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Title: EMERGENCY RESPONSE PLAN

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1. REVISION HISTORY

Revision	Description of Change	Review	Approval	Date
0	Initial Release	UH/PM	MR/DO	19/04/16
01	OSHAD Ver 3.1 requirement added	UH/PM	MR/DO	01/05/17

2. INTRODUCTION

The following is a plan to prepare for emergencies by auditing the work area, by training employees, by procuring and maintaining necessary equipment and by assigning responsibilities and preparing for an emergency, human life and protection of property. Hence the emergency plan is being prepared to protect the public health, safety and environment related to our operation.

3. PURPOSE

This document provides guidance to promote the conservation and safety of life, property, maintain continuity of operation through emergencies and other unforeseen situations. This Emergency Action Plan may be implemented if personnel need to be evacuated due to a natural disaster, i.e. severe weather, Chemical Release, gas leakage, fire, medical emergencies or any threat to security. This Emergency Response Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate external/local government responders take over.

4. SCOPE:

This plan applies to emergencies that could be reasonably being expected in the workplace.

It is important for staff to read and understand their work site Emergency Response Plan **BEFORE** an emergency occurs. Managers should share safety information with employees and visitors; and **POST** copies of the Emergency Action Plan prominently at accessible locations.

The plan establishes a framework for the effective handling of emergencies and management and the return to normal operation. In a nutshell, adherence to these guidelines is intended to:

- a) Avoid or minimize loss of life, the environment and property.
- b) Ensure any emergency can be effectively dealt with
- c) Support a prompt response to any emergency
- d) Direct key people (Emergency Response Team) to act on specific tasks and provide direction
- e) Provide response mechanisms that support business continuity during and after an emergency.



5. EMERGENCY NUMBERS

- Police/ Ambulance (emergency) 999
- Air Ambulance 999
- Civil Defense 999
- Water& Electricity Emergencies: 800 2332
- Weather condition and Earthquakes Emergencies +971 2 666 7776
- Corodex Main Office Reception 04-3472900, 02-5503331
- HSE Department Ext 333, Ext. 271

Dubai Office

Sr. No.	Name	Designation	Mobile No.
1	Mr. Ade Nche Cletus	D.G Officer /HSE Team Leader	050- 5597 587
2	Mr. Abdul Aziz Naser	COSHH Officer	050 - 7888261
3	Mr. Amgad Shorab	Warehouse In-charge	052 - 9979753

Abu Dhabi Office

Sr. No.	Name	Designation	Mobile No.
1	Mr. Shahid Arif	HSE Team Leader	+971 509580522
2	Mr. Sameh Farhat	COSHH Officer	

6. EMERGENCY ACTION PLAN (EAP) TEAM

The plan was made to respond to a different kind of emergencies. The **EAP** is made with two alternative plans, and in case of any missing personal from the first plan an alternative should be called from the other alternative **EAP Team**. As well as, if the emergency is not controlled by the first **EAP** team, then the alternative teams can be requested to support the First **EAP** when required. The team names are selected as per the emergency case and based on level of experience and competence.

Priorities of the EAP Team are to:

- 1) Protect human life; prevent/minimize personal injury
- 2) Contain the emergency situation from spreading
- 3) Prevent/minimize damage to the environment, animals and structures.
- 4) Restore normal operations within the shortest time possible.



