

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

ISSUING ORG. FIRE PROTECTION DEPARTMENT

SUBJECT REPORT OF FIRE, EMERGENCY, OR FALSE ALARM

G. I. NUMBER **APPROVED**
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1.0 SCOPE:

This General Instruction provides information on the reporting and classification of Fire Protection Department (FrPD) response only. Also, this GI identifies responsibilities of FrPD, Loss Prevention Department (LPD) and Proponent Departments in completing fire & emergency incidents and false alarm reports at SAP-EH&S Incident Reporting Systems at the corporate portal website. Notification of incidents including fire shall be carried out in accordance with the requirements of GI 6.001, "Notification Requirements for Incidents (Including Fires)."

2.0 DEFINITIONS:

- 2.1 Fire: FrPD response to any incident that includes combustion of any material. Evidence of combustion shall be indicated by one or any combination of the following fire signs:
 - 2.1.1 Visible flame.
 - 2.1.2 Abnormal electrical flashes and continuous arcing.
 - 2.1.3 Visible glow of combustible materials resulting from elevated temperature.
 - 2.1.4 Damage or destruction of materials or equipment resulting from elevated temperature (e.g. short-circuiting, overheating, or spontaneous combustion).
 - 2.1.5 Smoke generation.

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Exception:

2.1.5.1 Any controlled, planned or part of process ignition or burning of materials, such as flare, burn pit, or the ignition of gas or fuel burners in furnaces, is not considered a fire as per this definition.

Note:

2.1.5.2 An explosion (defined in section 2.2) is considered a fire if combustion took place.

2.2 Explosion: A sudden release of mechanical or chemical energy in a violent manner, usually with the generation of high temperature and the release of gases. An explosion causes pressure waves in the local medium in which it occurs.

2.3 Emergency: An emergency in the context of this GI is defined as FrPD response for reasons other than fire. The response may include incidents involving:

2.3.1 Hydrocarbon spill,

2.3.2 Motor vehicle accident (MVA),

2.3.3 Rescue operations,

2.3.4 Release of hazardous materials,

2.3.5 Explosion without an evidence of combustion...etc.

Note:

2.3.5.1 This definition, although may differ from definition of emergency in other company documents, is utilized here to distinguish between fires and other types of emergencies.

2.4 False Alarm: FrPD response to any incident, which upon investigation proved not to be a fire or an emergency. False alarms can be categorized as one of the following:

2.4.1 Good Intent: where a person reports a fire or emergency to the Emergency Services (e.g. FrPD, Industrial Security) or activates a fire alarm system with good intent thinking that there was a fire or emergency existing.

2.4.2 Malicious: where a person deliberately reports a fire or an emergency or activates a fire alarm system to cause disruption or loss to the concerned third party. This may also include acts by persons suffering from mental illness.

2.4.3 Mechanical: where a fire alarm system is accidentally activated by a person.

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2.4.4 Electrical: where the fire alarm system is self activated due to an electrical fault or equipment malfunction.

2.4.5 Environmental: where a fire alarm system is activated due to changes in environmental conditions such as humidity, dust, temperature...etc.

2.5 Fire or Emergency Loss: The cost of restoring facilities to their pre-fire or emergency condition and the cost of replacing the damaged materials. The loss should not include improvements to the facility or incurring unnecessary expenses for company convenience.

Note:

2.5.1 The Risk Management Division of the Treasury Advisory Department shall resolve any question regarding the items to be included in the loss section of the report.

2.6 Chief Position Holder is an individual who occupies management position in HR at unit/group level or above.

2.7 SAP EH&S: SAP Environment, Health and Safety is an automated online documentation system that is set up to measure and manage the company's environmental, health & safety activities across a wide range of operations. The health, safety and welfare of employees, and environmental safeguards, are all monitored by SAP EH&S.

2.8 System Notification: An automated SAP notification sent through company exchange email to the assigned user informing him that there is a SAP-EH&S Incident Report for the user's action.

