



ROMANIAN NAUTICAL COLLEGE HEALTH AND SAFETY PROCEDURES

VENUE: STR. LEBEDEI NR.1, TOMIS MARINA, 900746, CONSTANTA

GENERALITIES. To comply with relevant Romanian Nautical College (RNC) activity, emergency procedures are prepared and distributed, emergency warning systems installed in all facilities and an emergency control is organised and trained for the students and personnel.

Each workplace at RNC is required to have fully implemented emergency procedures. The procedures that follow are designed to assist in the organisation and implementation of emergency procedures for workplaces. For assistance in implementing emergency procedures in our building/area, please contact Safety and Health Service at (+4) 0756 130 192.

The emergency control consists of Training Administrator (Secretary Desks, at ground floor and at the 1st floor) and outside agencies (such as Fire and Rescue Services at phone number 112).

The role of the Emergency Control is to ensure the safety of the building's occupants in any emergency.

ATTENTION! During emergencies, instructions from the Course's Instructor overrule the normal management structure.

- **For the Ground Floor: Designated Assembly Area No.1 is in front of the Main Entrance !!!**
- **For the 1st Floor: Designated Assembly Area No.2 is the parking lot behind the building !!!**

Familiarise yourself with the various emergency alarms and signals, break glass alarms, evacuation routes, emergency exits and assembly areas in your area and building.

1. Emergency procedures

Objectives

The objective of these procedures is to ensure, as far as practicable, the safety, health and wellbeing of staff, trainees and visitors during emergencies at The Romanian





Romanian Nautical College

in partnership with **South Tyneside College**



Nautical College. To comply with relevant Romanian Nautical College legislation, codes and guidance materials, emergency procedures are prepared and distributed, emergency warning systems installed in the building and an emergency control is organised and trained.

Emergency Control

The emergency control (EC) is insured by the **Instructor**, as well as outside agencies such as Fire and Rescue Services (call 112). The role of the EC is to ensure the safety of the building's occupants in any emergency.

Phone numbers

Internal Emergency: (+4) 0756 130 192 (0800-1600 hrs)

External Emergency: 112 (24 hours per day)

2. Emergency evacuation

DON'T PANIC

At all times during an emergency follow the instructions of your **INSTRUCTOR**:

1. On hearing the evacuation alarm, immediately prepare to leave the building – secure confidential materials and valuables, collect personal belongings, shut-down experiments, switch-off computers, electrical appliances, equipment and machinery.
2. If the evacuation alarm sounds, or if instructed to do so by the INSTRUCTOR, leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving.
3. If possible, take hand held personal belongings (such as handbags and briefcases) with you when you leave. **Do not return** to collect belongings.
4. Assist any person with a disability to leave the building, or to the nearest fire isolated or firesafe haven for multi-storey buildings. Do not attempt to carry people down stairs.
5. Walk quickly and calmly to the designated assembly area for your building or as advised by the INSTRUCTOR.
6. Remain at the assembly area (in groups) until instructed to leave by the INSTRUCTOR.
7. Do not re-enter the building until informed that it is safe to do so by the INSTRUCTOR. Do not enter a building in alarm.



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ROMANIAN NAUTICAL COLLEGE

Face Book: romaniannauticalcollege/ Web: www.nauticalcollege.org
Street address: Str. Lebedei nr. 1 (Marina Tomis), 900 746, Constanta
RegistrationNo.: 22PJ/2073/94/2010 / Fiscal Code: 26849221
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In the event of an earthquake

1. Take shelter under tables, desks or in doorways.
2. Stay away from windows, shelving and large free-standing furniture.
3. After the earthquake, look for injured persons in your area and assist, provided it is safe to do so.
4. Leave the building as soon as you are able to.

Lecture/theatres/laboratories/simulator rooms

It is the responsibility of the INSTRUCTOR to ensure that the class is evacuated and to maintain control of the trainees during an emergency until released by the Training Manager/Admin.

3. Fire/smoke

Raise the alarm

1. If safe to do so, ensure the immediate safety of anyone within the vicinity of the fire.
2. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting 'Fire, Fire, Fire' if a panel is not available. The alarm system automatically notifies emergency personnel.
3. Phone Security – call **(+4) 0756 130 192** . Give your name, room, type and extent of the fire/smoke.
4. Evacuate the immediate area.

Fire fighting

5. If safe to do so and if trained in the use of fire equipment – attempt to extinguish the fire.
6. Choose the correct fire extinguisher. Do not use water or foam on an electrical fire.

Evacuate

7. Evacuate the building as instructed to do so.
8. Walk quickly and calmly to the assembly area.
9. Close doors and windows as you exit - do not lock doors. Leave lights on.
10. Remain in the assembly area in groups until instructed to leave by the Training Manager.
11. Do not re-enter the building until informed that it is safe to do so by the Training Manager.





