

EMERGENCY EVACUATION PLAN

Location: DIBBA DHADNA CIVIL DEFENCE STATION

Longitude : 25.52017

Latitude : 56.35325

1. Purpose and Objectives

This Emergency Evacuation plan provides guidelines for implementing emergency evacuation and fire prevention in the workplace/Accommodation.

This document also details the areas of responsibility for Building Management, staff, Occupants and QHSE Team

Emergencies such as fire, earthquake requires evacuating the building. This Emergency Evacuation plan is intended to communicate the policy to follow in an emergency situation that requires evacuation.

The QHSE Department takes the responsibility for plan development and approval.

Copies of this plan will be maintained in the QHSE Management System and in main areas of the building /sites (Notice board, USB Keys). Copies will be made available upon request.

National Ambulance and the relevant Building Management and workplace for this facility are responsible for implementation of this plan.

2. General Guidelines

The following guidelines apply to this Fire Safety & Emergency Evacuation Plan:

- Fire Wardens must be trained in safe evacuation procedures.
- The training may include use of Rescue & Evacuation Plans which clearly show the emergency escape routes, assembly point and the evacuation instructions
- Rescue Evacuation plans should be posed at all time in main areas (i.e., entrances to stairwells & lobbies)
- Stairs are the primary means for evacuation. Elevators must NOT be used to evacuate the building
- No one is authorized to re-enter the building until advised by the Fire Department.

3. Responsibilities:

The Building Management is responsible of (This applies to accommodations only)

- Regular inspection of the building Fire Systems , Elevators and exit doors
- Ensuring that Fire Protection System (Fire Alarm system, Sprinkler System) are in place at building.
- Rectifying any occupants issues raised by National Ambulance
- Communicating any changes evacuation system or relevant means of evacuation to occupants & National Ambulance

- Communicate with occupants to understand their needs either by regular visits or via e-mail

The QHSE Team is responsible of:

- Communicating to Fire Wardens in regards of any updated Evacuation procedures and posters, Fire Drills, & staff checklist.
- Liaising with Building Management to implement or raise a concern
- Making sure that received reports , inspection checklists are reviewed and raised to the National Ambulance Management
- Informing fire wardens and Building management occupants, sites managers and staff of planned drill
- Observing and Recording findings.
- Receiving feedback from tenants and staff, wardens and building management at the end of the evacuation.
- Creating a Risk Assessment
- Regular Inspection of Exit Doors
- Regular Inspection of Fire Extinguisher.
- Regular inspection of the building Fire Systems , and exit doors

The Fire Wardens are responsible of:

- Performing their duties and responsibilities as Fire Wardens.
- Ensuring that occupants and staff have evacuated the building in the event of an evacuation.
- Knowing where is the Emergency Exit and where is their assembly point.
- Having an updated list of staff in their workplace/accommodation.
- Understanding what is in the grab bag & when to use it.
- Ensuring that disabled persons and visitors are assisted in evacuating the building.
- Evaluating and reporting problems to the Building Manager/QHSE Department after and emergency or simulated event.
- Wearing the Fire Wardens Vest
- Count occupants in the assembly area using staff list
- Update the appendix III for the fire drill conducted at sites and accommodations.

The Watchman is responsible of: (This applies to accommodations only)

- Being around the lobby for any assistance
- Routinely inspect the property for any suspicious activities
- receiving any call during his shift for any assistance
- spending most of the shift in one location

The Employee/Occupants is responsible of:

- Following instruction from the Fire warden or In charge person.
- Reporting any issues to Supervisor as soon as identified using *the QHSE Reporting Form or sending an e-mail to QHSE*
- Completing relevant documentation in relation to the this procedure
- Participating in Emergency Preparedness training and testing as applicable

- Consulting Supervisor if unsure how to follow this policy and procedures
- Not tampering the fire extinguisher
- Familiarising the assembly point

4. Alerting or Building Occupants / Staff in Case of Alarm or Other Emergency:

When the Evacuation alarm sounds, Fire Wardens should:

