

**EMERGENCY EVACUATION PLAN****EMERGENCY EVACUATION PLAN**

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## **INTRODUCTION**

This HSE Plan gives guidelines to all levels of personnel regarding their responsibilities in effective HSE Management. It sets high level goals and targets for effective implementation of HSE Policies and procedures. It clearly identifies actions, action party's and target completion dates.

This HSE plan is a tool to improve HSE standards and achieve our ultimate goal of "Zero LTI"

- Managing risk is the summation of all the activities and events associated with the HSE Management System.
- The process for HSE excellence is a business process designed to manage the risk in our daily activities.
- This safety process will be an integral part of our management focus. Safety will be given the same priority as other processes; unless the controls fail then it will be "Safety First".
- We will aim to empower our employees towards proactive performance.

## **SAFETY POLICY:**

To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the Civil Defense, NFPA & Also according to the international safety regulatory organizations (OSHA, ISO& OHSAS). SBG O&M believes in developing safe working procedures and maintaining a **0 injury working environment**. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.

## **Leadership and Commitment:**

To identify the needs of training concerned to the operation and maintenance aspect for the adequate implementation of HSE Policy in the premises of the project. To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the Civil Defense, NFPA & Also according to the international safety regulatory organizations (OSHA, ISO& OHSAS). SSCL believes in developing safe working procedures and maintaining a 0 injury working environment. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.



## **Policy and strategic Objectives:**

The main scope of SBG O&M is to ensure the effectiveness of the safety standards and the rules and regulations of the regulatory bodies of health and safety. In all the operation and maintenance related issues in the projects, we ensure the implementation of zero accident policy. The main objective is to provide safe system of work, safe equipment of work and safe working methods to ensure the safety of employees, workplace and environment in accordance to the NFPA, OSHA, ILO and national regulatory bodies of Health and Safety

## **Organization, Resources and Competence**

The organization, resources and competence are the key factors of the success of our department in all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The resources are fully utilized to achieve maximum efficiency and the competence of the staff is enhanced by arranging workshops, training sessions and various courses registration so that we can improve our performance and enhance the benchmarking factor

### **Project HSE Organization**

In all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The chain of the command for the proper execution of working method is followed and we have an appropriate channel of communication from top to the last position of our department and our roles and responsibilities have adequate shared attributes.

## **Role and Responsibility**

The roles and responsibility of each and every employ is well defined and every individual is accountable for his work as safety requires adequate responsibility and so far our performance shows that actions speaks louder than words.

## **Competence Assurance**

All the staff of our department and we have also arranged a portion of the evaluation of our staff on monthly basis as we have developed the employ of the month and employ of the season award for the betterment of the performance and the motivation of the staff. We arrange certification enrolment of our competitive staff to improve the competency of our staff and the efficiency of our department.

## **AUDIT AND REVIEW**

SBG O&M undergoes yearly safety audit to measure the performance and evaluation of health and safety policy, rules regulations, SOP'S, working methods of the organization. The audit



undergoes the interviewing, observation and examination process with accordance to the methodology of OHSAS 18001 Lead auditor.



## Emergency evacuation procedures

- On hearing an evacuation alarm, or on instruction of emergency control personnel, immediately cease all activity and secure personal valuables.
- Assist any person in immediate danger, but **only if safe to do so**.
- If practical, and **only if safe to do so**, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
- Act in accordance with directions given by emergency control personnel and evacuate the building immediately.
- Assist with the general evacuation if directed to do so by emergency control personnel.
- Assist with the evacuation of disabled occupants.
- In a fire, do not use a lift to evacuate a building.
- Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area until the all clear has been given.
- Follow the instructions of relevant emergency services personnel and campus emergency control personnel.

## Emergency procedure maps

Emergency procedures diagrams are located within buildings throughout each campus. These diagrams provide floor plans showing the locations of emergency exits and emergency equipment (such as fire extinguishers) and maps for evacuation routes and emergency assembly areas



## EVACUATION ROUTES

- Evacuation route maps have been 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
6. Site personnel should know at least two evacuation routes.



## EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 6666

PARAMEDICS: \_\_\_\_\_

AMBULANCE: 997

POLICE: 999

FEDERAL PROTECTIVE SERVICE: \_\_\_\_\_

SECURITY (If applicable): \_\_\_\_\_

BUILDING MANAGER (If applicable): \_\_\_\_\_



## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify)\_\_\_\_\_

(e.g., terrorist attack/hostage taking)





### MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire Department
- ☐ Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number), and
- c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).

Clear the air passages using the Heimlich maneuver in case of choking.

- 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.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## FIRE EMERGENCY

*When fire is discovered:*

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling \_\_\_\_\_.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

☐ Voice Communication

☐ Radio

☐ Phone Paging

☐ Other (specify)

*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.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.



***Designated Official, Emergency Coordinator or supervisors must (underline one):***

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

***Area/Floor Monitors must:***

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

***Assistants to Physically Challenged should:***

- Assist all physically challenged employees in emergency evacuation.

Date \_\_\_/\_\_\_/\_\_\_



## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.



**Upon Restoration of heat and power:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



## CHEMICAL SPILL EMERGENCY RESPONSE PLAN

The following are the locations of:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE):

MSDS: \_\_\_\_\_

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Evacuate building as necessary



**When a Small Chemical Spill has occurred:**

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date\_\_\_/\_\_\_/\_\_\_

**STRUCTURE CLIMBING/DESCENDING EMERGENCIES**

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)





Emergency Response Organization(s):

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_



## SEVERE WEATHER AND NATURAL DISASTERS (EMERGENCY RESPONSE PLANS)

### **Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### **Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### **Flood:**

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

**Hurricane:**

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

*Once a hurricane watch has been issued:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

*Once a hurricane warning has been issued:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

*During a hurricane:*

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

**Blizzard:***If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.



- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling

## CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment
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- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate \_\_\_\_\_ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the \_\_\_\_\_ Manual.

The following offices should be contacted:

Name/Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date
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