ROLL OUT FOR COMPANY EMERGENCY RESPONSE PLAN

ACTS-HR-PROC-0016-MOC-20110609-REV-0

DOCUMENT DETAILS

Document Title : ROLLOUT FOR COMPANY EMERGENCY RESPONSE PLAN
Document Description : HSE PLAN
Prepared By : Anti-Corrosion Technical Services Limited
ACTS Ref : ACTS-HR-PROC-0016-MOC-20110609-REV-0

REVIEW DETAILS

<table>
<thead>
<tr>
<th>REV</th>
<th>DATE</th>
<th>ORIG</th>
<th>CHK</th>
<th>DC CHK</th>
<th>APPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10 May 12</td>
<td>T.SEEPERSAD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMPANY EMERGENCY RESPONSE PLAN

Roll Out Presentation
AGENDA

- To educate all present of the emergency response plan that ACTS will use to counter all identified emergencies that may affect the company.
What is an Emergency?

- An emergency is an unplanned situation that poses an immediate risk to health, life, property or environment.
Roles and Responsibilities

To manage an emergency would require the formation of an Incident Management (IM) Team. This IM team would consist of:

i. Incident Commander
ii. Muster Checker
iii. Event Logger
iv. Emergency Services Communicator
v. Employees
The Incident Commander is responsible for executing the appropriate response actions for all employees in the event of an emergency.
Muster Checker

The muster checker is responsible for:

- Collecting the employee and visitor registers upon egress of the area.
- Conducting a roll call at the muster point and giving an account of all personnel to the Incident Commander.
- Ensuring that employees and visitors do not leave the muster point without permission of the Incident Commander.
Event Logger

The Event Logger is responsible for recording all aspects of the emergency in order to complete the Report after the event as well as to assess the effectiveness of the emergency response procedure. The Event Logger is responsible for:

i. Recording the events and its time in order of occurrence.

ii. Recording any issues that arise during the event.
The Emergency Services Communicator is responsible for:

i. Contacting the external resources when directed by the Incident Commander, providing the external resources with information on the location and any other known facts of the emergency at hand.

ii. Reporting all responses or lack of thereof, from external resources to the Incident Commander.

iii. Communicating with management on all aspects of the emergency.
Employees

- All employees are responsible for their own health and safety and hence they are required to comply with all instructions given.
- The employees are responsible for:
  - Following all instructions as indicated by the Incident Commander
  - Assisting in any efforts as designated by the Incident Commander
Emergency Response Team

- In addition to the Incident Management Team there is also an Emergency Response Team.

This team consists of:

1. Search and Rescue team
2. First Aid Team
This Team shall ensure the following steps are taken in managing the emergency at hand:

- Gather facts about the situation
- Assess damage to the building and surroundings.
- Identify resources available.
- Establish the rescue priorities.
- Develop a rescue plan.
- Conduct the rescue
- Evaluate progress
First Aid Team

- This Team shall ensure the following is steps are taken in managing the emergency at hand:
  - Set up First Aid area in a safe place
  - Secure First Aid Supplies
  - Triage the injured and providing First Aid
  - Coordinating the transport of the injured to the First Aid Station and to designated health facilities
1. Evacuation Plan

   i. Upon an alarm being raised, Stop Work, all personnel will either be cued by a member of the Incident Management (I.M.) Team to evacuate the location as necessary via the designated evacuation routes.

   ii. If I.M. Team members do not cue evacuation within a minute then all personnel should proceed to evacuate.

   iii. Evacuation shall proceed in an orderly manner; personnel should walk quickly and not run towards the designated muster point.

   iv. All personnel shall assemble at the muster point and the I. M. Team shall assemble and issue instructions as per the appropriate emergency response.
2. Muster Point Role Assignment

i. Identify the Incident Commander, Muster Checker, Emergency Services Communicator and Event Logger, in accordance with rolling document.

