1. **PURPOSE**

This procedure is intended as a guide and reference document for immediate response to all foreseeable operational aspects of Emergencies on the Bin Rasheed Sites including regional offices. The purpose of this plan is to:

* 1. Minimize the risk of death or injury to people.
  2. Minimize damage to property, environment, business interest and materials.

## SCOPE

The procedure covers all Emergency situations on Bin Rasheed Colors & Chemicals & Pakistan Coating Chemicals (PCC). This plan provides guidance to all employees regarding evacuation protocols and Local Emergency Team regarding their roles and responsibilities in emergency handling.

## DEFINITIONS:

### Emergency Situation

A situation which causes danger to or has the potential to cause danger to persons, property and/orthe environment and which tends to cause disruption inside and/or outside the Site(s).

### Emergency Scenario Shift wise

As operation of the sites is of three shifts basis at unit 1 and two shift basis at unit 2 and Plant is also closed on Sundays & Public Holidays so the working of the sites can be divided into three Scenarios.

### Scenario -1

Office & Shift working hours (0800 Hrs - 1700 Hrs) when all management staff is at site.

**Scenario -2**

Shift working hours (0600 Hrs - 0800 Hrs), (1700 Hrs - 2200Hrs) and (2200 hrs-0600 hrs), when Shift staff are present at Plant.

### Scenario -3

Off-Hours when security staff is present at Plant and No Management staff are available at site.

### Note: The Public Holidays and Sunday will be treated as Scenario - 3

### Chief Emergency Controller

CEC is the person who leads Emergency Coordination Team (ECT) & Emergency Response Team (ERT). Site General Managers are Chief Emergency Controller for each site.

### 3-4 Emergency Coordination Team.

The core purpose of this team is to provide support to CEC in decision making by providing expert opinions regarding their fields in the event of an emergency. This team will be activated in major emergencies only.

Emergency Coordination team member’s names and contact numbers list is available at Document Control Soft Application

* 1. **Emergency Response Team.**

This team constitutes all the trained fire fighters, first aiders, roll call members who are available on site including the ERT Leader. ERT team members and roll call members list are available.

### ERT Leader.

ERT Leader actively leads the Emergency Response team for the safe handling of emergency situation. List of ERT Leader for various scenarios and locations is available.

**3-7** **Roll Call Team (RCT).**

Members of the site(s) team assigned particular responsibilities to check for the presence of persons at their designated assembly points and to inform ERT Leader regarding missing persons. List of nominated Roll call Team members is available at Document Control Soft Application.

**3-8 Emergency Control Centre ECC**

It is a place where Emergency Coordination Team will meet after assessing the emergency situation for further decision making and action planning. General Manager's Offices shall be used as Emergency Control Centre (ECC). The Conference Rooms will be used as standby arrangement. In case of emergencies inside building, visitor room will be used as Emergency control Centre.

**3-9 Assembly Point:**

The assembly point is the safe place where personnel can stay during an emergency. Employees should go to their designated assembly point and remain there in an orderly manner to help the roll call team members. Persons should avoid using mobile phones, wandering about or talking loudly and should maintain discipline during their stay at Assembly points. List of Assembly points marked at layout is available at Document Control Soft Application.

1. **REQUIREMENTS**
   1. **Emergency Communication** / **Alarm and Actions to be taken by all**

Emergency communication system comprises of Fire Alarms and sounders system which is linked with all MCPs (Manual Call points), smoke / flame and heat detectors.

In the event of actuation of any of the above mentioned fire safety equipment a continuous alarm sound will initiate confirming emergency situation.

Manual hooters are available with security supervisors and they will use these hooters for evacuation in emergency on the advice of HSE manager or ERT leader.

### In case you are in Bin Rasheed site(s) and MCPs or emergency hotline is available.

* + 1. Upon finding an emergency situation, initiate emergency response by actuating nearby MCP (Manual Call Point) OR Dial # 111 from the nearest phone to communicate your name, location, type of emergency and request to raise fire alarm.
    2. Immediately evacuate and report at your designated assembly point. List of Assembly points marked at layout is available at Document Control Soft Application.
    3. While evacuating do not run or gather your belongings and follow emergency exits/entrance routes.
    4. Stay at the Assembly point until the emergency is over that is communicated via hooter sound with intervals.

1. Resident employees in unit 2 will evacuate at fire alarm along with all others and assemble at gate at Resident Employees assembly point. Security in charge will ensure resident employees attendance.
2. Visitee is responsible to evacuate the visitors and leave them at their assembly point at gate.
3. ERT team will assemble at ERT Assembly Point at gate in unit 2 and in front of lab entrance in unit 1. ERT leader will ensure attendance of ERT team.