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General Information:

- The EAP team and all employees should know all the evacuation routes.
- The Team is activated by any call for an emergency.
- The team should order evacuation, if deemed necessary.
- Assume initial control of all emergency actions until local emergency personnel like Civil Defense arrive the scene.
- When the alarm activates, quickly check areas on their side as they exit the workplace. Advise anyone they see of the need to evacuate.
- Assist persons who need assistance as well as visitors and the public at risk.
- Once out, advice Safety & Security personnel and/or emergency responders of anyone remaining in the affected area.
- Keep occupants from re-entering the area until advised by Emergency Team Leader or emergency personnel that re-entry is allowed.
- All the employees should know the nearest fire extinguishers and first aid kit and make sure it is always in good conditions, replenish and ready for use. However, if they feel these are not complete or ready for use they have to notify the:
 - Service department regarding any notice about the fire extinguishers
 - Company Nurse regarding any notice about the First Aid Kit.
- The Plans shall be reviewed and amended in the event of any of the following occurrences:
 - Plan failure during an emergency
 - Facility modifications.
 - Designated personnel changes
 - Changes in operations or maintenance procedures
 - Other circumstances which indicate a need for changes to the Plans.
 - Annually.

Note: Any revisions made to the Plans will be communicated to all affected personnel.

7. EVACUATION ROUTES

Under the most severe weather events, a potential threat to the Plant property or workers such as a fire, the plant areas may have to be evacuated. Prior to this the following shall be followed:

- A predetermined evacuation area will be designated unless the evacuation area is in danger;
- The Emergency Team Leader/ Safety Representative, will broadcast via two-way short band radio and over cell phones, a predetermined alarm and announce the specific egress, gathering area and the nature of the emergency. Acknowledgement from each on-site team leader and their crews will be required;
- Emergency Team Leader/ Safety Representative, will notify the appropriate local authorities such as (999) for fire (999) for injury;



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- All visitors, vendors and subcontractors will be guided by their key on-Plant contact;
- Emergency Team Leader/ Safety Representative will proceed to predetermined evacuation area, perform a head count and provide further instructions to evacuated personnel;
- Head account will be done for assuring that all personal are evacuated and are all at a designated safe location.

Employees must know their evacuation assembly area (**EAA**) locations, and all evacuation routes from the workplace. The Employees and specially the **EAP** team should know the following:

- Location of all emergency exits, fire extinguishers, and fire alarm pull stations
- Evacuation routes and assembly areas for each part of plant.

Upon discovery of any emergency situation, the individual who discovers the emergency shall immediately notify Security Guards, Emergency Team Leader/ Safety Representative or plant supervisor, stating the location, extent and type of emergency. In case of any emergency, Security Guards should stop all the people, visitors and vehicles from entering the premises.

Once the area is evacuated, no one is allowed to re-enter the Plant area until clearance from Emergency Team Leader/ Safety Representative or concern local authority.

The Emergency Assembly Area (**EAA**) for the work place is the place where all the employees will gather and wait for instructions and/or the “all clear” notification by emergency response personnel. **EAA**s are in external place in front of the company in a safe and open area.

Evacuation route maps to be posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations’ location
5. Assembly points

8. RESPONDING TO THE EMERGENCIES

Events Covered By Emergency Plans:

The emergency plans cover a number of events that may occur at or near the workplace by natural causes, equipment failure or by human error. The following is a list of potential events that will be covered by the emergency plan.

- Fire or explosion;
- Medical Emergency & Personnel injury;
- Severe Weather Abnormalities;

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- Earthquakes;
- Chemicals Spills or gas Leakage
- Other Emergencies

The plant employees, emergency team and third party contractors will receive regular emergency response and safety training to assure that effective and safe action that will be taken to reduce and limit the impact of an emergency at the Plant. Personal Emergency Evacuation Plan (PEEP) is considered for employees identified with special needs. Employee with special needs is allocated with a designated “buddy” to provide assistance during emergency evacuation. A 2nd “buddy “ is nominated if 1st buddy is away from workplace. Where risk of workplace violence exists, in consultation with the employees and OSHE committee program is developed to manage and eliminate/reduce the risk of violence in the worksite. Control measure are taken to control the relevant risks that are identified and to immediate supervisor and to the top management.

Each emergency requires a different response. In case of any emergency that may affect the public; then the evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building.