ii. The Event Logger will begin noting events and time elapsed from this point onward.
3. Muster Point Roll Call

i. Muster Checker will conduct initial roll call within two minutes of an alarm being raised

ii. After initial roll call, the Muster Checker will proceed to account for missing persons by conducting a roll call for missing persons identified from initial roll call.
4. Dispatch of Emergency Response Teams
   
i. If all persons cannot be accounted for then, Search and Rescue Team is dispatched by the Incident Commander to find missing persons and to determine the reason for an alarm being raised.

   ii. If there are no missing persons, Search and Rescue Team is dispatched by the Incident Commander to determine the reason for an alarm being raised.

   iii. Search and Rescue Team reports the findings of investigation and the Incident Commander decides whether the emergency can be managed internally.

   iv. If the emergency can be managed internally, the Incident Commander instructs the response to the emergency by dispatching necessary Emergency Response Teams e.g. First Aid Team, Fire Response Team etc.
v. If the emergency can’t be managed internally, the Incident Commander instructs the Emergency Services Communicator to contact the relevant External Resources.

vi. Emergency Services Communicator reports all instructions from the relevant External Resources to the Incident Commander.

vii. Incident Commander instructs IM team and employees to ensure that the instructions from the relevant External Resources are complied with.
5. Stand Down Emergency

i. The Incident Commander declares Stand Down to the Emergency when all persons are accounted for are safe, being treated and all property are free from danger.

ii. When all members are accounted for, the event logger will close the log.

iii. All employees will be allowed to return to their previous activity.

iv. If after report from search teams the report is that no danger can be found, the emergency will be stood down.
Identified Emergencies

- Chemical Release
- Dangerous Weather
- Electrical Accidents
- Fire / Explosion
- Flooding
- Industrial Action
- Lifting Accidents
- Loss of Data
- Loss of Utilities
- Medical Case
- Pressure Release
- Security Compromise
- Seismic Event
- Vehicular Accident
- Working on Heights
Specific Plans

1. Emergency Response Plan for Chemical Release

Flowchart:
- Start
- Detection
  - Stop Work
  - Inform Incident Commander
  - Designation of Roles by IC
  - Raise Alarm
  - Roll Call

- Are Any People Missing?
  - Yes: Dispatch Search & Rescue Team
    - Identify Chemical
      - Consult MSDS to Identify Means of Managing Chemical Release
  - No: Are Missing People Found?
    - Yes: Is Emergency Response Necessary?
      - Yes: Assist People to Muster Point
      - No: Can the Emergency Be Managed Internally?
        - Yes: Respond to Emergency
        - No: Contact and Comply with Appropriate External Resources
    - No: Identify Chemical

End
2. Emergency Response Plan for Dangerous Weather

flowchart

START

DANGEROUS WEATHER CONDITIONS ARE OBSERVED

IS DANGEROUS WEATHER CONDITION CONFIRMED BY CREDIBLE

IS DANGEROUS WEATHER CONDITION CONFIRMED BY CREDIBLE

YES

DECLARE DANGEROUS WEATHER

NO

CONTINUE PROBLEM RESOLUTION

ACTIVATE EMERGENCY ASSESSMENT TEAM

DOES SOLUTION WORK

YES

DO NO DECLARE DANGEROUS WEATHER

NO

INFORMATION COMMANDER PROVIDES INSTRUCTIONS TO EMERGENCY RESPONSE TEAMS

UPDATE EMPLOYEES ON UNFOLDING EVENTS

STAND DOWN

END
3. Emergency Response Plan for Electrical Accidents
4. Emergency Response Plan for Fire/Explosion

START

FIRE DETECT

RAISE ALARM → IM TEAM MEMBER CUES MUSTER → ARRIVE AT MUSTER POINT → IM TEAM MEMBER → ROLL CALL & COMMUNICATION WITH EXTERNAL AUTHORITY

ARE ANY PEOPLE MISSING?

YES → DISPATCH SEARCH & RESCUE TEAM

NO

ARE MISSING PEOPLE FOUND?

YES → IS EMERGENCY RESPONSE NECESSARY?

