



Bylaw for the Energy Port

Port of Helsingborg

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The forms are available as web form and / or as a pdf form on HHAB's website.
Follow the links above.

The Port of Helsingborg processes your personal data when you fill in a form!
You can read more about your rights and how the Port of Helsingborg processes personal data here
- **GDPR**.

Information regarding processing of personal data »

I. Definitions

The regulation uses a number of abbreviations, which are listed below

Abbreviations	Meaning
CT	Combi terminal
HHAB	Helsingborgs Hamn AB (Port of Helsingborg)
HPC	Helsingborg Port Control,
ISPS	International Ship and Port facility Security code
LFL	Lower flammable limit
EH	Energy Port
SKT	Skaane terminal (Skåneterminalen)
STWC	Standards of Training, Certifica- tion and Watchkeeping
VH	West Harbour (Västhallen)

2. Contacts for the Port of Helsingborg

2.1 Head office

Head office visiting address is Oceangatan 3, Helsingborg.

Mail address:
Helsingborgs Hamn AB
SE 251 89 Helsingborg

Telefon: +46 42 10 63 00
E-post: info@port.helsingborg.se

2.2 Notifications

HPC is manned around the clock and handles all operational questions.

E-mail: hpc@port.helsingborg.se
Phone: +46 42 10 63 22
Mobile: +46 70 558 00 59

Notifications to be sent:

- Notification of arrival
- Notification of the content of cargo
- Waste declaration
- Fresh water ordering
- Bunkering
- Diving and underwater activities

Send to: hpc@port.helsingborg.se
Phone: +46 42 10 63 22

2.3 VHF channel

HPC monitors VHF channel 11 and it is the working channel in the port.

2.4 Admittance to the port area

Application for entry permit into the port areas is to be sent to HPC: hpc@port.helsingborg.se



3. Regulations for the Energy Port

3.1 General Bylaw

For the general activity in the Port of Helsingborg, there is general "Bylaw for Port of Helsingborg". "Bylaw for the Energy Port Helsingborg" constitute a supplementary for the operations in the Energy Port (EP).

3.2 Access

Parts of the EP are protected by the Maritime Security Act and the ISPS Code.

The port facility according to the ISPS Code is a fenced area around the quays 503, 504 and 505. This area shall be closed during ship arrival and all persons staying in this area shall be able to show identification document. EP has a general prohibition of access. Passage through the outer gate and in to the EP shall be thru the passage system with a personal card or personal pin-code. Anyone without personal card or pin-code shall be rejected from the EP. Only persons with service matter have access to the EP.

3.3 CCTV

The entire port area is monitored by CCTV and recorded. In an incident, recorded material will be reviewed.

3.4 Traffic

Max 30 km/h is valid within EP. It is usually advisable to drive considerably more slowly in areas where machines operate.

3.5 Parking

Parking may only be done in arranged parking spots or designated locations. Hand brake shall be used and engine heater may not be used.

3.6 No smoking and no open flames

Smoking and open flames are forbidden within the EP. The prohibition applies inside vehicles as well.

3.7 Maintenance, hot work and sparking tools

The person who intends to perform maintenance in the EP shall obtain a written permit to work and a hot work permit by HHAB.

SEE APPENDIX 18.1 HOT WORK PERMIT »

3.8 Mobile phones and radio equipment

Mobile phones and radio communication devices shall be EX-classified and approved for use in areas where flammable and explosive gases may occur.

SEE APPENDIX 18.10 CLASSIFICATION PLAN»

3.9 Oil- and chemical spill

Oil spill trays shall be used where oil spillage and leakage may occur and when there is no permanent device for collecting the spill. Manifolds and hoses must be blind flanged when they are not in use. Gasket and full number of bolts shall be used. All valves and openings shall be closed.

3.10 Clothes

Flammable gases may occur in the EP. Personal clothing shall not consist of any synthetic material which may cause static electricity or contribute to personal injury in case of fire or strong heat. Anyone staying outdoors in the terminal area shall wear hi visibility clothing, at least class 3 on the upper body (according to the standard SS-EN ISO 20 471)

4. Responsible of coordination

HHAB has the responsibility of coordination in the EP unless other agreement has been reached.

4.1 Responsible of coordination between ship and ashore

HHAB is the responsible coordinator for safety relating health and accidents on board ships in the port of Helsingborg during cargo handling. The coordination is not applicable for flagships.