8.1 FIRE OR EXPLOSION EMERGENCY

All Plant employees will be responsible to contribute to prevention through the following programs:

During Operation:

- Operational Safety Program;
- Operations Written Safety Program;
- Emergency Action Plan;
- Fire Prevention Plan.

When fire is discovered:

- Verbally warn all the employees in the immediate area.
- Activate the nearest fire alarm break glass point.
- Inform the security guard Plant supervisor and Emergency Team Leader/ Safety Representative.
- Notify the Civil Defense by calling (999).
- Close all the doors and windows (if not dangerous) behind you in case you are inside operation control room or office.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.



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Upon being notified about the fire emergency, occupants must:

- Leave the Plant area (offices, site) using the designated escape routes.
- Assemble at the designated area (Emergency Assembly Point).
- Remain outside until the clearance has been given by Emergency Team Leader/ Safety Representative and Local government authority (Civil Defense).

Designated EAP team members must:

- Coordinate an orderly evacuation of personnel, and make sure that all the employees have evacuated the plant building safely and on time.
- Perform an accurate head count of personnel reported to the designated assembly point.
- Determine a suitable and safe rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility and incident.
- Should know the locations for all the fire extinguisher locations and in case of any damaged or suspected to be damaged fire extinguisher, they should inform the service department immediately

Report of the Fire shall include:

- Location of the fire
- Type of fire
- Severity of the fire
- Employee injuries

It is the responsibility of ALL employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

- Follow general guidelines listed in this plan.
- Smoking is not allowed in plant and offices.
- Hot work procedures involve notifying Safety officer and plant supervisor whenever hot work is being done thru the hot work Permit request. On other hand, appropriate Fire extinguishers should be readily available to personnel trained in their use when performing hot work.
- Do not put any type of hot object, such as cigarette butts, in trash cans.
- Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials data.
- All employees are responsible to keep their work areas neat and orderly.
- All exits shall be kept clear and free of any obstructions.
- Access areas to fire extinguishers shall be kept clear of any obstructions.



8.2 MEDICAL EMERGENCY & Personal Injury:

Worker Injury or Illness

Potential injuries that may result in a medical emergency include:

- Slips, trips, falls, lacerations
- Trauma injuries caused by being struck by heavy equipment, building components, waste containers, etc.
- Eye injuries
- Workplace violence
- Burns from electrical, fire or explosion
- Electrical contact or electrocution
- Heat stress/stroke
- Chemical exposures
- Cardiac emergencies
- Respiratory emergencies

The company nurse shall respond to minor injuries requiring first aid only; major injuries or requirements for search and rescue will be handled by First Responders.

If a worker is showing signs of distress or obvious injury or illness, Emergency Team Leader/ Safety Representative or plant supervisor shall immediately notified and provided the following information:

- Location of victim
- Nature of Emergency
- Whether the victim is conscious
- Specific details regarding the injury or illness
- Whether the victim is in need of decontamination

All the work will be suspended within the immediate area until the emergency situation has been corrected. If possible the Trained First Aider shall treat the injured employee as necessary until a decision is made to seek outside medical assistance or to remove the victim from the area.

HSE representative or plant supervisor will be responsible for calling 999 and will inform the First Responders.

Offices Worker Injury or Illness

- Verbally call for help.
- Inform the security guard or supervisor.
- Notify the Ambulance by calling (**999**) for the emergency case.
- The following should be informed:
 - Nature of medical emergency
 - Exact location of medical emergency



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- Your name and phone number.
- Keep all the personal away from the victim or injured personal to give him ability to breath.
- Do not move Victim or injured personal unless absolutely necessary

In Case of the First Aider is not available, as minimum attempt to provide the following:

- Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood and/or other bodily fluids)
- Try to get the First Aid instruction from the Ambulance number **999**.

Designated EAP team members must comply with the above do the following:

- Coordinate an orderly evacuation of personnel away from the victim or injured personal.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (**MSDS**) and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.
- Emergency Team Leader/ Safety Representative should check on regular bases on the completion and fully satisfactory of all the First aid kit distributed in the Plant.
- The Plant supervisor shall ensure all safety showers located in the plant are fully operational and inspected.

