**EMERGENCY EVACUATION PLAN**

**Location:**

Longitude :

Latitude :

# Purpose and Objectives

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

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

Emergencies such as fire and earthquake requires evacuating the building. This Emergency Evacuation plan is intended to communicate the procedures 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.

# General Guidelines

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

* Emergency Marshals 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 relevant authorities (e.g. Civil Defence, Fire Department..etc).

# Responsibilities:

# The Building Management is responsible of

* 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 issues raised by National Ambulance
* Communicating any changes evacuation system or relevant means of evacuation to National Ambulance staff
* Communicate with staff to understand their needs either by regular visits or via e-mail

# The QHSE Team is responsible of:

* Communicating to Emergency Marshals in regards to any updated Evacuation procedures and posters, emergency drills, & staff checklist.
* Liaising with Building Management to implement or raise a concern
* Making sure that received reports and inspection checklists are reviewed and raised to the National Ambulance Management
* Informing Emergency Marshals and Building management , sites managers and staff of planned drills
* Observing and recording findings.
* Receiving feedback from staff, marshals 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.

# The Emergency Marshals are responsible of:

* Performing their duties and responsibilities as Emergency Marshals.
* Ensuring 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.
* 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 an emergency or simulated event.
* Wearing the Emergency Marshals vest
* Count staff in the assembly area using staff list
* Update the appendix III for the emergency drills conducted at sites.

# The Employee is responsible of:

* Following instruction from the Emergency Marshal or the person in charge.
* Reporting any issues to Team Leader/ Contract Manager 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 Team Leader / Contract Manager if unsure on how to follow this policy and procedure
* Not tampering with the fire safety equipment and systems
* Familiarising themselves with the assembly point
* Regular inspection of exit doors.
* Regular inspection of fire extinguisher.
* Regular inspection of the building fire systems.

# Alerting in Case of Alarm or Other Emergency:

# 4.1. At the start of the Evacuation, Emergency Marshals should:

* Put on the vest.
* Stay calm and not panic
* Direct people to walk to the closest exit & not to use the elevator.
* Check all rooms 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 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/Emergency Marshal 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 staff faced any issue during the emergency, they should report to the National Ambulance Management through [QHSE@nationalambulance.ae](mailto:QHSE@nationalambulance.ae)
* Ensure that all staff and visitors are present at the assembly point. This should be verified for every department and against the visitors logbook (visitor registration)

**4.2. During Evacuation, NA Staff should:**

* Stay calm don’t panic
* Don’t run
* Follow the instruction of the Emergency Marshal or the person in charge
* Walk to the closest exit and not to use the elevator
* Evacuate directly to the assembly point
* Don’t try to distinguish the fire if you’re **not** train to do so
* If you will use the extinguisher, follow the PASS sign (Pull, Aim, Squeeze, and sweep)
* Report to your Emergency Marshal about your situation and location.

# 4.3. After the Evacuation

* Meet with other Emergency Marshals that were at the scene, discuss the whole scenario.
* In the event of a real fire, coordinate with the QHSE department to complete a QHSE Report form.
* Await confirmation from the Civil Defence /building management before re-entering the building
* Emergency Marshal checks the attendees at the assembly point
* Emergency Marshal completes the evacuation checklist and sends it to QHSE

# 4.4. Precautions:

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

# Special Needs Persons

If a special needs person is unable to exit the building unassisted, the Building Manager and/or Emergency Marshals must notify the building manager / Civil Defense of the person’s location.   
Transporting of special needs individuals up or down stairwells should be avoided until Building Management/Civil Defense has arrived.

# Medical Duties

* Do not move injured personnel as this would further jeopardize the likelihood of his/her survival.
* Keep the injured personnel in a comfortable position.
* Notification of medical emergencies should be made to police at 999 / 998

# Training and Communications

National Ambulance conducts internal Emergency Marshal Training to make sure that each Emergency Marshals are up to date

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

# 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 notify employees if its allowed 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](#EvacInstrPoster)
* If you are a victim of such a disaster, and you are not at work, please contact ACC, your Team Leader or contract manager as soon as possible

**8.1. Extreme Fog**

**8.1.1. If you are in a Vehicle**

* Adjust your speed so you can always stop within the line of visibility … Slow down!
* Concentrate and do not get distracted
* Increase your following distance from the 3 seconds in good weather to a minimum of 5 seconds – you must be able to stop within the distance of visibility! Keep in mind the ambulance is heavier and increased braking distance is needed compared to normal passenger vehicles.
* Refrain from overtaking other vehicles in cases of low visibility
* Turn on the lights: low beam head lights, front, and rear fog lights (no hazard lights!)
* Only use hazard lights when there is a mechanical issue with your vehicle, and you must pull over on the (right) shoulder lane of the road/highway.
* Use your windscreen wipers properly. During daily checks, make sure a visual inspection of wiper blades is performed. Take note of wiper blade wear and if replacement is necessary. Use the windscreen defroster to ensure proper visibility while driving.
* Maintain lane discipline, stay in your lane and don’t drift.
* Use the lane marks or the right edge of the road as a guide – this can help you avoid running into oncoming traffic or being blinded by oncoming high beam headlights