4.2 Permit to work

All maintenance work, renovations, inspections, etc., in the EP requires permit to work from HHAB. Contact HPC for further information and instructions.

SEE APPENDIX 18.2 WORK PERMIT »

5. Responsibility of occupational health and safety

Shipping companies are responsible for their own personnel on board the ships in the Port of Helsingborg.

Contractors are responsible for their personnel and subcontractors. Prior to the commencement of work, a list with contactperson, contractor personnel and subcontractors personnel shall be sent to HHAB.

HHAB is entitled to reject any contractor who does not meet HHAB's requirements.



6. Regulations for ships in the Energy Port

6.1 Cargo handling

EP stores and handle oils and chemical products. Many of the products have fire and health hazardous characteristics. Particular attention shall be given to prevent incidents to persons, properties and the environment. Everyone working and staying within the EP are obligated to be informed and comply with the regulations in the EP.

6.2 Ship/Shore Safety Checklist

Before the cargo handling starts in EP, the responsible officer on board the ship and the loading master from ashore shall fill in the Ship / Shore Safety Checklist. The original of the checklist shall be documented by the Terminal, and the copy shall be documented by the ship.

SEE APPENDIX 14 SHIP/SHORE CHECKLIST »

6.3 Responsibility of the operation

The delivering and the receiving ship or depot has the operational responsibility.

6.4 Additional guidelines and regulations

In addition to these regulations, the instructions of the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT) shall be practiced, issued by the International Chamber of Shipping, the Oil Companies International Marine Forum and the International Association of Port and Harbours.

6.5 Vehicles

Vehicles may not be transported or parked within depot classed zones. Chief of depot or facility manager is responsible for compliance in each depot or

facility regarding the regulation. Fuel-driven heaters for vehicles shall not be used within the ET. Electric engine heaters shall be of an approved type. Sludge and bunker operations are not allowed during cargo handling with class 1 product. Tankers shall check the vehicle for leakage before leaving the area. Leaking vehicles shall be handled immediately.

6.6 Mooring

Only ropes or wires with ropes may be used. The moorings shall only be carried out as for the purpose of the equipment. Axes shall be placed in the fire equipment storehouse on the quays in need of cutting off the mooring ropes.

6.7 Fenders

Sparking due to electrical potential differences shall be prevented by using fenders to keep an isolation between the ship and the berth or ship to ship. Special attention shall be given during all ship to ship operations.

6.8 Emergency towing

Vessel in the EP can have one towing wire in the aft and one in the forward part of the ship. The wires shall be secured to bollards on board and adapted to allow a towing length of approx 40 meters. The wires shall be adjusted so that the eye is approx one meter from the water surface on the side facing at sea. HHAB doesn't normally have any requirements for towing wires.

6.9 The crew of the ship

There shall always be sufficiently crew on board to handle any emergency.



6.10 Watch keeping on board

The master on board a ship who cargo handles, or has oil, chemicals or gas in bulk on board shall ensure that there always are sufficient crew for safety and to operate the ship in emergency. There shall always be a watchman on deck with required competence in accordance with International Conventions for Seafarers Training, Certification and Watchkeeping (STCW-95), or other approval by HHAB.

The ship cannot normally stay in the EP when they are not handling cargo. If a permit is obtained from HHAB, there shall be a watchman on deck from arrival to departure according to the following requirements:

- A Swedish or English-speaking crew member must always be on deck and there shall always be a possibility to contact a responsible deck officer on board.
- They shall report any incident that may result in danger or any other observation that invokes it to HPC.

6.11 Smoking

Smoking is prohibited at all locations in the EP. To prevent smoking from occurring in unauthorized places, the master shall provide an appropriate smoking area. Such areas shall not be directly accessible from deck. Doors and valves shall be kept closed to the areas where smoking is permitted. Non-smoking placards shall be visible on board.

6.12 Electrical equipment

Electrical equipment used on oil-, gas- and chemical tankers shall comply with the requirements of classification issued by the competent authority.

6.13 The use of ship radar and radio equipment

If flammable or explosive gases occur shall all stationary radio equipment be set to low power and the transmitter antenna shall be grounded or alternatively switch off the equipment. The ship's radars shall be switched off during all cargo handling.

6.14 Provision

Provision, supplies and other equipment should be handled with respect of the cargo handling operations.

6.15 Ship to ship

Ship shall not under any circumstances come alongside another ship.

6.16 Guidance of safety equipment ashore

Masters and other personnel involved on the ships should be informed of safety equipment and regulations ashore in the terminal.

