



DOCUMENT NUMBER

**ALASALA CO.
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DOCUMENT TITLE

**H.S.E
EMERGENCY PREPAREDNESS PLAN**

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1.0 INTRODUCTION

An essential component of the ALASALA CO. HSE Department & Management System is an effective

Emergency Preparedness Plan (EPP). Emergency preparedness is required to deal promptly with an emergency situation that could occur as a result of activities within the Project and the Harbour.

For the majority of incidents local resources will be sufficient to respond in an effective manner, however in some cases external resources may be needed and would be called upon as deemed necessary.

2.0 REVISION & UPDATES

Revisions and updates to this procedure must be approved by QMR. And revisions to this document will be carried out by the HSE. Mgr. through the proper channels "i.e. Doc. Dept. and QMR."

3.0 OBJECTIVES

The objectives of the EPP are to:

- Establish a course of action within the HSE Department regarding notification of the correct personnel internally/externally, to the Client (s) concerned and the appropriate authorities in case of a significant emergency situation.
- Specify the method of notification.
- Assure that provisions exist for communications.
- Outline the Projects Dept. notification set-up.
- Ensure the availability of all resources that could be effectively utilized in handling of any emergencies that may arise in addition to ensure appropriate reporting internally, externally and to the concerned Client, as required.

4.0 ROLES & RESPONSIBILITIES

4.1 GENERAL RESPONSIBILITIES

The role of anybody involved in emergency response efforts in ALASALA CO. is to support emergency operations by assisting in identification of, response to, and containment of incidents in such a way as to:

- **Prevent loss of life and minimize the risk of bodily injury (to employees, contractors/sub-contractors, Clients Staff and the community),**
- **Prevent or minimize damage to the environment,**
- **Prevent or minimize property damage to surrounding community,**

Provide maximum safety for emergency response personnel at the scene of the emergency.

4.2 MANAGEMENT RESPONSIBILITIES

It is the responsibility of H.S.E General Manager and other Management function to support the development, implementation, and maintenance of a comprehensive emergency management program for all of its activities. This responsibility will be accomplished through the following management practices:



-Support the development of an EPP that is consistent with the ALASALA CO. Corporate Crisis Management Plan, EGPC Directives and the Geographical Committee Guidelines.

-Requires local management personnel to periodically review and provide input into the EPP.

-Participate and require the local management team's participation in appropriate emergency management training and exercising.

-Provide for continuity in emergency management efforts during replacement / re-assignment of personnel.

-Ensure Client (s) is/are involved of matters affecting their Project activities within the Project.

4.3 Key Personnel Responsibilities

External notification will be coordinated by H.S.E General Manager or his deputy. All immediate activities by other on-site personnel in response to the emergency must be in accordance with these procedures in addition to exercising their best judgment in the containment and control of such emergency cases. The following is a list of the Responsibilities of the key named individuals:-

H.S.E. General Manager :

- Inform ALASALA CO. Chairman / Deputy Chairman for HSE and the appropriate authorities as soon as possible, following notification of an incident from H.S.E Sector Manager.
- Establish and convene the Emergency Support Group (ESG).
- Provide support to the Emergency Response Teams (ERT) as required.
- Ensure that the Emergency Preparedness Plan is current and effective at all times.

H.S.E Sector Manager :

- Inform the H.S.E General Manager as soon as possible following notification of an incident from the HSE dept Manager or his Deputy.
- Provide support to the (ERT) as required.
- Act as the communication link between the **ERT Leader** at the scene of the incident and the **ESG**.

- Inform the appropriate Client Site Reps. If the incident is involving or affecting their project activities.

- Ensure that the Emergency Preparedness Plan is current and effective at all times.

HSE dept manager:

- Inform the H.S.E. Sector Manager as soon as possible following notification of an incident.
- Establish and lead the (ERT) for controlling the emergency situation.
- **Co-ordinate with the Medical Dept. for alertness and provision of medical support in case of injuries to personnel.**
- Maintain communication with the H.S.E Sector Manager for updating purposes and to request any additional support for controlling the emergency situation.



- Ensure availability of resources required to deal with emergency situations including means of communication.
- Ensure that the Emergency Preparedness Plan is current and effective at all times.

5.0 COMMUNICATION PLAN

5.1 Means of Communication

The primary communication plan **internally and externally**, consists of the utilization of Phones and Cellular Phone Networks, Walkie-Talkie Radios, Projects VHF and HF Radio Systems.

5.2 Communication Rules

- In the event of significant emergency situation with the sounding of the General Alarm (Continuous Note), all individuals not designated Emergency Actions, must refrain from using the Radio Channel (# 1) and the internal phone system.
- The H.S.E General Manager will be the only person who will make or receive external calls until further instructions are given by him to the ESG who will convene in his office.
- During an emergency situation, the H.S.E Radio Room and Switchboards shall refrain from entertaining any calls not related to the Emergency situation.
- In the initial stages of the response, Cairo Main Office should refrain from making contact with site since this may cause the site to have to interrupt vital response activities. However, the H.S.E General Manager after initial notification by Phone, shall initiate a Fax to the Main Office with more concise details on the handling and containment of the Emergency Situation.