Report of the Medical emergency shall include:

- Location
- Type of medical emergency
- Severity of the medical situation
- Case of this injury.

8.3 ADVERSE WEATHER:

Extreme weather events might include blizzards, massive sleet or hail, , or extremely high winds. In the event of extreme weather gusts all Plant transportation vehicles will be maintained in good running condition with full fuel tanks. If extreme weather events occur, the following actions will be taken:

- When there is a weather warning issued by the National Centre of Meteorology and Seismology, the Emergency Team Leader/ Safety Representative and plant manager, shall consult with the appropriate authorities at the local weather service offices and at the county to determine the anticipated severity and duration of the weather event;
- The Plant Manager will hold planning meetings prior to a foul weather incident to prepare and implement a foul weather prevention plan;
- Loose materials that can be blown around or damaged will be moved inside or tied down;



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- All doors and windows will be properly secured;
- Communication equipment will be checked and made ready for use;

When a Weather Hazard is Warned Against:

- All the departments Heads that are involved in the Emergency Action Plan team should warn all their teams to be ready for any emergency if they understand by way or another such like weather forecasting their will be a hard weather conditions.
- Location of the employees is identified to help to disseminate weather alerts and travel requirements are met.
- Give real time information to employees on the actions they should take.
- Identify key roles within the organization to redirect employees to different worksites or projects based upon their role.
- Clear instructions for each type of weather conditions are provided to reduce confusion and conjecture when adverse weather is a hazard.

When Emergency Situation is Discovered:

- Verbally warn all the employees in the immediate area.
- Inform the security guard.
- Inform **EAP** team members to mobilize and control the situation.

Designated EAP team members must:

- Should know the locations of all the equipment required for such an emergency and make sure that this equipment are maintained regularly and ready for use.

Report of the Severe Weather Emergency shall include:

- Severity of the emergency
- Employee injuries

8.4 EARTHQUAKE

Since UAE is located significantly outside the Earthquakes' belt, the risk of earthquakes impacts is insignificant. However Earthquakes occur without warning, thus damage prevention measures and plans must be made in advance. Injuries and fatalities can be reduced by properly storing heavy objects and placing furniture to prevent displacement and overturning that will injure personnel. The following actions will take place during an earthquake:

- All personnel will seek safety at the nearest protected locations;
- Personnel will take cover so displaced material is not a problem and wait until the shaking has stopped;

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- All personnel will check the immediate area to identify injuries and equipment failures and report to the Plant supervisor or Emergency Team Leader/ Safety Representative.
- All personnel will be instructed to report to a protected area, as necessary, or will continue monitoring the operating equipment;
- A determination will be made on missing personnel and a search and rescue effort will be taken if safe and appropriate;
- Off-duty personnel will report, if necessary, as designated in the emergency plan;

8.5 Chemical Spills

8.5.1 Internal Chemical Spills inside Plant:

Generally speaking, spills of common chemicals less than 1 Liter in volume are mitigated by those personnel trained (like those holding a COSHH Certificate) and knowledgeable with the use of the chemicals. However, any chemical spill (of certain volumes or chemical/physical properties) beyond the capabilities of trained users or other internal response providers is classified as an “Emergency Spill.”