- Put on the vest.
- Direct people to walk to the closest exit & not to use the elevator.
- Check all open rooms, remember the boardroom and washrooms.
- Knock and shout in the washrooms or any locked rooms to ensure that everybody has left
- Proceed to the assembly point and Gather National Ambulance staff together.
- All occupants / staff should know where primary and alternative exits are located, and be familiar with the Rescue & Evacuation Plan and the Assembly point which are posted in different locations throughout the building (each floor , Main Entrances) located in Appendix II.
- Allocate one task to a staff member/Fire Warden to liaise with the Building Management or appropriate Health and Safety Representative.
- Await confirmation from the Civil Defence /building management before re-entering the building.
- If occupants faced any issue during the emergency they should report to the National Ambulance Management through QHSE@nationalambulance.ae

After the Evacuation

- Meet with other fire wardens that were at the scene, discuss the whole scenario.
- Complete the Evacuation checklist.
- In the event of a real fire, coordinate with the QHSE department to complete a QHSE Report form.

Precautions:

- Small fires can be extinguished only if you are trained to use a portable fire extinguisher
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

5. Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Building Manager and/or Fire Wardens must notify the building manager / Civil Defense of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until Building Management/Civil Defense has arrived.

6. Medical Duties

- Do not move injured personnel, unless not moving.
- The person would further jeopardize the likelihood of survival Keep the person in a comfortable position.
- Notification of medical emergencies should be made to police at 999 / 998

7. Training and Communications

National Ambulance conducts internal Fire Warden Training to make sure that each Fire Wardens are up to date

Each Fire Warden should know that the training is necessary and what his role is in carrying out evacuation.

Fire Warden Records illustrated on Appendix I

Natural Disaster, Flooding, Lightning, Extreme Weather, Earthquake

- In case of a localized natural disaster such as an earthquake, tornado, hurricane or flood, the company will allow employees to return home within a reasonable time to secure family and property.
- If it becomes necessary to evacuate the building, follow the procedures listed in the Evacuation Instructions Poster
- If you are a victim of such a disaster, and you are not at work, please contact your supervisor or manager as soon as possible

Minor Flooding

- Stay Informed – monitor local conditions and be aware of the situation
- Listen to the in charge person
- Stay calm,. Informed your supervisor or Manager
- Tune into emergency broadcaster: (local Radio station or designated community stations.
- Ensure your family members, neighbors and supervisor or Manager are aware of the situation
- Floodwater is dangerous – never drive, walk or ride through floodwater
- Floodwater is toxic – never play or swim in floodwater

Moderate Flooding

- ACT – Quickly – conditions can change rapidly
- Make sure you have enough food. Drinking water, medicine and pet food

Major Flooding

- Act Quickly – Conditions can change rapidly
- Be prepared to evacuate if advised by authorities
- If you are likely to become isolated, make sure that you have enough food, water. Medication and pet food and be aware that you may need to live without power, water and sewerage
- Raise belongings by placing them on tables, bed and benches or move them to higher ground
- Tune into your emergency broadcasters (local radio station or designated community stations)
- Block toilets, household drains, sinks and plugs to stop sewerage backflow

Need to evacuate

- ACT NOW – take immediate precautions to protect life and property
- Raise belongings by placing them on tables, beds and benches or move them to higher ground
- Collect together medicines, important documents, mementos, photos and pets and take them with you when you evacuate
- Turn off electricity and gas at the mains and lock your doors and windows when you evacuate

Earthquake

- Do not attempt to exit a building or vehicle
- If in an office room/ accommodation:
 - Get under a table or desk or brace yourself in an interior doorway
 - If no desk, drop to knees, fold arms close to knees and bury your face in your arms, use notebook or jackets for added protection for your head.
 - Stay clear of windows, bookcase, refrigerators, light fixtures or other heavy objects which might slide or fall
- If in a hallway, take the following actions:
 - Get in an interior doorway, brace yourself against the side jambs
 - Drop to knees, fold arms to knees, bury your face in your arms, use notebooks, or jackets for added protection of your head
- If outdoors, move away from buildings, powerlines, utility poles and other structures.
- In an automobile, stop in the safest place available, preferably an open area away from power light poles and trees
- Stay in the vehicles for the shelter it offers

After a significant earthquake

- Most importantly REMAIN CALM
- In case of significant earthquake evacuate buildings after the initial shock and things settle down, be alert of aftershocks and move to one of the two designated assembly points.
- Take clothing as weather dictates
- Remain at assembly areas until given instructions by emergency personnel
- DO NOT REENTER BUILDING UNLESS AUTHORISED BY EMERGENCY PERSONNEL