5.3 Emergency Communication and Notification

All internal and external communication related to the emergency situations should be taken place.

6.0 EMERGENCY NOTIFICATION

6.1 General

- All incidents which result in serious personal injury to employees, Client Reps., and contractors, extensive damage to Plant/Equipment, uncontrolled significant release of substances to the external environment, must be reported, investigated, and followed-up.
- Should the Incident involve or affect a Client Staff or Project activities, the H.S.E Sector Manager shall notify the Site Reps. ASAP.
- If an incident has the potential to develop into a crisis situation for the Company, the H.S.E General Manager or his designee, will notify the Cairo Main Office in addition to the appropriate authorities if it is required.

6.2 Statutory Notification

- All serious incidents must be reported to the appropriate government authorities as required and **the scene of the incident maintained as it is, till clearance is given by the relevant authority.**

7.0 HANDLING THE PRESS AND PUBLIC MEDIA

An effective public relations response to emergencies or spills of any size involves the following:

- Show the Company's ability and willingness to respond to the incident
- Reduce speculation about future effects of the incident or spill
- Reassure the public that appropriate corrective actions are being taken
- No statement regarding an incident or spill will be made by any Company employees unless authorized by the H.S.E General Manager.



8.0 CATEGORIES OF EMERGENCY CASES.

This section does not cover the perfect response to all possible incidents, but concentrates on main categories of incidents that could happen at the Project during construction activities.

It is important to remember the order of priorities for any emergency response:

- Provide maximum safety for emergency response personnel at the scene of the emergency.
- Prevent loss of life and minimize the risk of bodily injury (to employees, contractors and the community),
- Prevent or minimize damage to the environment,
- Prevent or minimize property damage to ALASALA CO. property and that of the surrounding community.

9. MODES OF EMERGENCY ALARM

The existing alarm system within the Project comprises of Locally Activated Sirens, distributed in ZONES dividing the Project into Three Sections. This is mainly to facilitate either localization and without interrupting activities in other Zones or covering the whole Project, depending on the nature of Incident and giving mainly the following Alarm Indications:-

- All Incidents / Evacuation Signal
- Emergency Clearance Signal

10. EMERGENCY ACTION PROCEDURES – GENERAL

It is the personal responsibility of every individual designated Emergency Actions to ensure the full understanding and ensure compliance with this procedure.

10.1 ACTION IN CASE OF FIRE OR EXPLOSION

A fire or explosion will most likely be head by employee (s). If it is a small fire, carry out the following actions:

- Operate the nearest Alarm and call the HSE Dept. by telephone or on Walkie Talkie.
- Report any injured persons if any and evacuate to a safe location upwind of the fire.
- Attempt to put out the fire using hand held fire extinguishers.
- If the fire appears to be too large to extinguish with Hand Held Fire Extinguishers, do not take chances, initiate the Alarm/report it and proceed in upwind direction away from the area of the fire to the nearest Muster Point.

Large Fire

If the fire is too large to tackle with the available Hand Held Fire Extinguishers, act as follow:

- All personnel should proceed in upwind direction away from the area of the fire to the nearest Muster Point.
- Operate the nearest Alarm and call the HSE Dept. by telephone or on Walkie Talkie .
- Give concise information about the incident such as type of fire, its extent and location.

NB: A fire is large when it cannot be dealt with using Hand Held Fire Extinguishers Upon notification of a large fire the Emergency Response Teams shall handle the situatio



10.2 ACCIDENTAL OR NATURAL DEATH

In the event of a death, either through natural causes or accidental circumstances, or of a person being lost and presumed dead, the following steps must be taken:

1. Report actual status to the HSE and Medical Departments by Phone or Radio.
2. The HSE dept Manager must immediately notify the H.S.E Sector Manager and advise him of the following:
 - Summary particulars of the incident
 - Time of incident
 - Identity of lost or deceased person(s) (if known)
 - The client/employer of the lost or deceased person(s) (if known)

The H.S.E. Sector Manager assisted by the HSE dept Manager, will fill out the **Preliminary Incident Report**, immediately and send it to the H.S.E General Manager.

NOTE: in the event of any death, the accident site should be immediately secured. The only personnel who should be allowed to enter are the Emergency Response Teams and Medical personnel who have to enter the area to verify and confirm the situation. These personnel should not disturb the site more than is necessary.