7. Actions in case of fire

7.1 Action to taken in case of fire on board the ship:

- Alarm with the ship's siren
- Alarm rescue service 112
- Alarm HPC via +46 42 10 63 22, +46 705 58 00 59 or VHF channel 11
- Stop all cargo handling
- Start the fire fighting
- Close all valves and hatches
- Prepare to disconnect cargo hoses and cargo arms.
- Prepare to move the ship

7.2 Actions to be taken in case of fire ashore or on a ship nearby:

- Alarm rescue service 112
- Alarm HPC via +46 42 10 63 22, +46 705 58 00 59 or VHF channel 11
- Prepare firefighting equipment
- Stop all cargo handling
- Close all valves
- Close all hatches
- Prepare to disconnect cargo hoses and cargo arms
- Prepare to move the ship

7.3 Actions in case of oil spill

In case of product spill

- Stop the pumping of the product
- Close all valves on board and ashore
- In event of flammable gas, liquid or hazardous vapor leaks, the ship's alarm signal shall be sounded. Ships nearby shall then abort their cargo handling and take necessary safety precautions
- Alarm Rescue Service 112
- Alarm HPC via +46 42 10 63 22, +46 705 58 00 59 or VHF channel 11
- Start oil recovery if possible

8. Regulations for the depot manager or loading master

8.1 Responsibility

- The loading master is responsible over the discharging operation
- The master of the ship is responsible over the loading operation
- Ship master (or deputy) are responsible for equipment and personnel on board. Depot manager is responsible for the equipment and personnel ashore
- Disposal or loading of tankers shall be in consultation with the depot manager (or deputy) and loading master.

Before the cargo handling operation commence, the SHIP / SHORE SAFETY CHECKLIST shall be completed and signed by both the Ship master and depot manager or their deputies.

The cargo handling shall be under supervision by the master and depot manager. They will appoint responsible ship officers and safety watches for both the manifolds, cargo lines and loading master, who are aware of safety regulations. The names shall be reported to HPC.

All openings except the normal tank venting system shall be closed and gas tight. Ullage measuring and sampling shall normally be done via closed systems. When ship's cargo tanks not are fitted with closed system for measurement and sampling, the tanks can be opened for the shortest time necessary for ullage measurement and sampling. Under no circumstances may it be done during cargo handling operations, all pumps and valves must be closed while the tank is opened. A risk assessment shall be done before opening the tank, which shall be approved by the captain and the terminal.

8.2 Before the cargo handling commence:

- Cargo hoses shall be rigged in such a way that they don't will be damaged by the ship's or its own movements
- When the cargo hoses are connected it shall be under supervision of the master and the depot manager
- Cargo hoses shall be approved, classed and tested during the last 12 months of period. Certificate shall be available on board. Cargo hoses shall be marked with the latest test date and working pressure.
- HHAB is responsible for testing the hoses which belongs to the EP.

8.3 During cargo handling:

- Officers and the safety crew on board shall always be available on deck or in the immediate vicinity if needed.
- There shall always be minimum crew for operation on board to move the ship. There shall always be a competent person in the cargo control room during cargo handling
- Special attention shall be given in the startup and the topping operation. The person who supervises the topping of tanks shall always be in contact with the person who operates the valves to the actual tanks.
- The maximum pump pressure during cargo handling is 7 bar. It shall be reached slowly step by step after the startup of the operation. The whole cargo line shall be checked after the startup of operation and when maximum pressure has been reached. The same procedure applies when cargo handling resumes after a temporary stop.
- Cargo handling shall be stopped if thunder or lightning is approaching. In this case, all valves on the cargo lines shall be closed.
- Before start draining the cargo line, the responsible person shall be sure that there are sufficient space in the designated tank.

8.4 After completion of the cargo handling

After the cargo operation is completed, the depot manager or the responsible person shall inspect the quay and the equipment to verify that system owned by HHAB is restored to its the original state. In case of damage or other remarks they shall contact HHAB.

8.5 Gas measuring

Required gas measurements shall be performed by a qualified person according to the STCW or equivalent. The results shall be recorded.

8.6 Safety watch

The master of the ship shall designate a safety watch. The safety watch shall hold an approved license for the designated cargo handling according to STCW-95

There shall be one safety watch on deck and one on the quay:

- Continuously when the ship is in cargo operation, handling oil, chemical or gas.
- Continuously when the ship handles sludge or slop.