3.0 REFERENCES:

- 3.1 General Instruction No. 6.001, Notification Requirements for Incidents (Including Fires)
- 3.2 General Instruction No. 6.003, Incident Investigation
- 3.3 Federal Emergency Management Agency (FEMA) "National Fire Incident Reporting System" (NFIRS)
- 3.4 SAP-EH&S Incident Reporting System E-Training Courses at corporate portal
- 3.5 General Instruction No. 1786.001, Hazardous Material Emergency Response

4.0 REPORTING OF FIRES, EMERGENCIES AND FALSE ALARMS:

- 4.1 All fires as defined in section 2.1 involving Saudi Aramco property and attended by FrPD shall be reported as "Fire" by FrPD on SAP-EH&S Incident Reporting System.
- 4.2 All emergencies as defined in section 2.3 involving Saudi Aramco property and attended by FrPD shall be reported as "Emergency" by FrPD on SAP-EH&S Incident Reporting System.
- 4.3 All false alarms as defined in section 2.4 attended by FrPD shall be reported as "False Alarm" by FrPD on SAP-EH&S Incident Reporting System.

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Exception:

- 4.3.1 Any false alarm that involves any injury or fatality, as a consequence, shall be reported as "Emergency".
- 4.4 Accidental discharge of any fire protection system agent (e.g. gaseous suppression system, water suppression system, foam suppression system...etc) shall be reported as "Emergency".
- 4.5 All fires and emergencies involving non-Saudi Aramco properties and attended by FrPD shall be reported by FrPD on SAP-EH&S Incident Reporting System and identified as non-Saudi-Aramco Facility. These incidents do not require any proponent action.

5.0 CLASSIFICATION OF RESPONSE:

- 5.1 All reported fires and emergencies shall be classified as one or more of the following types based on the nature of the incident:
 - 5.1.1 Structure Fire: fires in buildings, cooling towers, fuel stations, electrical substation buildings, power generation buildings, pumps house, enclosed rotating equipment...etc.
 - 5.1.2 Non-Structure Fire: fires in external transformers, external power generators, external pumps, vehicles, external rotating equipment, flanges, pipelines, wells, scrapers launchers/receivers...etc.
 - 5.1.3 Tank Fire: rim-seal fires and fully involved surface fires.
 - 5.1.4 Rescue/Motor Vehicle Accidents (MVA): trapped persons in vehicles, elevators...etc.
 - 5.1.5 HazMat: gas leak, oil spill, chemical spill, gasoline spill...etc.
- 5.2 All reported fires and emergencies shall be also classified based on the location of incident as:
 - 5.2.1 Community Area: residential area and office buildings area.
 - 5.2.2 Industrial Area: inside plants fence, warehouses area, utilities area, remote electrical substation fence, wells...etc.
 - 5.2.3 Non-Industrial Area: any location that is not classified as community or industrial areas.
- 5.3 All reported fires and emergencies shall be further classified as one of the following groups for record and accounting purposes:
 - 5.3.1 Group "A" shall include all fires and emergencies where the resulting loss or damage to Saudi Aramco property is equal to or exceeding \$1,000.00.
 - 5.3.2 Group "B" shall include all fires and emergencies where the resulting loss or damage to Saudi Aramco property is less than \$1,000.00.

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5.3.3 Group "C" shall include all fires and emergencies where there is no loss or damage to Saudi Aramco property, but the affected property is utilized, shared or rented by Saudi Aramco.

6.0 FIRE PROTECTION DEPARTMENT RESPONSIBILITIES:

- 6.1 The Senior Fire Officer who responded to the fire, emergency or false alarm shall ensure that an incident report of the fire, emergency or false alarm is initiated via SAP-EH&S Incident Reporting System. He shall review and complete the initiated incident report within two working days of the incident.
- 6.2 The Area Fire Chief shall:
- 6.2.1 Review and approve the SAP-EH&S incident report within two working days of system notification.
 - 6.2.2 Return the SAP-EH&S incident report to the Area Senior Fire Officer if required.
 - 6.2.3 Report all responses to fires and emergencies in his area of responsibility to the Fire Marshal by 0700 hours daily.
 - 6.2.4 Ensure that a morning incident report is completed by the Senior Fire Officer who responded to the fire or emergency, signed by the Fire Marshal, and sent by fax to FrPD Manager before 0715 hours for management alerting.
 - 6.2.5 If the incident has taken place in a Saudi Aramco property, then the SAP-EH&S incident report shall be routed to the proponent of that affected property, otherwise the report and the workflow shall go directly to the Fire Marshal.
- 6.3 The Area Fire Marshal shall:
- 6.3.1 Review and approve the SAP-EH&S incident report within two working days of system notification after it has been completed by the Area Fire Chief and the proponent of the affected Saudi Aramco property.
 - 6.3.2 Follow up with the proponent to complete the SAP-EH&S incident report.
 - 6.3.3 Return the SAP-EH&S incident report to the proponent or the Area Fire Chief if required.

