

# FIRE EMERGENCY PLAN

I	Classes of Fire	. . . . .	2
II	Elements	. . . . .	2
A	Firefighting Procedures and Evacuation Routes	. . . . .	2
B	Firefighting measures	. . . . .	2
C	How to carry out the Firefighting Operational Plan	. . . . .	3
D	Rescues and Medical Responsibilities	. . . . .	3
E	Alarm Safeties	. . . . .	3
F	Fire Training	. . . . .	3
III	Emergency Procedures	. . . . .	4
IV	Special Training	. . . . .	4
V	Procedures for counting staff followed by an emergency evacuation	. . . . .	4
VI	Employee Count	. . . . .	4
VII	Distribution and Responsibilities of Firefighting Equipment	. . . . .	5
VIII	Firefighting and Response Procedures.	. . . . .	5
IX	Rescues and Medical Responsibilities	. . . . .	6
X	Staff Evacuation	. . . . .	6
XI	Evacuation procedures in case of threat for protection or failure of measures	. . . . .	7
XII	ANNEXES		
A	Evacuation Routes and Meeting Points	. . . . .	.9,10
B	Rescue and Evacuation Training List	. . . . .	.11
C	Location of Hydrants and Hose Stations	. . . . .	.12

# FIRE EMERGENCY PLAN

Company: Grand Port Cruise Center

Address: Grand Port Cruise Center, Freeport, The Bahamas

## I. Classes of Fire:

- Class A:** Solid Combustibles: wood, fabrics, rubber, paper and some types of plastic.
- Class B:** Flammable Liquids: petrol, oils, paint, flammable gases and liquids.
- Class C:** Equipment subjected to electrical current: motors, transformers, cables.
- Class D:** Combustible Metals: sodium, magnesium and potassium or others that can ignite when reduced to very fine filings.
- Class K:** A fire that originates or is involved when cooking with vegetable oils, fats and lards considered fire class B, that are usually fired at high temperatures and have been given their own rating and can be controlled with a wet dry chemical fire extinguisher.

## II. Elements

### A. Firefighting Procedures and Evacuation Routes

Firefighting procedures and evacuation routes will be located in public areas as well as work areas. All employees will be trained to follow established procedures. New employees will be trained in their work areas.

The Firefighting Procedures will be implemented by the Security and Maintenance staff of the ship terminal.

Procedures for evacuation of GPCC plant staff.

Procedures for the evacuation of tenant staff.

Procedures for the evacuation of visiting staff in the main square.

Procedures for the evacuation of beach staff.

Procedures for evacuating passengers from ships docked at the pier.

**B. Firefighting measures:** Will be initially carried out by GPCC security and maintenance, until the arrival of the Firefighter staff, who will be in charge of the firefighting station procedures. The security staff will proceed to the orderly evacuation of all the personnel initially and will be supported by the Police once they are in the facility. Section IX describes the procedures and staff required to be able to fight a fire in an orderly fashion and the respective evacuation of the port facility.

### **C. How to carry out the Firefighting Operational Plan.**

**1. The GPCC Command Center:** Will be responsible for notifying GPCC management and executives of an incident, as well as the CNPP, the Police, the municipal fire department and the Red Cross ambulance for their prompt response.

**2. Grand Port Terminal Staff:** Will be responsible for promptly and effectively informing any individual working or present at the facility at the time of this type of incident.

**3. GPCC Tenants:** The managers of each store, kiosk or cart will be informed by cell phone or alert voice directly by the security or maintenance staff who are collaborating with the fire prevention measures. After the fire and evacuation notice, the managers or managers of the stores will make an evacuation headcount in the storage areas to verify that their staff has evacuated and report it to the coordinators of the emergency plan.

**4. GPCC Guests:** Security staff will be designated to inspect all public areas of the complex in search of guests to direct them to the gathering centers.

**5. Grand Port Center:** Warning this specific area will not have basic firefighting measures, it will have a 100-pound dry chemical extinguisher that will be located outside the beach manager's office and will have a variety of extinguishers that are located in strategic places such as the emergency generator, offices and restaurants, all placed where a fire could be caused, and within access for fire brigade vehicles. The only thing we have contemplated is the prompt evacuation of our employees and our tenants working on this beach to the designated gathering points.