4. Personal Injury

Personal injury - minor

1. Report to the DP Instructor.
2. Send the injured person to Constanta Clinical Hospital (24/7).
3. Complete a confidential incident /injury report.

Personal injury – major

1. Care for injured person(s) – call for assistance.
2. Send someone to call emergency (call 112).

Provide all information

- Name
- Location (building, level, room number)
- Nature and type of injury
- State of consciousness of the injured person(s)
- Age and gender of the injured person(s)
- If possible, the names of the injured person(s)
- Any relevant information – breathing/not breathing, chest pains, bleeding
- Complete a confidential incident/injury report.

Familiarise yourself with the current location of first aid kits in your area

If assaulted

1. Inform the INSTRUCTOR and/or call (+4) 0756 130 192, providing details of the assault as soon as possible.
2. Do not wash, shower, change clothes or clean up in any way until after obtaining medical assistance and talking to the Police. You could destroy vital evidence.
3. Do not drink alcohol or take tranquilizers or other drugs as you will have to give a clear account of what has happened. Try to remember everything you can about your attacker.
4. Remember, you are the victim! You have nothing to feel guilty or ashamed about. Police Officers are aware that a person who has been assaulted is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you.

5. Personal Threat

Violent / threatening person

1. If safe to do so, note and report such persons – inform your DP Instructor or further call (+4) 0756 130 192 .





2. If confronted, obey instructions if safe to do so:
 - Do not argue or provoke the person.
 - Do not attempt to physically subdue the person.
 - Back away and alert others to move away also.
 - Make it easy for the person to leave the building/area.
- If the person appears psychotic (unusual behaviour, saying odd things)
- Try and create a calm, non-threatening atmosphere. Reduce distractions, turn off noisy equipment and computer monitors.
 - Talk slowly, quietly, firmly and simply.
 - Avoid direct eye contact, do not get too close.
 - If you can get the person to calm down, try and get them to sit down with you.
 - Do not try to reason with acute psychosis. They may be acting this way because hallucinations and voices that they are hearing are very real to them.
 - Express empathy for the person's emotional distress, but do not pretend that the delusions or voices are real for you.
 - Comply with reasonable requests.
3. Observe carefully:
 - Any articles touched by the person.
 - Physical details and attire.
 - Points which may aid description (including mannerisms).
 - Direction that the person took when they left the area.
 4. Provide the INSTRUCTOR the details of the incident as soon as possible, advise of any unusual behaviour – seek advice on next action.
 5. Record information for Police
 6. Be prepared to evacuate or secure the building/area – await further instructions from the INSTRUCTOR.

It is the responsibility of the INSTRUCTOR to maintain control over their class during an emergency until released by the Training Admin/ Manager

Civil disorder/illegal occupancy

1. Inform the DP Instructor and request assistance.
2. If the case, notify the Training Manager.
3. If safe to do so – initiate action to:
 - Restrict entry to the building
 - Confine presence to the ground floor
 - Restrict contact between demonstrators and building occupants or
 - Evacuate the building.
4. Be prepared to evacuate – await further instructions.





6. Bomb threat

Above all - keep calm and do not alarm others

1. If the threat is by telephone: **Prolong the call, keep the person talking and ask:**
 - Location of bomb
 - Time set to explode
 - Record exact information – see following bomb threat checklist
 - Do not replace the handset (this enables calls to be traced).
2. Record information for Police.
3. If an object is found:
 - Do not touch
 - Report the find to Security
 - Keep areas clear.

Basic rules:

- Treat as genuine
 - Record exact information.
4. Do not use mobile phones, two way radios or other electronic equipment that may trigger a device – turn off mobile phones and two way radios.

Raise the alarm

5. Phone Emergency (call 112)
 - Notify the DP Instructor or, if the case, the Training Manager.
 - Do not use break-glass alarm or public address system.

Evacuate

6. Be prepared to evacuate – await further instructions from INSTRUCTOR or Training Admin/Manager.
7. Evacuate the building as instructed to do so by the INSTRUCTOR or Training Admin/Manager.

Lecture rooms/laboratories: It is the responsibility of the INSTRUCTOR to maintain control over their class during an emergency until released by the Training Admin/Manager.

Persons should be requested to remove all personal belongings (such as briefcases, bags and other personal articles) when evacuating





7. Bomb threat checklist

Try to record the exact wording of the threat

Make as many notes as you can on paper!

Keep caller talking – try and obtain as much information as possible

Ask the following questions:

- What is it?
• Where is it?
• What does it look like?
• When is the bomb going to explode?
• How will the bomb explode?
• Did you put it there?
• When did you put it there?
• Why did you put it there?
• What is your name?
• Where are you now?
• What is your address?

Estimate:

- Age in years
• Accent (specify)

Remember! Keep calm! Do not hang up!

