
EMERGENCY PREPAREDNESS AND RESPONSE GUIDE

Emergency preparedness and response cover the following aspects of our activities, which have been identified as having the potential for accidents and emergency situations and which could have a significant environmental impact:

1. Fire
2. Typhoon
3. Earthquake
4. Tsunami
5. Civil disturbance
6. Chemical Spill

What to do in case of:

Fire

1. Do not panic.
2. Report immediately to SBITC management at 252 6477 or 0917-851-3244.
3. Know floor plans of the Building and familiarize the Fire Exits.
4. Turn off electrical power if possible if it's safe to do so.
5. Locate the nearest fire extinguisher and try to put out the fire if controllable, always ensure that you have safe egress route (can be reached without exposure to fire).
6. Evacuate if you cannot extinguish the fire, do not jeopardize personal safety.
7. Do not break windows.
8. Do not open a hot door or if smoke is visible.
9. Do not attempt to go back to save possessions and other things.
10. If trapped in a room with smoke, crawl towards exit, using walls as guide.
11. Go directly to the safe area.
12. Do not return to the affected area unless declared clear by appropriate authorities.

Typhoon

1. SBITC have monitoring of local weather condition thru ICTSI local weather services.
2. Wait for the announcement of SBMA authorities or SBITC management for port operation activities.

3. Outside truck operators shall not be allowed to enter SBITC premises upon the given instruction of SBITC and SBMA management.

Earthquake

1. Know the earthquake hazards.
2. Familiarize with the exit routes.
3. Evaluate structural soundness.
5. Do not panic. Stay calm when inside a structurally Building or even at home.
6. Whenever possible, quickly open the door for exit.
7. Duck under sturdy desk or table; stay away from glass windows, shelves, cabinets and others.
8. Check for falling or hanging debris as it may occur continuous aftershocks.
9. Move closer to higher grounds, Tidal wave or Tsunami are most likely to follow.
10. Be prepared for aftershocks. Once shaking stops, take the fastest way out of the Building.
11. Go directly to the designated assembly area in front of Admin Building and East Gate.
12. Account for all evacuated persons, including the number of recorded victims treated with minor injuries and those who were transported to the hospital.
13. Check water line and electrical lines for possible damages.
14. Check for spill i.e. chemical, toxic and flammable materials.

Tsunami

1. Pre-determine high ground in the area and identify routes to get there. Local generated tsunamis occur in a very short time, with the first wave reaching the shoreline nearest the epicenter 2 to 5 minutes after the main earthquake.
2. Conduct community –level awareness about earth quakes and tsunamis focus on natural signs of an approaching tsunami, warning and evacuation procedure.
3. Beware of unusual sea level change, sudden seawater rise and rumbling sounds of approaching waves.
4. Move to higher grounds. Do not go down the shore line to watch a tsunami.
5. All personnel must proceed on elevated areas and have sheltered immediately.
6. Stay out of danger areas until "All Clear" had been issued by a competent local authority. A tsunami is not a single wave but a series of waves.
7. If needs to evacuate at designated post, leave a message where you are going to and bring an emergency supply kit.

Civil disturbance

Should a disturbance or demonstration takes place just outside or in the vicinity of the terminal and if there is danger to the terminal and employees, the following actions shall be taken.

1. Report any found disturbance inside SBITC premises to SBITC management.
2. SBITC management will report to SBMA authorities for assistance.
3. Secure the port immediately.
4. In case of incendiary devices have the extinguishers readily available. Call SBMA Fire Department if necessary.
5. No unauthorized admittance to the terminal.
6. No packages are to be accepted.
7. Port operations should be stopped if necessary.

Chemical Spill

1. Report any found identified chemical spill to SBITC management.
2. Never touch, smell or walk through the place of spilled chemical.
3. Eliminate all ignition sources.
4. Wait for the personnel authorized to handle such chemical spill.
5. Approach the spills off wind.
6. Do not clean-up or dispose of, except under supervision of a specialist.
7. Prevent entry into waterways, sewers, and confined area.
8. Keep combustibles i.e. wood, paper, oil, etc. away from spilled material.

For emergency, contact the following numbers:

SBITC Numbers:

Landline: 250-2252 / 252-6477 / 252-6474

Operations: 0915-294-0419 / 0917-816-4699

Safety: 0917-851-3244 / 0917-542-3769

SBMA EMERGENCY HOTLINE

Police: 911 (landline)

9111 (mobile)

Fire: 160

Dispensary/SBMA Ambulance: 161