**6. Passengers at Pier:** In the event of a fire on a cruise ship that is docked at the pier, all on board must disembark. The staff on board will meet at the points designated by the ship and disembark in groups in an orderly manner through their managers, who will organize them at the dock. From there, Grand Port CC security personnel with signs that say "Guide" and megaphones will lead passengers to the scheduled collection centers. The gathering center is the Organized Tours parking lot.

### **D. Rescues and Medical Responsibilities**

Firefighting, medical and rescue responsibilities will be assigned individually to elements of security. These personnel will receive special training and precise instructions to be able to act if necessary. A list of the different types of training is in Annex B.

### **E. Alarm Safeties.**

Notification in the event of a real emergency alarm will be:

1. Cell phone call.
2. Information provided by loudspeakers
3. The Boat's whistle or bells (seven short followed by a long).

### **F. Fire Training.**

All security staff will be trained to identify the type of fire and fight an emergency of this type in a safe and orderly manner to protect guests, tenants and employees who are in our facilities in Grand Port CC while Firefighters, Police and Red Cross arrive. See also Annex B.

**Employee training will be delivered when:**

1. New staff receive their induction courses to the company.
2. When we periodically carry out fire drills or drills.
3. When we carry out exercises with the Municipal Firefighters.

**III. Emergency Procedures.**

During some fire emergencies, it will be necessary for properly trained employees to remain in the affected areas for specific reasons to evacuate passengers and carry out initial firefighting operations. These activities will be delegated to firefighting staff once they are at the facility in emergency situations.

Tasks:

1. Review main power control with assigned maintenance staff.
2. Control the main source of drinking water supply with the assigned maintenance staff.
3. Review the cable car control room with your manager.

**IV. Special Training:**

All security staff will receive special training and instructions to ensure the protection of workers and facilities. To record these special firefighting and evacuation activities, a log will be kept with details of the training sessions and the procedures to be followed according to the Port Facility Protection Plan.

Emergency Plan Coordinator:

**V. Procedures for accounting staff followed by an emergency evacuation.**

Each supervisor is responsible for accounting for each of their employees in an emergency evacuation situation. This procedure will be carried out following the guidelines established for such eventuality.

**VI. Employee Count**

1. Gathering centers will be established for all evacuation routes and procedures. These points have been designated in each work area.

2. All employees and their supervisors must report from their collection center immediately after being evacuated.
3. Each employee will be responsible for reporting to their supervisor so that an effective count can be obtained. The supervisors will count their employees, as well as the absences and will report them to the coordinator of the emergency evacuation.
4. The emergency coordinator will be located in one of two locations:
  - a. Primary Location
  - b. Secondary Location
5. The emergency evacuation coordinator will determine how to search for missing staff.

## **VII. Distribution and Responsibilities of Firefighting Equipment**

The operations, procedures and staff required to carry out firefighting activities will be as follows:

### **VIII. Firefighting and Response Procedures.**

The firefighting operational plan will be made up of three groups that are:

**Alpha Group:** This group will be directly in charge of carrying out the investigation of the type of fire that is occurring, as well as how large the fire is in the area, and then immediately report it to the officer in charge.

**Bravo Group:** This group will have the responsibility of supporting the alpha group in their operational relays.

**Charlie Group:** This group will be directly in charge of rescuing the victims. These staff members will communicate with the group that is putting out the fire. This group will inform the officer in charge of the emergency of how many victims have been rescued and their identification, if possible. Once all the information has been collected, the victims will be evacuated and transferred with the squad of stretcher-bearers to carry out the respective evaluations.

*Rescue operations will be carried out without exposing staff to possible injuries. If rescue operations cannot be carried out due to the magnitude of the fire, the arrival of the Fire Department must be awaited.*

The firefighting group will have the following assignments:

- A. Chief Security Supervisor:** Responsible for managing the operation of the existing situation and communications.

**First GPCC firefighter** will take control of the hose nozzle.

**Second GPCC firefighter** will carry the communication of the squad and help with the hose.

**Third GPCC firefighter** will take control of the hose that has a good pressure release.

**Fourth GPCC firefighter** is in charge of opening the valve at the fire station.

**First GPCC Firefighter Rescuer** will be guided by the hose that is extinguishing the fire to analyze the possibility of how to rescue the victims.

**Second GPCC Firefighter Rescuer** will carry the communication of the squad.

**Crowd Control Group** will be supported by maintenance staff in case the security staff is not enough.

The location of fire hydrants and hose stations is detailed in Annex D.