NO → ASSIST PEOPLE TO MUSTER POINT

YES

IS EMERGENCY RESPONSE NECESSARY?

YES → CAN THE EMERGENCY BE MANAGED INTERNALLY?

YES → END

NO → CONTACT AND COMPLY WITH APPROPRIATE EXTERNAL RESOURCES

RESPOND TO EMERGENCY
5. Emergency Response Plan for Flooding

START

POTENTIAL FLOODING CONDITIONS ARE OBSERVED

IS POTENTIAL FLOODING CONDITION CONFIRMED BY CREDIBLE SOURCE?

YES

INCIDENT COMMANDER DECLARE FLOODING EMERGENCY

NOTIFY ALL EMPLOYEES

INCIDENT COMMANDER PROVIDES INSTRUCTIONS TO EMERGENCY RESPONSE TEAMS

STAND DOWN

END

NO

DO NO DECLARE FLOODING EMERGENCY

UPDATE EMPLOYEES ON UNFOLDING EVENTS

IS EVACUATION NECESSARY?

YES

NO

START

DECLARATION OF INDUSTRIAL ACTION EMERGENCY BY INCIDENT

IS INDUSTRIAL ACTION ON CLIENTS SITE OR WITH A SUPPLIER?

CLIENT

IS EMERGENCY RESPONSE AVAILABLE BY CLIENT?

SUPPLIER

INCIDENT MANAGEMENT TEAM MEETS

FOLLOW ACTS GENERAL EMERGENCY RESPONSE PLAN

NO

STAND DOWN OF EMERGENCY

END

DETERMINE ALTERNATE SUPPLIERS

UPDATE ALL EMPLOYEES

MONITOR DEVELOPMENT OF INDUSTRIAL ACTION

ENSURE EFFORTS ARE PUT IN PLACE TO ACQUIRE PRODUCTS FROM ALTERNATE SUPPLIERS
7. Emergency Response Plan for Lifting Accidents

START

DETECTION

RAISE ALARM → IM TEAM MEMBER→ ARRIVE AT→ IM TEAM→ ROLL CALL & COMMUNICATION
CUES MUSTER MUSTER POINT MEMBER WITH EXTERNAL AUTHORITY

ARE ANY PEOPLE MISSING?

YES → DISPATCH SEARCH & RESCUE TEAM

NO → ARE MISSING PEOPLE FOUND?

YES → IS EMERGENCY RESPONSE NECESSARY?

NO → ASSIST PEOPLE TO MUSTER POINT

ARE THERE REASON FOR ALARM?

YES → DISPATCH EMERGENCY RESPONSE TEAM

NO → INVESTIGATE IF THERE IS AN EMERGENCY

IS THERE AN EMERGENCY?

YES → CAN THE EMERGENCY BE MANAGED INTERNALLY?

NO → CONTACT AND COMPLY WITH APPROPRIATE EXTERNAL RESOURCES

NO → RESPOND TO EMERGENCY

END
8. Emergency Response Plan for Loss of Data

START

DECLARATION OF EMERGENCY FROM INCIDENT COMMANDER

IS EVACUATION REQUIRED?

YES

REMOVE AND SECURE SECONDARY BACK UP WHILST EVACUATING

NO

ASSESS THE EXTENT OF DATA LOSS

SELECT DATA RESTORATION METHOD

EXECUTE DATA RESTORATION METHOD

STAND DOWN OF EMERGENCY

COMMUNICATE UNFOLDING EVENTS TO ALL EMPLOYEES

END

**Emergency Response Steps for loss of water and loss of Electricity**

**WATER LOSS EMERGENCY**

- **START**
- Declare an emergency
- Begin recording events
- Determine critical activities
- Stop water supply to non-critical activities
- Regulate water supply to critical activities
- Is the loss short?
  - Yes: Use receptacles to gather water for function
  - No: Purchase water via a water truck
- Stand down emergency on supply return
- End