The site must then be secured and guarded 24 hours a day, until the arrival of the Local Government Authorities and the official incident investigation team arrives and carries out an official investigation. Other official agencies wishing to enter the area must only do so with the authority of the H.S.E. General Manager or his Deputy. Any materials taken away must be notified to the Hse Department Manager or his Deputy, and a receipt obtained for the items. The position of the items must be recorded.

The HSE dept Manager should ensure that photographs of the site are taken as soon as is convenient after the body has been removed.

Normal operations can only resume on the site once authority has been given in writing by the H.S.E. General Manager or his Deputy.

10.3 MEDICAL EMERGENCIES

Medical emergencies can take the form of injuries or health problems. This plan covers three levels of response to medical emergencies:

1. Emergency that can be dealt with using local medical facilities (site facilities or local hospitals)
2. Medical evacuation to the nearest hospital.
3. Medical evacuation to another specialized Hospital .

Local Resources and facilities

The H.S.E. Department has contracts with several Private Hospitals in addition to the availability of the Governorates facilities. An up-to-date contact list of these facilities is available at the Medical Department, which are responsible for handling such situations.



Land Transportation

For land transportation services, the Project Ambulance is available at all times at the Clinic. Additional Ambulance service could be obtained.

10.4 OIL OR CHEMICAL SPILL

Oil, chemical or other spills should be immediately reported to the HSE general Manager or his Deputy, either on the Project Walkie-Talkie. The reporter must give concise details of the nature of spill, its size and exact location.

The Emergency Response Teams shall be mobilized immediately for tackling the situation.

Control of potential fire is the first objective. Once a fire occurs, it may spread rapidly to involve all of the exposed fuel and reach lethal proportions.

In case of oil spill in the Harbour, it must be immediately reported to the Oil Spill Response Center and the Geographical Committee for mobilizing the necessary oil spill combating resources to deal with this occurrence.

10.5 MAN OVERBOARD (JETTY/HARBOUR AREA)

If a person should fall overboard, the following steps should be taken:

- The person seeing the incident should get help by any means possible. At the same time he should throw overboard the nearest life buoy(s) being careful not to hit the victim.
- Should the victim manage to grab the Lifebuoy, attempt to pull him towards the Jetty, with the line attached to the Lifebuoy.
- Dispatch any nearby person to initiate the Alarm System and attempt to call the HSE Manager and the Clinic, either by the Project Walkie-Talkies or phone and report the situation.
- He should at all time keep watching the person in water until the arrival of the Emergency Response Teams and Medical Staff, who shall take the necessary actions.

10.6 VEHICLE ACCIDENT WITHIN THE PROJECT.

In case of vehicle accident, the first thing to look for is the injured person(s).

- . **DO NOT APPROACH THE VEHICLE IF YOU ARE NOT SURE OF THE DANGER (FIRE, FUEL, CHEMICAL SPILLS OR FURTHER MOVEMENT OF THE VEHICLE).**
- . Do not move the injured unless he is in immediate danger.
- . Initiate the Alarm System and attempt to call the HSE Manager and Clinic either by the Project Walkie-Talkies or phone.
- . Keep monitoring the situation until the arrival of the Emergency Response Teams and the Medical Staff.

REMEMBER – The persons in the vehicle may not obviously be injured. By moving the injured, you can seriously worsen a possible back or neck injury causing permanent paralysis to death. If in doubt, and there is no immediate danger, request the injured to remain as still as possible until professional medical personnel arrive at the site.



10.7 RADIO-ACTIVE SOURCE INCIDENT.

Such incidents shall be dealt with in accordance with the Emergency Procedure approved by the Egyptian Ministry of Health. Copy of this procedure is available with the QMR , safety Dept. , NDT Technicians and radiation protection Eng. who shall be responsible for coordinating the required responses.

10.8 POST INCIDENT INVESTIGATION AND FOLLOW-UP

It is the responsibility of the HSE Manager to assure proper collection of incident data and collation of the accident report. This task must be done in accordance with the established Incident Investigation and Reporting Procedure.

10.9 TRAINING & DRILLS

In order to ensure efficient emergency response, Emergency Response Team/Medical Staff training and drills are necessary. They will be provided with training regarding the emergency preparedness plan to ensure understanding. All training or re-training will be coordinated by the HSE Manager and his Deputy.

10.10 EXERCISES AND DRILLS

Emergency exercises will be conducted periodically as per an approved schedule issued by the HSE Department. These drills and exercises will be organized by the Deputy HSE Manager. Activation of all or part of the Management Team during these drills will depend on the scenario chosen.

10.11 POST EXERCISES APPRAISAL

All drills, emergencies and accidents will be post appraised by the HSE department. The review process should include input from all participants who were directly involved. All recommendations, which receive general approval during the review process, are to be reported to the appropriate level of project management by the HSE Department. Implementation of any, or all, of the recommendations is the responsibility of the Project Sector Manager.