**B. The Chief Maintenance Supervisor** It is in charge of locating the personnel that will control the crowds to the gathering centers and of reporting to the emergency manager when the entire area is clear.

**1. Assistant 1** Maintenance staff who collaborates with the evacuation of the crowd.

**2. Assistant 2** Maintenance staff who collaborates with the evacuation of the crowd.

**3. Assistant 3** Maintenance staff who collaborates with the evacuation of the crowd.

**4. Assistant 4** Maintenance staff who collaborates with the evacuation of the crowd.

**IX. Rescue and Medical Responsibilities:**

It may be necessary that in a fire situation, we will have to rescue staff, as well as carry out activities of a medical nature, including first-aid treatments. All staff assigned to these activities will be trained and equipped to perform this type of activity properly and safely. See listing in Annex B.

**Procedures and Special Instructions:**

All persons performing rescue or first-aid tasks in fire situations must follow the following instructions:

1. Ask the patient for permission to perform first-aid and ask what he feels, if he does not respond, proceed with the help. Contact Cencom for additional assistance and to call the ambulance.

2. Observe and listen for symptoms and then examine the patient.

3. When conducting the general assessment of the victim, avoid unnecessary movements.

4. Do not administer medications, only pain relievers, if necessary.

5. Do not comment on the injured person's state of health out loud, especially if the person is conscious.

6. Prepare a medical incident report, with the signature of the patient or companion.

**X. Staff Evaluation**

This summary provides the location of the different gathering centers and includes information from supervisors and **GPCC** employees.

The gathering centers for the security and maintenance staff of **Grand Port CC** that will not be involved in the execution of firefighting and evacuation activities will be located in the administration parking lot in front of the restrooms and maintenance and security recreation area.

#### **XI. Procedures for evacuation in case of threat to protection or failure of measures.**

This section describes the operations, procedures, and personnel required to carry out critical operations before assigned personnel evacuate during emergency situations.

In case of fire due to the threat or failure of the protection measures, the procedure to be followed is:

**First** communicate the situation to **GPCC** management and executives.

**Second** notify the ship's security of the incident via radio.

**Third** communicate to the relevant authorities such as: **Firefighters (352-8888), Red Cross Police 911 or 919.**

**Fourth** prepare protection and maintenance staff for the current situation.

The evacuation group will have the following assignments:

**A. Chief Security Supervisor:** Will be responsible for managing the operation of the existing situation and communications.

**B. Chief Maintenance Supervisor:** Will be in charge of controlling the movements of the personnel to the assigned areas.

**C. Crowd Controller 1:** Will be in charge of indicating the route for the evacuees and maintaining control and calm. This position will be assigned by the maintenance supervisor.

**D.** Crowd Controller 2.

**E.** Crowd Controller 3.

**F.** Crowd Controller 4

Evacuation Assistants 1: Will be responsible for making a record of the entire Port Facility.

**A.** Evacuation Assistant 2

**B.** Evacuation Assistant 3

### C. Evacuation Assistant 4

**Fifth** evacuate the staff in the main square to the tour bus parking area. People on the docks will return to the ship. People who are on the beach will move to the parking lot at the entrance to.

**Sixth** evacuate vehicles such as taxis and tour buses from the parking lots, directing them outside our facilities.

**Seventh** close the port facility.

#### **Tasks of port facility staff assigned security responsibilities and other port facility staff in connection with security.**

Those assigned security responsibilities and other personnel working at the Port Facility will have duties to follow in the event of an emergency.

**First** communicate the situation to Grand Bahama CC management.

**Second** notify the ship's security of the incident via radio.

**Third** communicate to the relevant authorities such as: Municipal Firefighters, Red Cross, National Police and CNPP

**Fourth** Send the 10 designated personnel for the unforeseen event, five from the security department and five from the maintenance department.