**In case you are in BinRasheed site(s) & MCPs and emergency hotline is not available.**

* + 1. Immediately inform your line manager, colleague who can help you to raise alarm.
    2. While evacuating do not run or gather your belongings and follow emergency exits routes.
    3. Reach to your assembly point and record your presence
    4. Stay at the Assembly point until the emergency is over that is communicated via Alarm sound with intervals.

### Immediate actions by ERT Leader

1. Get information from gate and rush to the incident location after dividing ERT team into two for in action and backup groups.
2. Lead Emergency Response Team to incident location and initiate the Emergency Handling actions.
3. In case of a chemicals exposure (burn, splash or swallowing) follow the instructions mentioned in Annexure A-3.
4. In case of Fire or major spillage follow the specific instructions mentioned in Annexure A-1, A-2.
   * 1. In case of Scenario-1, immediately inform members of Emergency coordination Team.
     2. In case of Scenario-2, advise security officer to inform members of Emergency Coordination Team. ECT members list with contact nos is displayed at gate.
     3. Remain present at incident location and perform the responsibilities of Chief Emergency Controller as well as ERT Leader.
     4. Upon arrival of any member of Emergency Coordination Team, Chief Emergency Controller role will shift to that manager until the Site General Manager arrives. Upon his arrival the lead role of Chief Emergency Controller will shift to him.

### Immediate actions by Security Officer

1. **In case of Scenario-1 or 2:**
   1. Get all gates closed.
   2. Note information from panel
   3. Inform On-Duty ERT
   4. Remain present at main gate and wait for instructions from Chief Emergency Controller / ERT Leader.
2. In case of Scenario-3:
   1. Gather information regarding affected area from main gate Fire Panel / on duty Security Supervisor.
   2. Call on-duty electrician, and along with 2 security guards proceed towards affected area, and take a comprehensive round.
   3. Upon observing any unsafe situation/fire, initiate emergency response.
   4. Inform members of Emergency Coordination Team. See Annexure E for the contact details of ECT members.
   5. In case of a chemicals exposure (burn, splash or swallowing) follow the instructions mentioned in Annexure A-3.
   6. In case of Fire or major spillage follow the specific instructions mentioned in Annexure A-1 and A-2.
   7. Remain present at incident location and perform the responsibilities of Chief Emergency Controller as well as ERT Leader.
   8. Upon arrival of any member of ECT, CEC role will shift to that manager until the Site General Manager arrives. Upon his arrival the lead role of CEC will shift to him.

### 4.4 Immediate actions by Chief Emergency Controller (CEC)

1. **In case of Scenario-1**
   1. Upon receiving the information, reach the incident location to assess as soon as possible to analyze the gravity of the incident.
   2. Inform CEO.
   3. Assemble Emergency Coordination Team at ECC.
   4. Take required decisions for effective handling of emergency situation.
2. In case of Scenario-2 and 3
   1. Reach site within shortest possible time by driving safely.
   2. Upon arriving at site, take actions as for Scenario-1 mentioned in 4.5

### Immediate actions by members of Emergency Response Team.

1. ERT team members will wait for instructions from ERT leader.
2. Carry out emergency handling activities (Firefighting, spillage containment, rescue affected people and provide first aid) in consultation with ERT leader.

### Specific Responsibilities of Chief Emergency Controller in addition to immediate actions mentioned in 4.4

1. Upon being informed of the emergency, proceed to the point of Emergency to assess the situation to take appropriate decisions
2. Decide the line of action with Emergency Coordination team. Establish Emergency Control Centre (ECC) according to extent and nature of Emergency and inform all members of Emergency Coordination Team to proceed to ECC.
3. To keep Chief Executive informed about the nature and extent of the emergency.
4. Ensure required personnel are called in (e.g. Manager Maintenance, HSE Manager and Technical experts of the Business etc. as and when required).
5. To take decision regarding getting the help from external agencies.
6. Emergency services e.g. Ambulance, Fire Brigade, Civil Defense, Bomb Disposal Squad and Red Crescent Society.
7. Advise to HR Manager/Security officer to contact external services with clear instruction of the location, area they are intended to respond to.
8. Distribute the following responsibilities within the team:
   1. Evacuation/ complete head count at assembly points and search operation for the missing persons(s) if any (through HSE Manager).
   2. Rescue of Injured person and initiation of first aid through ERT
   3. Arranging evacuation of all other staff
   4. Guiding external help - through HR Manager.
   5. Liaison with external help in their procedures.
   6. Manning unaffected plant areas - through Production Manager.
9. If necessary, consider crash shutdown of critical operations in consultation with Technical experts and Production Manager.
10. Consider the containment of spillage in consultation with Production and HSE Manager.