PRELIMINARY INCIDENT REPORT

Date: _____ **Time:** _____ **Location:** _____

1. Incident Type.

Injury _____ Fatality _____ Natural Death _____ Fire _____
Explosion _____ Liquid Release _____ Gas Release _____ Vehicle _____
Other (s) Describe: _____

2. Brief Description of Incident.

3. Immediate action (s) taken and resources used to control the situation.

4. Further action (s) and notification (s) required by General Management.

5. Description and estimate of losses.

6. Impact / Effect On Company or Client activities.

Project Manager

HSE Manager

قائمة مراجعة تأمين الموقع بعد انتهاء الأعمال اليومية

Shift Work Completion Checklist

Date:	Shift:	Day/Night
Site Engineer Name:	Project/Location	
Welding Checklist: أعمال اللحام		
Equipment/Machines/Tools Description		Check
Welding units & Cables معدات اللحام و الكابلات		
Argon-Butane Welding equipment أسطوانات ومعدات لحام الأرجون		
Welding Ovens & Heaters سخانات وأفران سلك اللحام		
Remarks: ملاحظات		
Welding Supervisor Name:		Signature:
Fitting Checklist: أعمال التراد		
Equipment/Machines/Tools Description		Check
Grinding tools مواتير الحجر ومعدات البرادة		
Compressed gas bottles أسطوانات الغاز المضغوطة		
Remarks: ملاحظات		
Fitting Supervisor Name:		Signature:
Rigging Checklist: أعمال الرفع والحركة		
Equipment/Machines/Tools Description		Check
Hanging Loads & Lifting gear أحمال معلقة ومعدات رفع		
Scaffolding & Wooden Boards أسفالات والأشواح الخشبية		
Equipment safe condition تأمين سلامة المعدات		
Remarks: ملاحظات		
Rigging Supervisor Name:		Signature:
Equipment Supervisor Name:		Signature:
Electricity Checklist: أعمال الكهرباء		
Equipment/Machines/Tools Description		Check
Distribution Panels & Cables لوحات التوزيع والكابلات		
Switch Off Electricity فصل اللوحات التجميعية		
Remarks: ملاحظات		
Electricity Supervisor Name:		Signature:
Pressure Checklist: أعمال إختبارات الضغط		
Equipment/Machines/Tools Description		Check
Air Test Equipment معدات وإختبارات ضغط الهواء		
Hydro Test Equipment معدات وإختبارات ضغط الماء		
Remarks: ملاحظات		
Pressure Test Supervisor Name:		Signature:
Work Completion		
The location/equipment has been restored to normal & safe condition at:		
Site Engineer Signature:		Hrs Date
Safety Check (Completed by HSE Sup) (Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>)		
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Warning sign & Barricading	<input type="checkbox"/> Fire fighting equipment
<input type="checkbox"/> Mechanical Isolation	<input type="checkbox"/> Electrical Isolation	<input type="checkbox"/> Dangerous material storage
HSE Supervisor Signature:		HSE Engineer Signature:



VIOLATION REPORT

DATE / TIME :-----

NAME :-----

DEPARTMENT / SECTION :-----

OCCUPATION :-----

BRIEF DESCRIPTION THE VIOLATION: -

THIS WILL BE CONSIDERED A CONSIDERED VIOLATION TO THE SAFETY AND COMPANY'S REGULATIONS. IN CASE OF REPEATING THIS VIOLATION YOU WILL BE IMPLEMENTED THE PENALTIES REGISTER DUE TO OUR CONCERNING TO EXECUTE THE SAFETY'S INSTRUCTIONS.

SAFETY OFFICER

SAFETY TECH.

SAFETY SECTOR MANAGER

ACKNOWLEDGED BY EMPLOYEE

	Prepared by	Reviewed by	Authorized by	Approved by
Job Title				
Signature				
Date				



EMERGENCY SYSTEMS WEEKLY TESTS

1. FIRE PUMPS TEST.

LOCATION:----- DATE:----- TIME:-----

TEST RESULTS:-----

TESTED BY, NAME:----- SIGNATURE:-----

LOCATION:----- DATE:----- TIME:-----

TEST RESULTS:-----

TESTED BY, NAME:----- SIGNATURE:-----

LOCATION:----- DATE:----- TIME:-----

TEST RESULTS:-----

TESTED BY, NAME:----- SIGNATURE:-----

2. EMERGENCY ALARMS TEST

GENERAL ALARM:----- DATE:----- TIME:-----

CTE ALARM:----- DATE:----- TIME:-----

TESTED BY, NAME:----- SIGNATURE:-----

REVIEWED AND VERIFIED BY, NAME:----- SIGNATURE:-----

CC: SAFETY SECTOR MGR / CLIENT REPS.

	Prepared by	Reviewed by	Authorized by	Approved by
Job Title				
Signature				
Date				