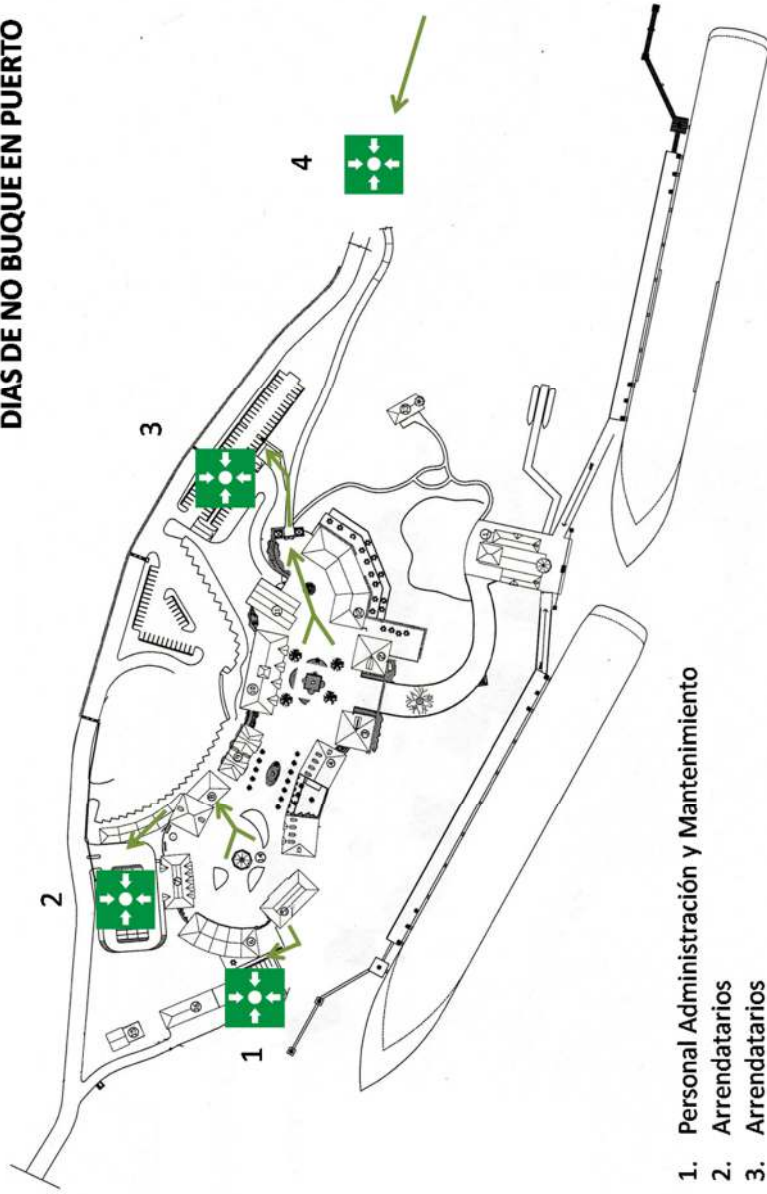
**Fifth** the staff that will attend to this unforeseen event will. From that point, the need to take action will be coordinated by the security supervisor, who is the shift manager of that time.

## **XII. ANNEXES A Evacuation Routes and Meeting Points**



ANNEX A  
EVACUATION ROUTES AND GATHERING CENTERS (MEETING POINTS)