**8.2. Flooding**

**8.2.1 Minor Flooding**

* Stay informed – monitor local conditions and be aware of the situation
* Listen to the person in charge
* Stay calm. Inform your Team Leader or Manager
* Tune into emergency broadcaster: (local Radio station or designated community stations.
* Ensure your family members, neighbors and Team Leader or Contract 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

**8.2.2. Moderate Flooding**

* Act quickly – conditions can change rapidly
* Make sure you have enough food, drinking water, medicine and pet food

**8.2.3. 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

**8.3. Need to evacuate**

* ACT NOW – take immediate precautions to protect life and property
* Raise belonging by placing them on tables, beds and benches or move them to higher ground
* Collect 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

**8.4. Earthquake**

* Do not attempt to exit a building or vehicle
* If in an office room/sites:
* Get under a table,desk, or solid structure
* If no desk, drop to knew, 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 window, bookcase, refrigerators, light fixtures or other heavy objects which might slide or fall
* If in a hallways, take the following actions:
* 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 building, powerlines, utility poles and other structures.
* If 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

**8.4.1. After a significant earthquake**

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

**8.5. Dust Storm**

**8.5.1.** **If you are inside the office or site**

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

**8.5.2. If you are outside of the 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 doors

**8.5.3. If you are in a moving vehicle**

* Drivers to reduce speed and leave enough space between vehicles
* Pull off the road way (if possible)
* Set the emergency brake

# Structure Failure

* Evacuate the premises as safely as possible following the [Evacuation Instructions Poster](#EvacInstrPoster)
* Raise alarm with Emergency and Public safety by calling 999
* Contact immediate Team Leader / Manager as soon as possible

# Spills/Chemical and Biological

* If you suspect that a substance is harmful, do not touch it. Contact your immediate Team Leader/ Manager as soon as possible
* If a large scale chemical or biological spill is discovered, contact the Fire Service quickly by calling 999
* Follow the [Evacuation Instructions Poster](#EvacInstrPoster) instructions

# Power/Water Cut

* If water failure, NA will make all reasonable steps to distribute bottled water to the workplace
* If power failure in NA Head office, inform IT department and Building Management Immediately
* If power or water failure in site, inform your Team Leader / Manager immediately

# 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 Team Leader / Manager as quickly as possible
* Evacuate buildings as per the [Evacuation Instructions Poster](#EvacInstrPoster)

# H2S

* On site emergency response teams are responsible for the on sites rescue of any casualties
* You should move upwind swiftly and if possible, uphill. Avoid low lying areas as hydrogen sulfide 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 sulfide 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 sulfide, 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 EMTs are immediately available. Contact the EPS Ambulance Service by calling 999

# Document Control and Ownership

A review and update of this document will take place as necessary, when changes occur that identify the need to revise thisPolicy 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 BC Manager**

**Change Brief**

|  |  |  |
| --- | --- | --- |
| **Version No.** | **Date** | **Changes** |
| 1 | August 2013 | New Document |
| 2 | June 2016 | QHF222 will be a template  removal of QHF228  Emergency evacuation Plan included L6  Added responsibility of Employee  added response from Natural Disaster, flooding, lighting, extreme weather condition, terrorism, H2S, Medical First Aid and earthquake  emergency contact numbers are updated |
| 3 | January 2019 | * Removal of accommodation * removed supervisor replaced Team Leader, Manager replaced by Contract Manager * additional task for NA staff in case of Fire |
| 4 | January 2021 | * Additional wording in The Employee is responsible of: * removal of alarm sound in When the Evacuation alarm sounds, Fire Wardens should: * additional and adding some words in When the Evacuation alarm sounds, Fire Wardens should: * additional words in the After Evacuation * changes new logo * removal of Template in the name * additional appendix IV |
| 5 | March 2022 | * Change the ownership to QHSE & BC Manager * Add the “Fog” section * Changes under the Power/Water Cut section * Change Fire Wardens to Emergency Marshals |

Review & Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix** I

**Emergency Contact Details**

EMERGENCY CONTACTS LIST

(Location)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title/ Role** | **Area** | **Contact No.** |
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**APPENDIX II**

This Appendix includes the following:

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

**(Insert Emergency Evacuation Map )**

**APPENDIX III**

**Emergency Drills Conducted**

List the drills you had at your site below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Scenario** *(e.g. earthquake, fire..etc)* | **Date of Drill** *(minutes and seconds)* | **Duration of Evacuation** | **Comments** | *Check once done* | |
| **Drill Communicated with QHSE** | **Drill Updated on Survey Monkey** |
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**APPENDIX IV**

**Additional Procedures According to the Location**