1. To declare the emergency over after getting the feedback from ERT Leader, HSE Manager and Area Manager. ERT Leader shall pass instruction to Gate office to actuate ALL CLEAR alarm.
2. To ensure asset integrity before commencing normal operations after necessary repair/ maintenance of equipment/ structures.
3. Depute someone to take photographs. Cordon off affected areas so that people do not disturb any evidence.
4. Ensure rehabilitation of affected areas after assessment of the emergency.
5. Get specialist help if required for investigation /analysis /Clearance of debris/ search for bodies etc.
6. To initiate the investigation of the incident at the earliest and be an active member of the investigation team.
7. To issue final investigation report.

### Specific responsibilities of Emergency Squad Leader in addition to immediate actions mentioned in 4.2

* + 1. To lead site emergency response team in active handling of emergency situation.
    2. To preserve evidence/ records once the emergency is over.
    3. Ensure the electrical isolation of any area of the site for safe firefighting either directly from the electrician or through Emergency Co-ordination Team.
    4. In case Fire Alarm has not been raised and evacuation is required, he would raise the Alarm himself.
    5. To act as the Temporary Chief Emergency Controller during (Scenario - 2) in addition to his duties as ERT Leader.
    6. In the event of chemical exposure to an employee follow specific instructions mentioned in Annexure A-3.
    7. In the event of Fire or spillage in critical areas follow specific guidelines mentioned in Annexure A-1, A-2.

### Specific responsibilities of HSE Manager

HSE Manager shall join the Emergency Co-ordination Team to assist the Chief Emergency Controller in the following:

* + 1. Safety considerations in the emergency operations.
    2. Information regarding impact of emergency on environment.
    3. Information and data on contamination, environment pollution, extent of release and areas affected, nature of accident, first information on damage and Incident investigation.

### Specific responsibilities of HR Manager

HR Manager shall join Emergency Co-ordination Team to provide assistance in the following:

* + 1. Establish contact with outside services (e.g. Ambulance, Fire Brigade, Civil Defense, Bomb Disposal Squad, and Red Crescent society).
    2. Communication with Factory Inspectorate, civil authorities, Department of explosives, Police etc.
    3. Communication with the surrounding industries, residents (direct or through local administration).
    4. Communication with the relatives of affected victims.
    5. Where the emergency is prolonged, arrangement for the relief of involved personnel and provision of catering facilities.
    6. Media handling and communications.
    7. Arrange / control transport to and from site.

### Specific responsibilities of Maintenance Manager

Maintenance Manager shall join Emergency Co-ordination Team to assist the Chief Emergency Controller in the following: -

* + 1. Isolation of Electrical Circuits/ equipment.
    2. Power Generation supply.
    3. Mechanical Isolations.

### Specific responsibilities of Security Supervisor in addition to the immediate actions mentioned in 4.3

On duty Security Supervisor in addition to duties specified in 4.3 above shall also perform the below mentioned activities:

* + 1. Fire alarm and its appropriate signal being raised, upon receiving any fire communication.
    2. Upon "All Clear" communication from ERT Leader siren to be sounded three times with intermittent tone.
    3. Communication on directions of the ERT Leader. If outside help is required, telephone the service agencies or hospital etc. giving them the following information.

Name of Company

Own name

Address of the site

Details of the incident

* + 1. Upon arrival at site, guide the incoming vehicles to the incident location. If help is required internally, call the concerned staff on the internal telephone no.
    2. Ask the security guard to allow only emergency help authorized individuals to enter.
    3. Do not allow any unwanted persons or visitors on the site.
    4. Do not allow unauthorized public, onlookers, and passers-by to enter the premises.
  1. **Specific responsibilities of Roll Call Team**

4.12.1 Try to reach at the assembly point as early as possible. Assigned assembly points for roll call team members are available

4.12.2 Initiate roll call as early as possible and list down missing persons.

4.12.3 Maintain order at assembly points.

4.12.4 Communicate the roll call out come as soon as it is completed to ERT Leader along with the missing person name and work area.

**5 COMMUNICATION**

This procedure shall be communicated to all staff members (Management and Non-management) with documented records of communication.