Dust Storm

If you are inside the accommodation, office or site

- Closed all windows and doors
- Do not allow children with respiratory, asthma and allergic diseases to go out except in utmost urgent case

If you are outside of accommodation, office or site

- Seek shelter immediately (if Possible)
- Cover your nose and mouth, and protect your eyes
- Stay low and cover up
- Stay away from glass windows and door

If you are in moving vehicle

- Drivers to reduce speed and leave enough space between vehicles
- Pull off the road way (if possible)
- Turn off all care light
- Set the emergency brake (make sure the emergency brake lights is off)

Structure Failure

- Evacuate the premises as safely as possible, following the Evacuation Instructions Poster
- Raise alarm with Emergency and Public safety by calling 999
- Contact immediate supervisor as soon as possible

Spills/Chemical and Biological

- If any concern that the substance is harmful do not touch, contact your immediate supervisor as soon as possible
- If a large scale chemical or Biological spill is discovered contact Fire Service quickly by calling 999
- Follow the Evacuation Instructions Poster instruction

Power/Water Cut

- If water failure, NA will make all reasonable steps to distribute bottled water to the workplace/ accommodation
- If water failure in site inform your supervisor/ Manager immediately
- If water failure in accommodation advice the Property Management and also NA HR Department needs to be advised

- If power failure if in NA Head office inform IT department Immediately
- If power failure in site inform your supervisor/ Manager immediately
- If power failure in accommodation advice the Property Management and also NA HR Department needs to be advised

Terrorism, Vandalism, Bomb Threat

If you receive a call about a bomb threat, do the following:

- keep calm
- don't panic
- try to keep the caller on the line

Ask questions, and write down as much information about the caller as possible. Write down:

- male/female
- juvenile/adult
- accent
- voice/speech characteristics
- background noise
- Ask 'why are you doing this?'
- Bomb location

Contact the Police as quickly as possible by calling 999

Contact your immediate supervisor as quickly as possible

Evacuate buildings as per the Evacuation Instructions Poster

H2S

- On site emergency response teams are responsible for the on sites rescue's of any casualties
- If an ambulance alarm sounds, you should move upwind swiftly and if possible, uphill. Avoid low lying areas as hydrogen sulphide is heavier than air and will collect in these types of areas
- If you're not wearing a respirator when an evacuation alarm sounds, hold your breath as long as possible while evacuating. If you have access to proper respirator, quickly put it on
- Areas with the potential for hydrogen sulphide release should have a visible wind indicator such as a wind sock or streamers to help determine wind direction
- Head straight to the briefing area and report the location of your fallen worker. A proper – outfitted and trained rescue team can then retrieve the fallen worker and quickly get him to fresh air and medical attention
- After release of hydrogen sulphide, do not return to the area until it has been monitored and rendered safe to enter

Medical Emergencies/Epidemic

- Keep calm

- If a trained first aider take action as required
- Contact one of the company's trained Paramedics or EMTs to deal with this situation
- Do not delay calling for an Ambulance if no Paramedics or EMT immediately available, contact the EPS Ambulance Service by calling 999

DOCUMENT CONFIGURATIONS CONTROL DATE OF CHANGES RELEASE APPROVAL

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

QHSE AND AREA MANAGER

Change Brief

| Version No. | Date | Changes |
|-------------|--------------|--------------|
| 1 | January 2017 | New Document |
| | | |
| | | |