**ELECTRICAL LOSS EMERGENCY**

- **START**
- Declare an emergency
- Begin recording events
- Is it cost effective to use a generator?
  - No: Ensure that all prepreations are made for the return of service
  - Yes: Rent a generator
- Connect to electricity infrastructure
- Continue supply until main supply returns
- Return to original setup and stand down emergency
- End
Emergency Response Plan for Internet Loss and Telecommunication loss

**INTERNET CAPACITY LOSS EMERGENCY**

- **START**
- Declare an Emergency
- Begin Recording Events
- Switch to Backup ISP
- Change Static Internet Protocol to Backup
- Recover Email Systems
- On Supply Return Switch to Original Connections
- Stand Down Emergency on Supply Return
- **END**

**TELECOMMUNICATIONS LOSS EMERGENCY**

- **START**
- Declare an Emergency
- Begin Recording Events
- Is it an External Problem?
  - **NO**
    - Let IT Support Team Investigate and Troubleshoot
    - Stand Down Emergency on Supply Return
    - Return to Original Setup and Stand Down Emergency
  - **YES**
    - Contact External Supplier
    - **END**
10. Emergency Response Plan for a Medical Emergency

START

INCIDENT COMMANDER DECLARES MEDICAL EMERGENCY

FIRST AID TEAM DISPATCHED AND CONDUCT TRIAGE WITH VICTIMS

CAN EMERGENCY BE HANDLED INTERNALLY

EMERGENCY SERVICES COMMUNICATOR CONTACTS APPROPRIATE EXTERNAL RESOURCES

FIRST AID TEAM ATTENDS TO VICTIM AND COMPLIES WITH EXTERNAL RESOURCES

STAND DOWN OF EMERGENCY

END
11. Emergency Response Plan for Pressure Release

START

DETECTION

RAISE ALARM
IM TEAM MEMBER CUES MUSTER
ARRIVE AT MUSTER POINT
IM TEAM MEMBER
ROLL CALL & COMMUNICATION WITH EXTERNAL AUTHORITY

ARE ANY PEOPLE MISSING?

YES

DISPATCH SEARCH & RESCUE TEAM

NO

IS THERE A REASON FOR ALARM?

YES

DISPATCH EMERGENCY RESPONSE TEAM

NO

INVESTIGATE IF THERE IS AN EMERGENCY

ARE THERE PEOPLE FOUND?

YES

IS EMERGENCY RESPONSE NECESSARY?

NO

ASSIST PEOPLE TO MUSTER POINT

NO

CAN THE EMERGENCY BE MANAGED INTERNALLY?

YES

END

NO

RESPOND TO EMERGENCY

CONTACT AND COMPLY WITH APPROPRIATE EXTERNAL RESOURCES

IS THERE AN EMERGENCY?

YES

IS THERE AN EMERGENCY?

ER = Emergency Response

START

DETECTION

RAISE ALARM

INOCIDENT COMMANDER NEGOITATES & RESOLVES SITUATION

ER TEAM MEMBER CUES MUSTER

ARRIVE AT MUSTER POINT

ROLL CALL & COMMUNICATION WITH EXTERNAL AUTHORITIES

ARE ANY PEOPLE MISSING?

YES

DISPATCH SEARCH & RESCUE TEAM

NO

ARE MISING PEOPLE FOUND?

YES

IS EMERGENCY RESPONSE NECESSARY

NO

DETERMINE SAFE EGRESS PATH

CAN THE EMERGENCY BE MANAGED INTERNALLY?

YES

ASSIST PEOPLE TO MUSTER POINT

NO

IS THERE AN EMERGENCY?

YES

CONTACT APPROPRIATE EXTERNAL RESOURCES FOR ESCORT

NO

RESPOND TO EMERGENCY

NO

INVESTIGATE IF THERE IS AN EMERGENCY

YES

IS THERE A REASON FOR ALARM?