#### Annexure A-1: Emergency scenarios of critical areas and line of action in the event of Fire/ Explosion.

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| --- | --- | --- | --- | --- |
| **SCENARIO DESCRIPTION** | | | | **ACTIONS** |
| Area | Hazard | Equipment | Hazardous Event | Further risk reduction actions required |
| NC solution  manufacturing | 1- Fire  2-Explosion | NC mixer | Fire break out in NC area while NC decanting in to tank from the NC drum due to static buildup resulting in an explosion. | 1. Foam or any extinguisher which has oxygen replacement ability should not be used in case of NC firefighting. Flood with plenty of water. CO2 fire extinguisher can be used. 2. ERT to remove the material from the rest of the area ASAP. 3. Local first aiders to be called to give immediately first aid treatment to the injured. 4- Water to be used to in surrounding area for area cooling.   5- All electricity to the NC mixing area as well as PCC area to be turned off. 6-Ensure everyone has evacuated the area through manpower count at evacuation points.  7- Search team to be formed to locate the  Missing people. |
| Solvent Tank area  ' | Fire+ Explosion | Solvent tank, drum yard and solvent issuance area | Fire break out in solvent tank area during tanker decanting or material issuance | 1- Water along with the foam to be used around the solvent tank area. 2- Never use ONLY water sprinkling.   1. Send couple of members to bring in more foam kegs 2. Do not let the fire water run-off to any drain make sure that it remains within the bunding area. In case there appears a chance immediately create a temporary bund to control the runoff. 3. Ensure everyone has evacuated the area through manpower count at evacuation points. 7- Search team to be formed to locate the missing people. |
| NC storage area | Fire+ Explosion | NC storage area | Fire and consequently Explosion resulting while transferring or handling NC drums | 1. Foam or any extinguisher which has oxygen replacement ability should not be used in case of NC firefighting. Flood with plenty of water. CO2 fire extinguisher can be used. 2. ERT to remove the material from the rest of the area ASAP. 3. Local first aiders to be called to give immediately first aid treatment to the injured. 4- Ensure everyone has evacuated the area through manpower count at evacuation points.   5- Search team to be formed to locate the missing people. |

#### Annexure A-2: Emergency scenarios of critical areas and line of action in the event of Spillage.

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| --- | --- | --- | --- | --- |
| **SCENARIO DESCRIPTION** | | | | **ACTIONS** |
| **Area** | **Hazard** | **Equipment** | **Hazardous Event** | **Further risk reduction actions required** |
| Solvent Tank area | Pollution  +Fire | Solvent tank, pump and solvent issuance area | Spillage from pipeline flange or transfer pump glands.  Spillage during solvent decanting from the tanker through tanker valve | 1. Stop the process immediately and sound emergency alarm in case more than 20 kg material spills. 2. Use Foam to mask the spillage of solvents and protect from fire to erupt. 3. Ensure that the drains points are bunded 4. Collect the spill using proper PPEs. 5. Arrange as many drums as possible to collect the material spilling from the tanker 6. Use sand to provide necessary bunding to avoid the spill from going into any drain. |
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**Annexure A-3: Specific Emergency response steps regarding Chemical exposure.**

### Actions by the person who observes the incident:

* 1. In case someone gets chemical exposure which includes chemical splash, burn, swallowing etc. immediately take that person to nearest eye wash shower and start showering on the contaminated or affected area.
  2. If eye wash shower is not available nearby raise emergency alarm either by actuating nearby MCP or dial 111 from the nearby telephone extension.

3- Report at your designated assembly point and if you are an ERT member then guide your team to the area of the incident. If not then remain at your assembly point after communicating the area.

### Actions by ESL and ERT:

1. Take the injured person to the nearby eye wash shower and start water shower on the affected part immediately.
2. Request the affected person to remove the contaminated clothing. Keep on rinsing the affected part.
3. Confirm the nature of the chemical to locate MSDS (Material Safety Data Sheet).
4. Use MSDS guidance, provide first aid and shift the affected person to nearest hospital with MSDS of the chemical.
5. Inform security supervisor at Main gate office to call ambulance from the nearby hospital.
6. Use stretcher to transport the affected individual to the ambulance.
7. Keep CEC and ECT members informed of the situation.
8. 0nce situation is under control inform CEC.
9. Cordon-off the area of incident to secure evidence.
10. Remove eminent dangers from the location (if any).
11. Sound ALL CLEAR alarm after taking approval from