Table with 5 columns: Voice, Speech, Manner, Telephone, Background. Rows include man, woman, child, unknown, stutter, nasal, hesitant, uneducated, other.

8. Suspicious mail or package

If suspicious mail or package has not been opened:



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1. Place item in a plastic bag and seal it. Place all items in a second plastic bag and seal that bag.
2. Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming potentially contaminated. It is unlikely you will be in immediate danger.
3. Inform DP Instructor:
 - Exact location of incident – building, level, room number
 - Number of people potentially exposed
 - Description of the package/device
 - Action taken (e.g. package sealed or covered, area isolated).
4. Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
5. If possible (without leaving your work area) wash your hands.
6. Wait for help to arrive.

If suspicious mail or package has been opened:

1. Do not disturb the item any further. Do not pass it around. If any material has spilled from the item, and if feasible to do so, do not attempt to clean it up, or brush it from your clothing.
2. If possible place an object over the package without disturbing it (such as a large waste bin).
3. Follow steps 2 to 6 above.
4. If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around your workplace.
5. Wait for help to arrive.

If it is suspected that the item is an explosive device

1. Inform the Instructor and further the Training Manager.
2. Evacuate the area.

9. Radioisotope or biohazard spill

Raise the alarm

1. Ensure the immediate safety of anyone within the vicinity of the spill.
2. Evacuate the immediate area around the spill.
3. Report the spill to your Instructor.

Isolate the hazard

4. Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment.





If unsure of the hazards presented and associated risks to safety and health, consult your INSTRUCTOR prior to taking any action.

5. Restrict unnecessary movement into and through the area to avoid spreading contamination. Isolate the affected area at a safe distance by erecting a temporary barricade and placing radioactive or biohazard warning signs.

Clean-up

6. Do not re-enter the area until it has been decontaminated by personnel trained specifically in radiation or biological safety, as appropriate. For any clean-up activities there must be a minimum of two people.

Evacuate

7. Evacuate the building as instructed to do so by the emergency personnel.
8. Walk quickly and calmly to the assembly area or as advised by the emergency personnel.
9. Remain in the assembly area in groups.

- **In the case of a fire every effort must be made to prevent undue spreading of contamination. However, firefighting must take precedence over the control of contamination.**
- **Lecture theatres / laboratories. It is the responsibility of the INSTRUCTOR to ensure that their class is evacuated and to maintain control of the students during the emergency until released by the Training Admin/Manager.**

9. Chemical hazard/ spill / gas leak

Raise the alarm

1. Ensure the immediate safety of anyone within the vicinity of the spill.
2. Evacuate the immediate area around the spill.
3. Report the spill to your DP Instructor.

Isolate the hazard

4. Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment.





If unsure of the hazards presented and associated risks to safety and health, consult your INSTRUCTOR prior to taking any action.

5. Restrict unnecessary movement into and through the area to avoid spreading contamination. Isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs.
6. It may be necessary to turn off the air conditioning to restrict the spread of gases and vapours.

Clean-up

7. Do not re-enter the area until it has been decontaminated by personnel trained and equipped specifically in chemical safety. For any clean-up activities there must be a minimum of two people.

Evacuate

8. Evacuate the buildings as instructed to do so by the emergency personnel.
9. Walk quickly and calmly to the assembly area or as advised by the emergency personnel.
10. Remain in the assembly area in groups

- In the case of a fire every effort must be made to prevent undue spreading of contamination. However, firefighting must take precedence over the control of contamination.
- Do not switch any electrical equipment (including light switches) ON or OFF, as these may spark and become an ignition source
- Simulator rooms / Laboratories: It is the responsibility of the INSTRUCTOR to ensure that their class is evacuated and to maintain control of the trainees during the emergency until released by the Training Admin/Manager.

10. People with special needs

People's needs may vary in emergency situations. There may be people who are frail; have a visual or hearing impairment; have mobility problems and use walking aids or wheelchairs; have limited walking or standing ability; are pregnant; have heart conditions or asthma or are prone to panic attacks; or they may get claustrophobic.

Responsibility of the person with a disability





Whether your disability is of a temporary or permanent nature, wherever possible it is important that you know what your needs are and plan ahead for emergency situations and/or evacuation.

1. If you are an occupant of a Training Centre and have specific needs, take the initiative to meet the INSTRUCTOR and consult him regarding your needs.
2. Consider who you might ask for help and communicate your needs.
3. Know the **Exit** routes in the buildings that you frequent, and check these for suitability, even if they are not your normal route of travel.
4. Remember, you are encouraged to specify what assistance (if any) you may require from other people during an emergency. Do not assume that people around you will know what to do. If you are confident in giving instructions it can prevent being hindered by others offering inappropriate assistance.