NO

END
13. Emergency Response Plan for Seismic Events (A)

- **START**
  - DETECTION OF SEISMIC EVENT
  - RAISE ALARM
  - DE-ENERGIZE ALL TOOLS AND EQUIPMENT
  - DROP DOWN ON HANDS AND KNEES
  - COVER HEAD AND NECK WITH HANDS AND ARMS UNDER THE SHELTER OF A STURDY TABLE OR DESK
  - STAY CLEAR OF WINDOWS OR GLASS THAT COULD SHATTER OR OBJECTS THAT COULD FALL
  - HOLD ON TO SHELTER UNTIL SHAKING STOPS
  - RAISE ALARM
  - **END**
Emergency Response Plan for Seismic Events

START

SHAKING STOPS

STAY PUT FOR SEVERAL MINUTES AFTER EVENT

IC CUES EVACUATION

ARRIVE AT MUSTER POINT

IM TEAM MEMBER

ROLL CALL AND COMMUNICATION WITH EXTERNAL AUTHORITY

ARE ANY PEOPLE MISSING?

YES

DISPATCH EMERGENCY RESPONSE TEAMS

ARE MISSING PEOPLE FOUND?

YES

IS EMERGENCY RESPONSE NECESSARY?

NO

ASSIST PEOPLE TO MUSTER POINT

NO

DISPATCH FIRE RESPONSE TEAM

ARE EMERGENCY RESPONSE TEAMS MISSING?

YES

CAN EMERGENCY BE MANAGED INTERNALLY?

NO

CONTACT AND COMPLY WITH APPROPRIATE EXTERNAL RESOURCES

YES

RESPOND TO EMERGENCY

END
14. Emergency Response Plan for Vehicular Accident

START

DETECTION

RAISE ALARM

IM TEAM MEMBER
CUES MUSTER

ARRIVE AT
MUSTER POINT

IM TEAM
MEMBER

ROLL CALL & COMMUNICATION
WITH EXTERNAL AUTHORITY

ARE ANY
PEOPLE
MISSING?

YES

DISPATCH
SEARCH & RESCUE TEAM

NO

IS THERE
REASON
FOR
ALARM?

YES

DISPATCH
EMERGENCY
RESPONSE TEAM

NO

INVESTIGATE IF
THERE IS AN
EMERGENCY

ARE MISSING
PEOPLE FOUND?

YES

IS EMERGENCY
RESPONSE
NECESSARY?

NO

ASSIST PEOPLE TO MUSTER
POINT

NO

IS THERE AN
EMERGENCY?

YES

CAN THE
EMERGENCY
BE MANAGED
INTERNALLY?

YES

CONTACT AND
COMPLY WITH
APPROPRIATE
EXTERNAL
RESOURCES

YES

RESPOND TO
EMERGENCY

END

NO

NO

NO

END
15. Emergency Response Plan for Work at Heights

START

DETECTION

RAISE ALARM

IM TEAM MEMBER
CUES MUSTER

ARRIVE AT
MUSTER POINT

IM TEAM
MEMBER

ROLL CALL & COMMUNICATION WITH EXTERNAL AUTHORITY

ARE ANY PEOPLE MISSING?

YES

DISPATCH
SEARCH & RESCUE TEAM

NO

INVESTIGATE IF THERE IS AN EMERGENCY

IS THERE A REASON FOR ALARM?

YES

DISPATCH EMERGENCY RESPONSE TEAM

NO

ARE THERE MISSING PEOPLE FOUND?

YES

IS EMERGENCY RESPONSE NECESSARY?

NO

ASSIST PEOPLE TO MUSTER POINT

CAN THE EMERGENCY BE MANAGED INTERNALLY?

YES

END

NO

CONTACT AND COMPLY WITH APPROPRIATE EXTERNAL RESOURCES

NO

RESPOND TO EMERGENCY

YES

IS THERE AN EMERGENCY?
**Definition of an emergency**

An emergency is an unplanned situation that poses an immediate risk to health, life, property or environment.

**Who manages an Emergency?**

*Incident Management Team*

**General Emergency Response steps**

- Evacuation Plan
- Muster Point Role Assignment
- Muster Point Roll call
- Dispatch of Emergency Response Teams
- Stand Down of Emergency
QUESTIONS