9 The responsibility and obligations of the owner of the depots and cargo lines

The depot manager is responsible for that the safety watch and the cargo line watch has the correct authority for the job, that they have received the necessary instructions for safety procedures and that they have been assigned the correct equipment.

The depot manager shall ensure that personnel fulfils his duties and complies with the safety regulations and instructions. Working hours for the personnel shall be planned so that the continuous working hours do not exceed 13 hours per each 24-hour period. When pumping between two or more depots, the receiving depot is responsible for fulfilling the requirements

9.1 Communication

Safety- and cargo line watches shall be equipped with approved and classified radio equipment. The safety watch shall be near the manifolds on the quay at all time during cargo handling. The cargo line watch shall be in contact with the safety watch and with loading master during the whole cargo operation.

9.2 Personal protective equipment

Safety- and cargo line watch shall use appropriate personal protective equipment including a helmet and safety shoes. Information is available in the MSDS for the product.

9.3 Torches

Only approved and classified torches shall be used.

9.4 The amount of safety watches

At least one safety watch per ship during cargo handling shall be used.

10 Instructions for the safety watch

The safety watch shall be in the vicinity of the manifolds at the berth during all time when the cargo hoses are connected. The safety watch may not perform any duties other than those directly related to the monitoring of the cargo handling operation.

10.1 Records

The safety watch and cargo line watch shall keep records for the cargo handling operation on the form from HHAB.

SEE APPENDIX 18.11 LOG FOR THE SAFETY WATCH »

10.2 Routines before cargo handling

The safety watch shall inspect and make sure that the insulation flanges to be used are in good condition and no foreign objects such as tools, water, ice, etc. can bridge the isolation. If the capacity of the insulation flange is insufficient, it can't be used for the operation. All defects shall be reported immediately to the relevant depot within the EP, HHAB and the responsible officer on board. The safety watch shall contact the responsible ship officer on board and advise which products are to be handled, pump rates, pressures, times for "stand by" and which communication to be used. The safety watch shall take part of the completed checklist and cargo handling plan as well as obtain MSDS for the relevant products.

Safety watch shall:

- Prepare all firefighting equipment
- Check the fire extinguishers. If the pressure is below the approved area or if the seal is broken, the extinguisher shall be replaced before the cargo handling is commenced.
- Inspect the equipment which is planned to be used for the cargo handling in regard to leakage and other defects.
- Make sure that a valid certificate is available for the cargo hose and that it has been pressure tested according to the requirements when ships uses their own hoses, before connecting the hose to the manifold ashore.
- Ensure that the area is locked off and that correct placards are exposed if needed.
- Ensure that only explosion proof equipment are used at the cargo handling area.
- Ensure that the hoses are rigged so that they can't be damaged by their own or the ship's movements.

10.3 Routines during cargo handling

During the cargo handling operation, the safety watch shall:

- Ensure that the communication is maintained with the responsible personnel on board the ship and at the depot keep records
- Ensure that unauthorized persons do not stay in or near the cargo handling area
- Ensure that smoking or naked light does not occur
- Ensure that mobile phones and other non-explosion proof devices are disconnected and not in use at the cargo handling area.
- Notify HPC or the police, if the safety guard's instructions are not followed
- Notify the responsible officer on board the ship if the behavior of a crew member poses a danger for the cargo handling
- Ensure that the responsible officer or the safety watch on board the ship is on deck near the cargo connection. If it is unmanned, the safety watch ashore, shall immediately abort the cargo operation
- Ensure that the tank lids are kept closed and that ullage measurement is continuously. If tank lids are opened for ullage measurements, the operation must be aborted immediately, and all valves must be closed before opening the tank lids.
- Ensure that the pressure in the cargo line not is exceeded
- Check that there is no oil on the water surface between the ship and the berth
- Inform the ship officer and the loading master or depot manager if thunder or lightning is approaching.
- If any doubt about the ship's handling of moorings or anything that may affect the safety, stop the pumping immediately and notify the responsible officer on board and HPC.

