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EMERGENCY PREPAREDNESS AND RESPONSE

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EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE

1.0 PURPOSE AND SCOPE

The purpose of this procedure is to describe appropriate response to identified environmental emergencies, which can have a significant impact on environment.

The scope of this procedure covers all activities, products and services of ABE.

2.0 DEFINITIONS AND ABBREVIATIONS

ABE	:	Albanna Engineering
ERP	:	Emergency Response Plan
HR	:	Human Resources
MSDS	:	Material Safety Data Sheet
CEO	:	Chief Executive Officer
EHS	:	Environment, Health & Safety

3.0 RESPONSIBILITY

- 3.1 CEO is responsible for ensuring that an emergency preparedness program is implemented and for approving the emergency response plans (ERP).
- 3.2 Environmental Officer is responsible for development and implementation of ERP.
- 3.3 Department heads are responsible for identifying potential environmental emergencies relevant to their areas of operation.
- 3.4 Operations Manager and Project Manager are responsible for dealing with immediate threats to ABE employees, the public and to the environment.
- 3.5 Project Engineers and Supervisors are responsible for taking immediate actions on site based on the instructions given by their respective Project managers and/or Operations Manager.
- 3.6 HR Officer is responsible for ensuring employee welfare during a potential emergency situation.

4.0 PROCEDURE

- 4.1 Environmental Officer will initiate the process to develop emergency preparedness and response plans (ERP) based on the identified potential emergency situations. These emergency situations will be identified by department heads, based on the data input from Project Engineers and Supervisors. As a minimum, the following will be addressed in the ERP.
 - 4.1.1 Emergency Response personnel and their roles and responsibilities.
 - 4.1.2 Evacuation routes and response procedures.
 - 4.13 Procedures to mitigate the situation.

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- 4.2 After review and approval of the plans, they will be tested as conditions allow. Drills will be conducted to test the effectiveness of the plan and to maintain the employee's awareness level.
- 4.3 Environmental Officer along with Project Engineers/ Site Supervisors/ Workshop Incharge will ensure emergency preparedness training for employees.
- 4.4 Environmental officer will prepare an impact minimizing strategy based on the emergency response plans. This may include special training for employees, additional containment around chemicals and hazardous waste (eg: storage of paint and thinner), additional fire fighting equipment to deal with a fire scenario (eg: welding and gas cutting in a live oil terminal).
- 4.5 As resources and facilities change, preparedness and response plans will be updated by the Environmental Officer.
- 4.6 The Environmental Officer and Safety Officer will ensure environmental protection supplies such as spill clean up material, sand bags for containment of spills, personal protective equipment etc.
- 4.7 Project Engineers and Supervisors will ensure that MSDS of all dangerous goods are made available on site. All dangerous goods will be stored in a location which is available for use by emergency services during a potential emergency situation. Information regarding all dangerous goods, their quantity and storage location will be maintained on site.
- 4.8 Emergency contact telephone numbers will be displayed on sites and workshop notice boards. This will include contact numbers of the CEO, Operations Manager, Project Manager, Civil Defense, Hospital, Police, etc.
- 4.9 After an emergency situation is dealt with, an Incident Report and a Corrective Action Plan will be prepared by Environmental Officer and Safety Officer.
- 4.10 Effectiveness of ERP will be evaluated following an emergency or drill incident.

5.0 RECORDS

- 5.1 Emergency Preparedness and Response Plan
- 5.2 Incident Report

6.0 DISTRIBUTION AND AVAILABILITY

- CEO
- Department Heads
- Controlled Copy Holders of IMS Manual
- EHS Officer

7.0 ATTACHMENTS

NIL