidologistics.com

OPENING HOURS - 08.00 a 18.00

Vehicular access hours **08.00 to 12.00** and **14.00 to 18.00**
Outside of opening hours, ask your contact in KALEIDO

RISKS

- FALLS ON THE SAME LEVEL
- SHOCKS AND IMPACTS
- RUN OVER AND HIT BY VEHICLE
- ELECTRICAL CONTACTS
- RISK OF FIRE

NORMAS DE SEGURIDAD

- Access for non-authorized vehicles and personnel is forbidden
- Pedestrian must keep a distance of 2 meters to forklift and other vehicles in movement. **Forklift have priority over other vehicles.**
- Forklift and machinery must be operated by qualified and duly authorized personnel by KALEIDO
- Do not block emergency exits, passageways, access facilities or any other means of fire protection.
- Consumption of alcoholic is forbidden
- Follow the circulation rules at all times. **It is forbidden to drive faster than 10km/h.**
- Use of earphones and phones is forbidden in vehicle traffic zones. Mobile phones must be used only in safe places
- Pedestrians must circulate exclusively along walking lanes
- In case of emergency, report to the person in charge.
- Please, deposit waste in the specific disposal container
- It is prohibited to stand beneath suspended loads.
- We recommend to save the CCE AP phone number in your phone 900 100 802

PERSONAL PROTECTION EQUIPMENT



RISKS AND PROHIBITIONS



WASTE



These mentioned risks do not exclude the identified risks in the RISK ASSESMENT of your activity

PLEASE CONSULT THE EMERGENCY EVACUATION PLAN IN THE INFORMATION PANELS

Evacuation

If you are ordered to EVACUATE:

Do not take risks.

Follow the instructions of the person in charge of the visit and the Port Authority staff.

Stop what you are doing if it is not essential for the evacuation.

Do not go back to pick up personal belongings.

Leave the area in an orderly manner, following the established evacuation routes.

Do not use the elevator during an emergency.

If you suspect that someone is trapped in the affected area, notify evacuation personnel immediately.

If you see clouds of gases or smoke, stay away from them, fleeing in a crosswind direction.

In the presence of heavy smoke, walk in a low position and cover your nose and mouth with a damp cloth.

If your clothes are burning, roll on the ground. Do not run.

Do not use your vehicle unless specifically instructed to do so.

When leaving the affected area, proceed to the **meeting point** indicated and wait for orders.

At the assembly point, check if a colleague is missing and notify the Emergency Teams if necessary.

Never leave the meeting point without informing the person in charge of the evacuation.

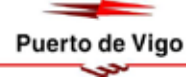
Meeting Point

- Evacuation of a Port Authority Building: Established in the Building's Emergency Action Plan.
- Evacuation of an AREA or SECTOR of the PORT. According to the following table:

Area	Meeting Point Alternative Meeting Point
BOUZAS AND REPAIR DOCK	Access control point to the docks GALICIAMAR Esplanade
BEIRAMAR	San Gregorio Curve Cannery Industry Square Parking Lot (Coruña Street Roundabout)
BERBÉS	Parking lot next to the Lonja de Grandes Peces (Large Fish Market) Eduardo Cabello Pier Base
CENTER	Statue of the Swimmer - Ria Maritime Station Port Authority Session Building
COMMERCIAL DOCKS	Portalón Special Pieces ("Paeñera") Praza da Estrela
GUIXAR	Esplanade adjacent to the access control point to the docks. ADIF gateway ("TECO")

The **EMERGENCY MANAGER** may vary the meeting points depending on the type, location and evolution of the emergency.

MAKE SURE YOU KNOW THE LOCATION OF THE MEETING POINT IN THE AREA IN WHICH YOU ARE LOCATED



EMERGENCY PLAN Port Authority of Vigo



Emergency Manual

Visits in the port area

Rev. 7.2.8.A8.2 2018 ENG

Definitions

Port of Vigo Self-Protection Plan

The P.A.U. contemplates the measures established by the Port Authority to ensure the coordination of the actions to be carried out by the entities involved to control emergencies that may arise in the Port Service Area.

P.A.U. activation phases.

0.	CONATO
1.	GREEN
2.	BLUE
3.	RED

Emergency

An emergency is defined as any event, such as a leak or spill, fire or explosion, resulting from an uncontrolled development of the activity and which poses a serious immediate or delayed risk to people, property and the environment.

Control Center (C.C.)

Port Authority center from which all emergency control operations established in the P.A.U. are coordinated, guaranteeing its operation 24 hours a day, 365 days a year.

Emergency and Incident Notification

If you detect an emergency situation or incident, regardless of whether other emergency services have been notified:

- ✓ Alert personnel in the area
- ✓ Notify the Port Control Center of the emergency.

**Control Center
900 100 802**

Report on:

- Personal identification and contact phone number
- Location of the emergency
- Type of emergency: fire, spill...
- Nature, magnitude and evolution of the emergency
- Existence of injured and apparent condition
- Possible chemical products involved
- Control actions taken so far
- Any other information requested by the E.C.C. Operator.

DO NOT CUT COMMUNICATION UNTIL INSTRUCTED TO DO SO BY THE C.C. OPERATOR.

Guidelines for action in port areas

In normal situation:

- ✓ If accessing by vehicle, respect the traffic regulations and park in the authorized and authorized areas.
- ✓ Heavy machinery and vehicles working on the dock have the right of way.
- ✓ Wear high-visibility clothing while on the docks, in work areas, in the stockpile of goods, on roads...
- ✓ Walking near the edge of the docks should be done with caution due to the risk of falling into the sea.
- ✓ While inside the port area, the personal identification provided must be worn visibly.
- ✓ Access to the loading, unloading, stowage and unstowage areas is strictly forbidden.
- ✓ Access to the interior of the concessions must be authorized by each facility.
- ✓ The indications of the Port Police shall be followed at all times.

If you are involved in an emergency:

- ✓ Do not take any risks and follow the instructions of the intervention personnel.
- ✓ If you suspect that someone is trapped in the emergency area, notify emergency personnel immediately.
- ✓ In case of fire:
 - In small fires use a portable fire extinguisher.
 - Avoid air renewal in the affected area.
 - Ensure an escape route at all times.
 - Avoid inhaling fumes.