7.0 PROPONENT RESPONSIBILITIES:

- 7.1 The proponent chief position holder of a Saudi Aramco property involved in a fire or emergency response shall complete the proponent section of Saudi Aramco SAP-EH&S incident report form within two working days of system notification.
- 7.2 The proponent chief position holder of a Saudi Aramco property involved in a fire or emergency response shall inform Risk Management Division of the Treasury Advisory Department about the incident.

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- 7.3 The proponent chief position holder shall establish and input the preliminary estimated (itemized) cost(s) for Group "A" & "B" fires and emergencies in the SAP-EH&S incident report after consultation with Risk Management Division of The Treasury Advisory Department (if needed).
- 7.4 The proponent shall refer any questions regarding the items to be included in the loss/cost estimate section of the report to Risk Management Division of the Treasury Advisory Department.
- 7.5 The proponent superior chief position holder of the Saudi Aramco affected property shall review and approve the SAP-EH&S incident within two working days of system notification.
- 7.6 The proponent superior chief position holder can return the SAP-EH&S incident report to the proponent chief position holder if required.
- 7.7 The proponent Manager of the Saudi Aramco affected property shall review and approve the SAP-EH&S incident report of all Group "A" fires and emergencies within two working days from system notification.
- 7.8 The proponent Manager can return the SAP-EH&S incident report to the proponent superior chief position holder if required.

8.0 LOSS PREVENTION DEPARTMENT RESPONSIBILITIES:

- 8.1 LPD/P&TSD/TSU shall review the incident report, if it is a fire case, and provide comments via SAP-EH&S Incident Reporting System within two working days of system notification.
- 8.2 LPD/P&TSD/TSU shall return the incident report to the Fire Marshal if they find any missing or inaccurate information that needs to be edited before closing the workflow.

9.0 RELEASE OF INFORMATION:

- 9.1 Release of any information to non-company personnel, such as Police, Civil Defense, Saudi Arab Government officials or local media shall be requested from the Saudi Aramco Affairs Representative only.

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10.0 APPROVAL:

Recommended By:

Approved By

_____ Date _____

_____ Date _____

A. A. Mokhtar.
Manager, Fire Protection Department

M.G. Al- Zahrani
Executive Director, Safety & Industrial Security

Concurred By:

_____ Date _____

A. F. Al Wuhaib
Sr. Vice President, Operations Services

_____ Date _____

A. H. Nasser
Sr. Vice President, Exploration & Producing

_____ Date _____

S. S. Al Aydh
Sr. Vice President, Engineering & Project Management

_____ Date _____

A. F. Al Khayyal
Sr. Vice President, Industrial Relations

_____ Date _____

K. G. Al Buainain
Sr. Vice President, Refining, Marketing & International Operations

_____ Date _____

A. A. Al Othman
Sr. Vice President, Finance

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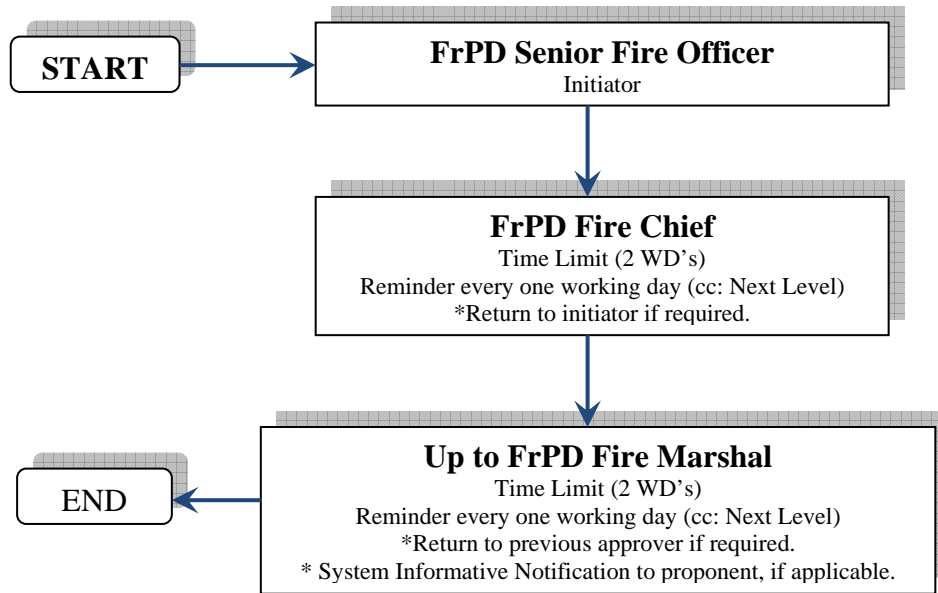
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False Alarm Reporting Workflow Chart