10.4 After completion of the cargo handling

After the cargo operation is completed, the safety watch shall ensure that:

- Cargo hoses and cargo arms are drained before disconnection.
- Oil residues are collected in oil trays or in the draining system.
- Close all valves and blind flange cargo hoses and arms. Use new gaskets and full amount of bolts
- Place hoses in the intended location
- Empty the oil trays and restore them to the intended storage location
- Restore the fire extinguishing equipment
- Restore quay and manifold equipment in tidy condition

10.5 Emergency actions at fire, leakage or overfilling

In case of emergency, the safety watch shall:

- Stop the cargo operation
- Close all the valves
- Alarm Rescue Service and HPC according to the alarm plan
- Remove all ignition sources in the area
- Meet up the emergency vehicles



II. Instructions for the pipeline watch

II.1 General

The pipeline watch shall regularly patrol and check the pipeline in use for the cargo operation. The pipeline watch may not perform any duties other than those directly related to the cargo handling and the job he is designated to.

II.2 Records

The pipeline watch shall keep records during cargo operation. Following shall be noted:

- The products being handled
- Between which addresses the pumping takes place (eg delivery or receiving depot with cistern number and berth and vessel respectively)
- Time for start and stop pumping
- Time when the cargo line is closed and blind flanged
- The pressure in the cargo line
- Abnormal events and actions taken
- Equipment failure
- If the pipeline watch detects any malfunction or unplanned events, HHAB shall be contacted.

Following shall be noted once per hour:

- Time of communication control with safety watch and depot manager or loading master.
- Pressure in the cargo line and the quantity which have been transferred.

SEE APPENDIX 18.12 LOG FOR THE PIPELINE WATCH »

II.3 Actions before commencing the cargo handling

- The pipeline watch shall ensure that repair work or any other activity that may affect the safety is not in progress at the pipeline in use or in the vicinity of it.

Note: In case of maintenance work, the pipeline watch shall ensure that permits for work are available for the existing work. The pipeline watch shall not approve the commencement of cargo handling until he has been assured that the work is carried out in such a way that it can't cause danger.

- By contact with the depot manager or loading master the pipeline watch shall be informed of the product (s) to be handled and which pipelines to be used

- Check the whole pipelines from the discharging tanks to the receiving tanks.
- Open all the valves on the pipeline for the product to be handled.
- Check that all blocking valves, drainage valves and venting valves are closed and blind flange.
- When the above checks have been done, report to the depot manager or loading master that the line is ready for cargo handling.

II.4 Actions during the cargo handling

The pipeline watch shall:

- Check for leakages from pipelines, valves, venting system and drainage valves, etc.
- Fix minor leakages where it can be done by tightening bolts
- If the leakage can't be rectified directly by tightening the bolt, stop the cargo handling and close the valves for further action.

II.5 Actions after completion the cargo handling

If the pipeline system belongs to other companies than HHAB, the cargo operation shall be completed according to that company's routines. HHAB pipelines shall be drained with the existing facilities. After the draining is complete, close and blind flange all valves and openings.

II.6 Errors in the system of pipelines

Detected errors which may cause malfunctions of HHAB pipelines in the future shall be reported to HHAB. Regarding other companies pipelines errors shall be reported to their responsible person at each depot.

II.7 Fire

In case of fire, the pipeline watch shall:

- Stop the cargo handling
- Close all valves
- Alarm the Rescue Service and HPC according to the plan
- Remove all ignition sources in the area
- Meet the emergency vehicles

12. Regulations and controls for the insulations flanges

Insulation flanges shall be used where flammable liquids are handled between ships and terminals. Electrical non-conductive hose can be used as an alternative to insulation flange. The same regulation for measurements and intervals applies as for insulation flanges and electrical non-conductive hose. Non-conductive hose shall be clearly marked so it can't be confused with semi conductive and conductive hoses.

12.1 Measurement of the insulation resistance

Insulation resistance shall be checked regularly or at least once every six months and recorded. Minimum insulation resistance may be 1000 ohm and the measurement voltage exceeds 100 volts. The hose or arm shall not be used if the resistance is lower. Poor or insufficient insulation shall be reported immediately to the responsible person for equipment belonging to individual depots or to HPC if the equipment belongs to HHAB.

13. Emergency on ships in the Energy Port

13.1 Fire or oil spill

- Take action to fight the fire.
- Stop the cargo handling and close all the valves
- ALARM by repeated signals with the ship's siren and fire alarm.
- Alert Rescue Service 112, and HPC VHF Channel 11 or Phone +46 42-10 63 22, +46 705 58 00 59.
- Close all tank lids
- Prepare to disconnect the cargo arms and hoses
- Prepare for moving the ship

13.2 Personal injury

- Alert Ambulance 112, and HPC (VHF Channel 11 or Phone +46 42-10 63 22, +46 705 58 00 59).

13.3 Evacuation plan:

- See map below

