

ABE Integrated Management System Emergency Preparedness & Control Procedure	IMS	Dept: SAF Issue: 01, Rev:2	Ref: ABE-SA-ER-01 Last Revision: May'16
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EMERGENCY PREPAREDNESS AND CONTROL PROCEDURE

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EMERGENCY PREPAREDNESS AND CONTROL PROCEDURE

1.0 PURPOSE AND SCOPE

The potential for emergencies and disasters at all constructions sites and facilities and their associated costs can be devastating in terms of employee casualties, business interruption, loss of capital investment, etc. These events cannot always be avoided but can reduce their frequency and impact by developing emergency response plans that address immediate concerns with Albanna Engineering operations and which also interface as required, with emergency response procedures requested by the Client.

The following instructions specify Albanna Engineering minimum emergency planning and response instructions.

Albanna Engineering expects that all personnel working on site will adhere to the following emergency response instructions.

2.0 DEFINITIONS AND ABBREVIATIONS

ERP	:	Emergency Response Procedure
Emergency	:	Serious, unexpected, and potentially threatening situation requiring immediate action
CEO	:	Chief Executive Officer
HR	:	Human Resources Officer
PO	:	Process Owner

3.0 RESPONSIBILITIES

- 3.1 **Project Manager:** The Project Manager is responsible for assigning one safety officer with sole authorization for the compliance with these procedures and the effective operation of associated work activities.
- 3.2 **Safety Officer:** the Project Safety officer shall be responsible for supporting Emergency Response Operations.
Provide technical information, training and support to Project employees.
Maintain an information network with the PO.
Monitor employee adherence to the emergency instructions, and implementing of this procedure.
- 3.3 **HR Officer:** Liaise with local hospital/police/medical insurance company for emergency medical assistance to employees.
If any employee is injured in the incident inform his / her relatives as requested / appropriate
- 3.4 **Chief Executive Officer:** Deal with local authorities on key issues involving the emergency response.

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- 3.4 **Finance Controller:** Inform insurance companies for claim. Provide adequate funds for mobilizing emergency response resources

4.0 PROCEDURES

- 4.1 **Emergency:** An emergency is an abnormal incident posing a threat to the safety of workers, residents, the environment or property at a facility or site and which can be brought under control using the resources and procedures for emergency response in place for the facility or site.
- 4.2 **Disaster:** A disaster is an emergency which poses a more serious threat to the safety of workers, residents, the environment or property at a facility or site and which cannot be brought under control using the resources and procedures for emergency response in place for the facility or site. Whether an emergency becomes a disaster depends on the following:
- The type of facility;
 - The hazards of the facility operations;
 - The proximity of neighboring communities or other facilities;
 - The capabilities of emergency personnel; and
 - Mutual aid capabilities of outside agencies.
- 4.3 **Emergency Planning:** This involves the development of a specific plan which details actions to be taken by trained personnel during an emergency in an effort to efficiently control it and minimize its net negative impact on workers, residents, the environment or property at a facility or site. This type of planning also extends to developing emergency control strategies and instituting training and drills for all facility personnel.
- 4.4 **Emergency Assembly Point:** The location will be designated by the Safety officer as per the project conditions or as per clients designated assembly point. Support staffs assemble to respond to an emergency. It is centralized location for monitoring the facility response and also serves as a command center for co-ordinating all communications, including the allocation and distribution of information. Workshop assembly is designated near security room
- 4.5 **In the Event of an Emergency**
- 4.5.1 Safety officer or nominated representative to act as Emergency Response Coordinator
- 4.5.2 Contact Relevant emergency service/s clearly stating:
- a. Type of accident
 - b. Location of Incident
 - c. Number & nature of any casualties.

Emergency Contact Telephone Numbers

Police – 999

Ambulance – 998/ 999

Civil Defense – 997

Rashid Hospital – 3371111

Ambulance – 3032419

Dubai Hospital – 2714444

Safety Officer-Mobile/Res

HR Officer-Mobile/Res

Project Manager/Work Shop-Mobile/Res

CEO-Mobile/Res

Customer Rep:

4.5.3 If safely possible, secure & make safe affected area.

4.5.4 Ensure any injured persons receive prompt medical attention.

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- 4.5.5 All persons working directly / indirectly for Albanna Engineering to safely make their way to the designated assembly point.
- 4.5.6 A daily list of all persons working for Albanna Engineering will be kept up – to – date & used in the event of an emergency to account for everyone on site. Emergency Response Coordinator to check names of all persons at assembly point against the list.
- 4.5.7 No persons to re-enter affected area until notified as being safe to do so by Project Manger / Safety Officer/Emergency Response Co-coordinator or relevant emergency services authority.
- 4.5.8 Develop as appropriate, document and follow the emergency response training / drill items given below to ensure that all personnel expected to participate in emergency response are proficient in its theory and practice.
- 4.5.8.1 Fire Protection Education
Fire protection education for the workforce typically involves the following:
- Emergency Response
Emergency response training will be one or more times per year. The workforce is needed to know how to turn in and how to respond to alarms. This shall be rehearsed
 - Fire fighting
Workers shall be practiced to use of portable fire extinguishers and hose at least yearly if they are expected to use the equipment. A yearly review of the fixed fire protection systems and manual operation of those systems is necessary
Log book shall be maintained for updating the status of fire fighting.
- 4.5.8.2 Simulation of assembly operations during an emergency
- 4.5.8.3 Field simulations/drills or credible scenarios
- 4.5.9 *Lessons learned from the emergency situations shall be recorded and Appropriate actions shall be implemented for further improvement.*

5.0 RECORDS

Emergency Evacuation Drill Reports

6.0 DISTRIBUTIONS

To all Controlled copy holders.