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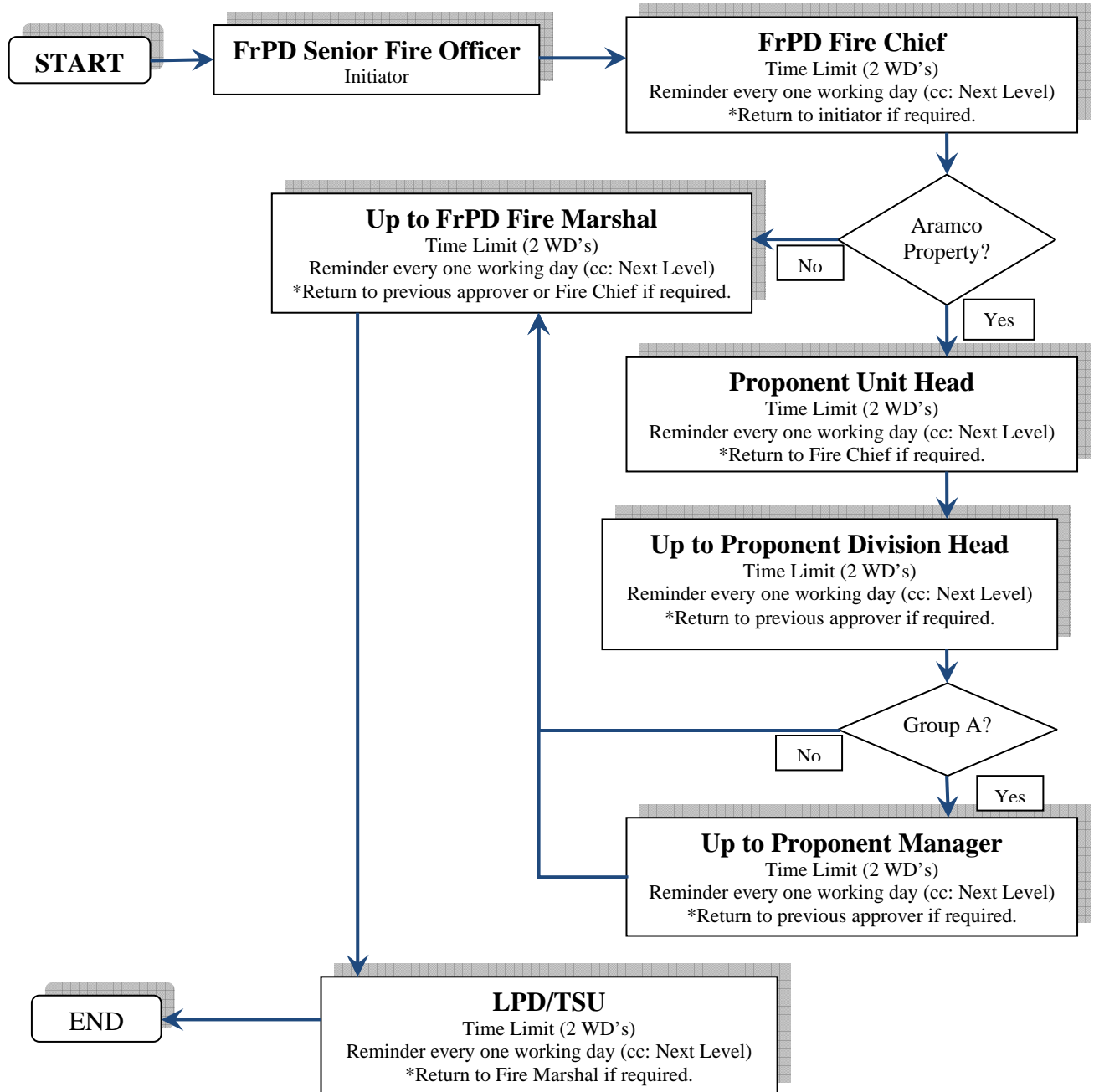
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Emergency Incident Reporting Workflow Chart