- When reporting, be specific about the nature of the involved material and exact location. Emergency Team Leader/ Safety Representative will contact the necessary specialized authorities and medical personnel (as necessary).
- If possible, the individual discovering the spill should vacate the affected area at once and seal it off to prevent further contamination of other areas until Emergency Team Leader/ Safety Representative Personnel arrive.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible and if applicable should thoroughly flush area under safety shower or eye wash, remain in the vicinity and give their names to Emergency Team Leader/ Safety Representative. Required first aid and cleanup by specialized authorities should be started at once.
- If the nature of the spill threatens other building occupants (fire conditions, toxic/acrid vapors or fumes), activate the building alarm to signal an evacuation, walk quickly to the nearest marked exit, and proceed to the building’s Assembly Point.
- Following emergency evacuations, your designated place of shelter is the primary assembly point or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by Emergency Team Leader/ Safety Representative or plant supervisor. Keep passage ways, fire fighting equipment clear for emergency vehicles access and team members.
- If requested, assist Emergency crews as necessary and as directed.
- A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have been instructed to play a specified role.



IMPORTANT—DO NOT RETURN TO AN EVACUATED AREA until and unless told to do so by officials. And remember—during an actual emergency resulting in a building evacuation, HEADCOUNTS are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate HEADCOUNT has been conducted.

8.5.2 External Chemical Spills during Transit.

• INTRODUCTION:

Major spills of chemicals are dangerous and must be handled with care, to prevent injury to personnel and damage to environment.

• DISCOVERY OF A SPILL/LEAK:

Actions by Driver:

When a spill occurs the driver shall alert everybody in the immediate vicinity and informs the customer's representative, (if on a customer's premises). The driver then places "DANGER" signs in the vicinity of the spill. The driver shall immediately contact Chemicals Department (if this is not possible then the driver should contact the Plant Manager and DG Officer).

Actions by Chemicals Department:

When Chemicals Department receives the call from the driver the details are recorded immediately and the Plant Manager informed. The Production Manager determines the seriousness of the incident. An DG Officer and Plant Supervisor shall be appointed to manage the incident if deemed to be necessary and appropriate to do so.

ALARM AND INVESTIGATION:

- In addition to alerting all personnel on site, in all cases of major amounts of chemicals inadvertently being discharged into a public drain or watercourse, the Local Authority should immediately be warned so that the appropriate action may be taken.
- The procedure for Accident/Incident/Near-miss Investigation shall be followed when the incident has been terminated. Investigation would depend on the type of spillage, consequences etc. but a minor spill with no outside consequences would normally result in an inspection by personnel appointed by the Plant Manager.

EXTERNAL LIAISON AND EVACUATION:

The following persons must be contacted when a small spill/leak occurs:

- Plant Manager.
- Plant supervisor.
- HSE Team Leader.
- EA Team Leader.



CONTROL AND RESCUE:

- The following Personal Protective Equipment (PPE) is available - Chemical Suits, PVC Gloves, Visors, Helmets, Rubber Boots, eye wash, safety Showers, Hoses, Self-Contained Breathing Apparatus and Basic First Aid Equipment. Containment Booms (i.e. Soda Ash) is also available to restrict the spread of acid.

The Plant Supervisor and HSE Representative is responsible for checking the suitability of the SCBA and Respiratory Protection devices, Expiry dates on filters and their suitability. This check should be done on a quarterly basis and when conditions permit.

FIRST AID:

- First Aid shall be administered according to the recommendations on the relevant Material Safety Data Sheets and any other relevant standards.
- All cases of chemical-in-eye injuries shall be referred to a doctor **immediately** while flushing in eye wash station.

INFORMATION AND TRAINING:

Information is provided to Drivers and employees using this procedure by;

- Bulleted one step instructions for chemical spill, minor and major.
- Carry out mock drill on chemical spill and record in the Training.
- Carry out Fire Drill and Fire Risk Assessment at least annually.
- During drills, employees will be designated specific roles.
- Make use of the bulleted one step instructions for chemical spill.
- New employees and contractors are introduced to Emergency Procedures as part of their Induction Training.

RECORDS

All records of training and accidents/investigations are to be maintained for a minimum for 7 years.

8.6 Other Emergencies

In the event of other types of emergencies, please inform the Plant Supervisor and HSE Representative Immediately and select the required personal from the **EAP** team to attend the emergency depending on the level of competence required to address the situation.