Review & Approval: _____ Date: _____

APPENDIX I

Emergency Evacuation Plan Responsibilities Plan

RESPONSIBILITES LIST

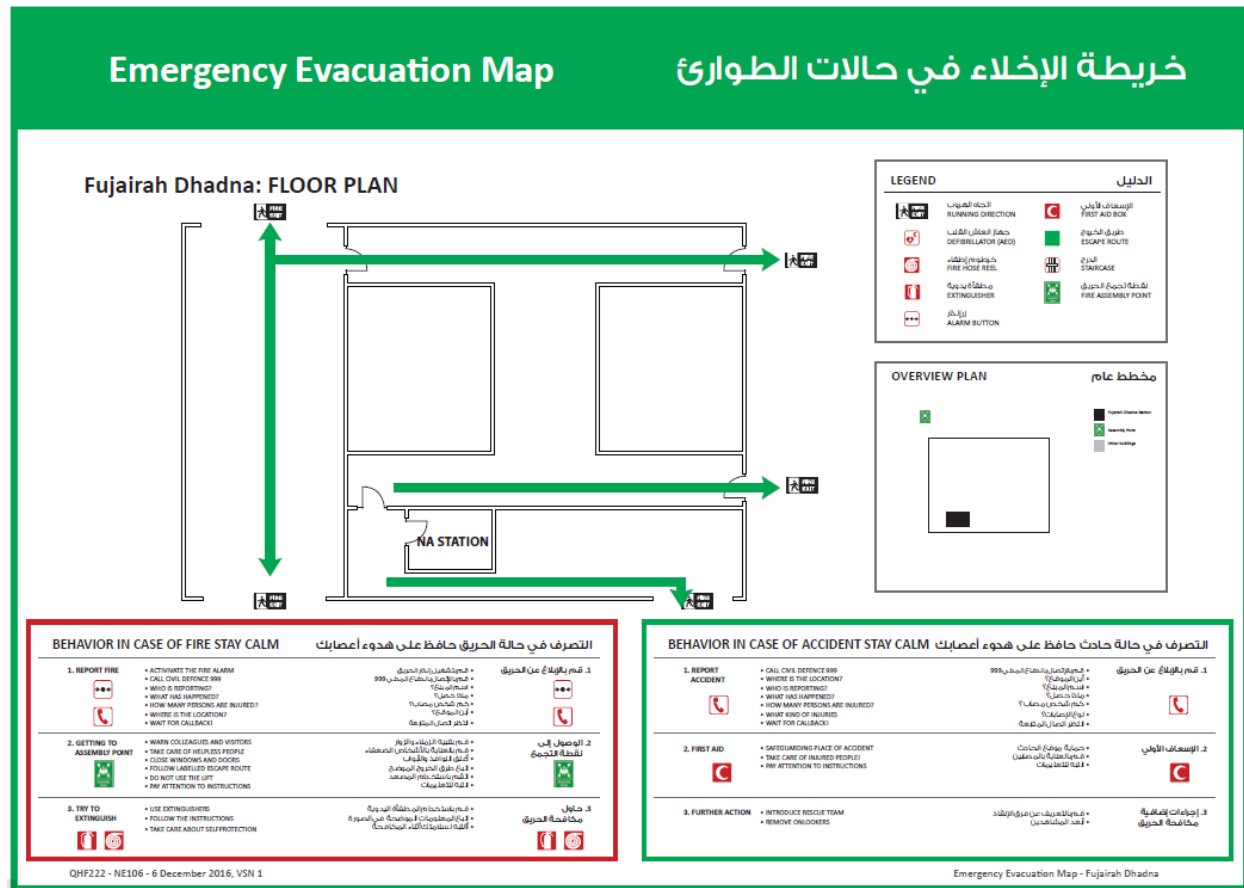
(Dibba Dhadna)

| Title | Name | Area | Contact No. |
|--------------|---------------------|------|-------------|
| Area Manager | BRADLEY JONES | 1 | 0565494471 |
| Area Lead | Mowafaq AloMoush | 1 | 0527847333 |
| Area Lead | Sean Banagao | 1 | 0569983081 |
| Area Lead | Luzel Demasuay | 1 | 0527397771 |
| Watch Lead | Genesis Magtibay | 1 | 0569982487 |
| Watch Lead | Joey Osting | 1 | 0569982834 |
| Watch Lead | Christopher Dingcol | 1 | 0527307888 |
| Watch Lead | Adrian Yanga | 1 | 0559298502 |

APPENDIX II

This Appendix includes the following:

- Rescue & Evacuation Plan
 - Exits
 - Assembly Point
 - Fire Hose Reel area
 - Alarm Button area
 - Portable Fire Extinguishers area



APPENDIX III

Last Fire Drill Conducted

Please list fire drills you had at your sites below:

| Date of Drill | Duration of Evacuation | Comments |
|------------------|------------------------|-------------------------------------------------------------------|
| 30 December 2016 | 8 Seconds | No obstruction from resting quarters going towards Assembly Area. |
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