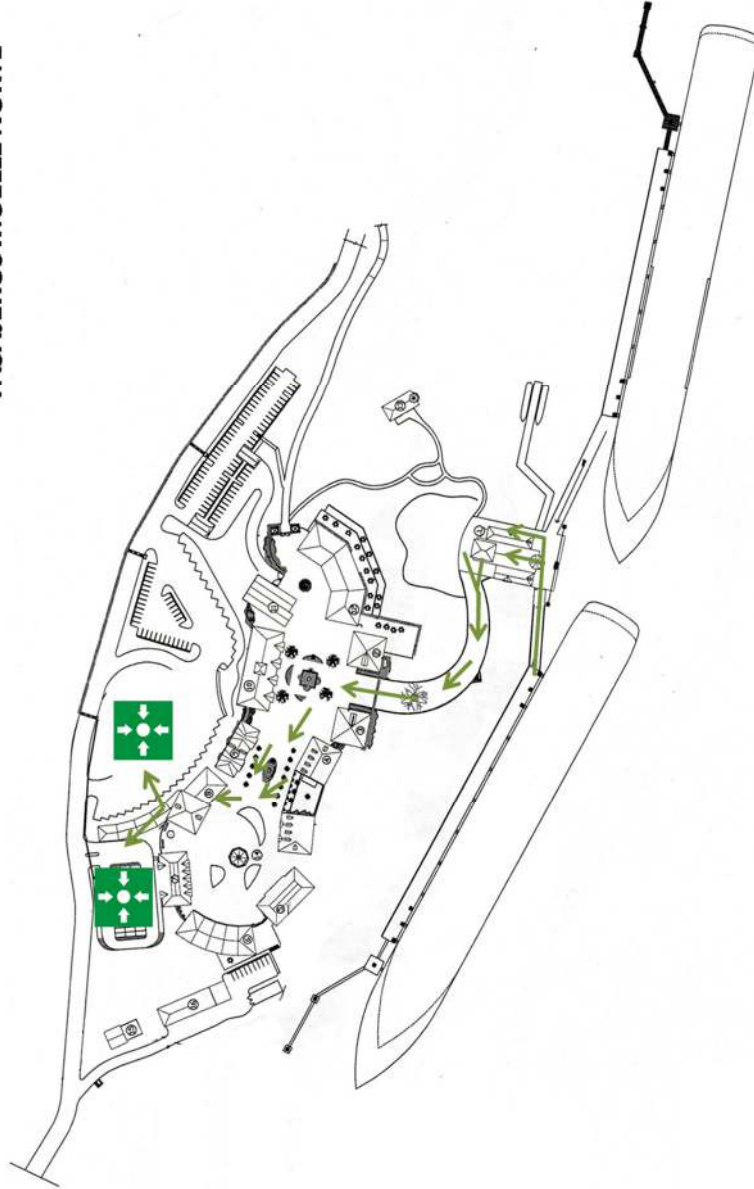
RUTA DE EVACUACION  
PERSONAL RCT / ARRENDATARIOS  
DIAS DE NO BUQUE EN PUERTO



1. Personal Administración y Mantenimiento
2. Arrendatarios
3. Arrendatarios
4. Personal Mahogany Beach

EVACUATION ROUTES PASSENGER PIER

RUTA DE EVACUACION  
PASAJEROS MUELLE NORTE

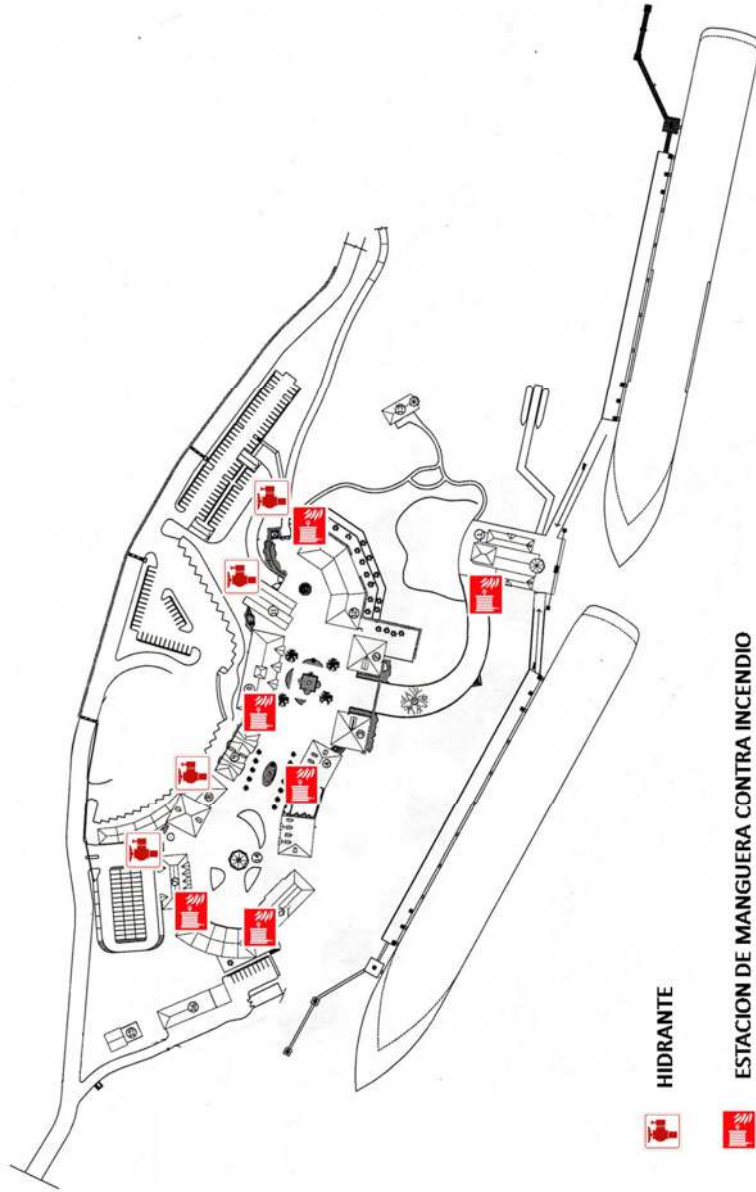


**ANNEX B**  
**Rescue Training and Evaluation**

<b>Course Received</b>
PBIP
RESCUE
EVACUATION
RESCUE DIVER
FIRST-AID

## ANNEX C

### LOCATION OF HYDRANTS AND FIRE HOSES



## TENANT AND / OR USER

- The prevention and control of fires is an important part of any safety program.
- Knowing what to do in case of fire can greatly reduce the risk or injury or serious loss.
- Fires are categorized into five classes:
  1. Fire Class "A" - caused by solid materials produced by burning ember fire. (wood paper, burlap, rubber, etc.)
  2. Fire Class "B" - Fire caused by liquids, flammable solids and gases that only burn the surface. (gasoline, paint thinners, alcohols, acetone, etc.)
  3. Fire Class "C" - Fire caused by materials or energized equipment. (Motors, electrical substations, computers, etc.)
  4. Fire Class "D" - Fire caused by combustible metals and reagents. (sodium, magnesium, potassium, calcium, zinc, etc.)
  5. Fire Class "K" - Kitchen fire usually involving liquid cooking oil.—This is a sub set of "Class "B" fires.



### FIRE EXTINGUISHERS:

**It is important to know what type of fire extinguisher to use on the proper class of fire.**

1. Water-based fire extinguishers are to be used on "Class A" fires only.
2. A regular dry chemical-based extinguisher can be used on "Class B" "Class C" and "Class K" fires.
3. A multi-purpose dry chemical extinguisher is effective on "Class A", "Class B" and "Class C" fires.
4. Wet Chemical-based (foam) fire extinguishers may be used on "Class K" and "Class A" fires.

LIST CONTINUED ON NEXT PAGE...

## EMERGENCY TELEPHONE NUMBERS

- FIRE BRIGADE        --- - ---
- GTCC SECURITY       --- - ---
- POLICE                --- - ---