Assisting people with physical disabilities

1. **Do not** provide physical guidance, hold, lift or carry a conscious person **without their permission**. This includes pushing someone in a wheelchair, or 'hurrying a person along' by pushing them.
2. **Ask** what assistance the person requires (such as clearing the path before them, walking alongside or behind on steps). Try to avoid offering advice or pre-empting what the person needs if you do not know the person.
3. If a person is reliant on a wheelchair for mobility and there is no access available to get down stairs, another person should wait with them in a fire isolated stairwell until emergency services arrive, as it is the safest place.
4. If someone needs to be transferred or assisted from the floor, requiring a full body lift, it is best to get Fire and Rescue Services involved. Try providing a chair for the person to climb up on to. Do not try to lift them up unless you are trained to do so.
5. **Do not** carry a person in their wheelchair **down stairs**. Either wait for their advice on how to proceed (minimum of two people required) or wait for emergency personnel.

People who may be disoriented or having a panic attack

1. Reassure the person by talking calmly to them. Tell them that you will stay with them.
2. Get the person to control their breathing. Breathe in and breathe out in unison to the count of three. Use your hands in an up and down motion to signal the tempo. Maintain eye contact.

11. Additional information

Evacuation of lecture rooms, library, simulator rooms and laboratories. These areas require explicit organisation because of the potential for large numbers of people to be congregated in a small area. The INSTRUCTOR is responsible for evacuation. Upon



hearing an alert or when notified of an emergency the person in charge should direct trainees to:

1. Stand fast and push chairs, large bags, etc. under desks or benches
2. Turn off electrical devices and laboratory/simulator operations that are not safe to be left unattended
3. In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit
4. Move to the building assembly area.

These procedures need to be orderly to minimise crowding in aisles and doorways.

Fire

Following evacuation procedures in the event of uncontrolled fire is of the utmost importance. Fire can produce smoke that is difficult to see through and causes suffocation.

On discovery of fire or smoke:

- Help people in immediate danger.
- Warn others by shouting "Fire, Fire, Fire", raise the alarm if not already sounding.
- Decide if you can put the fire out. If you are not sure, do not attempt to.
- Don't attempt to use a fire extinguisher if you have not been instructed on its use.
- If you can put out the fire then do so, if unable to, evacuate the building.

Remember:

- Fires and smoke spreads rapidly.
- Fires produce smoke that is difficult to see through and causes suffocation.
- The freshest air will always be near the floor.
- Move quickly but do not run.
- Be decisive, make a decision, communicate and follow that decision.

In the case of a fire, every effort must be made to prevent undue spreading of contamination. However, firefighting must take precedence over the control of contamination.

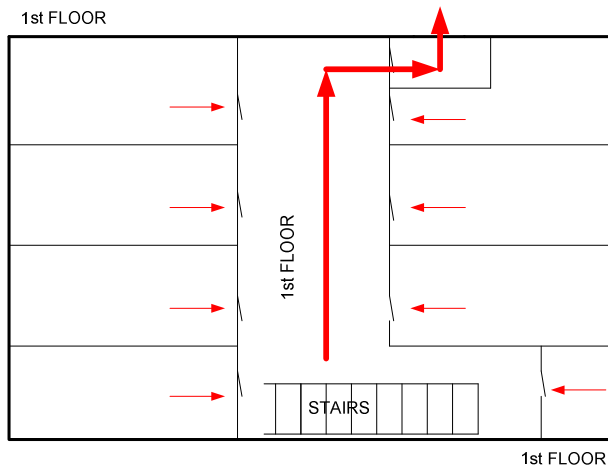
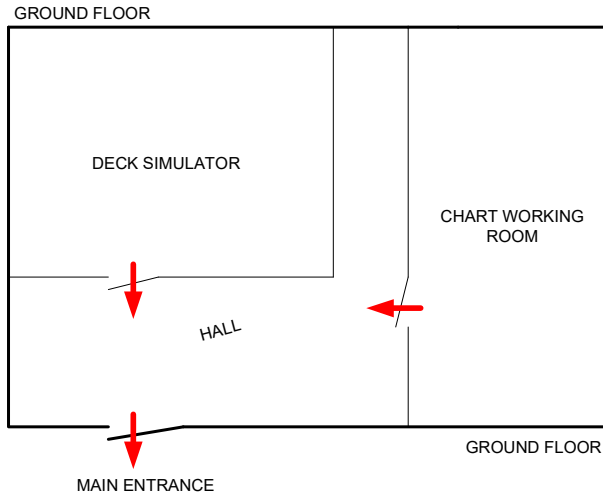
12. Evacuation of lecture theatres, libraries, classrooms and teaching laboratories

It is the responsibility of the INSTRUCTOR to maintain control over their class during an emergency until released by the Training Manager/Admin. The following Escape Route shall be used in case of **fire** in Training Centre:





13. Emergency evacuation plan



Last updated: 02.10.2017



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