- AMBULANCE         --- - ---



### FIRE EXTINGUISHERS CONTINUED...

5. Carbon Dioxide-based extinguishers can be used on "Class B" and "Class C" fires.
6. Halogenated/ Clean Agent-based extinguishers are primarily used on "Class C" fires but can also be used on "Class A" and "Class B" fires.
7. Mett-X Fire Extinguishers are used on "Class D" fires only.
8. Foam Extinguishers can be used on "Class A" and "Class B" fires.

### PROPER USE OF FIRE EXTINGUISHERS:

Remember "PASS"

1. P: Pull the Pin
2. A: Aim the extinguisher at the base of the fire
3. S: Squeeze the handle
4. S: Sweep from side to side



## Internal Fire Procedures

*What to do and how to act in case of an outbreak of fire in the Terminal*

**PREVENT  
NOTIFY  
ACT  
EVACUATE**

**Grand Turk Cruise Center**  
Grand Turk, Turks & Caicos Islands

# FIRST AND FOREMOST: PREVENTION

Prevention is the most important aspect of fire safety.

Many fires could have been avoided if a few basic measures had been implemented in the workplace.

These measures relate to the use of electrical equipment, the handling of flammable materials, maintenance of extinguishing equipment, proper signage and accessibility.

Organization and cleanliness in the workplace, also play a key role in prevention.

## PREVENTION

1. Clearly identify evacuation routes and emergency exits.



2. Do not store flammable products.



3. Do not overload electrical connections.



4. Identify the location of your fire extinguishers and make sure they are easily accessible.



5. Only smoke in designated smoking areas.



6. Do not block emergency exits and fire extinguishers. These must always be accessible for quick use in case of an emergency.



# PREVENT / NOTIFY / ACT / EVACUATE

## WHAT TO DO IN THE EVENT OF FIRE: REMEMBER THE FOUR "A'S"

1.- **ACTIVATE** the alarm, call 911 and notify GTCC Security .



2.- **ASSIST** others in exiting the building.



3.- **ATTEMPT** to extinguish the fire if you can do so safely.



4.- **ASSEMBLE** in the predetermined location outside the building.

