	<b>Emergency Preparedness &amp; Response Plan</b> شركة الإنشاءات البحرية العالمية ش.م.ك.م. INTERNATIONAL MARINE CONSTRUCTION CO. S.A.K	Doc No.	IMSP/12
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**1 Objective** The protocol outlines the steps involved in assessing the possibility for and responding to events and emergencies in order to avoid or mitigate adverse effects on the environment, as well as on the health and safety of all employees.

## 2 Scope

This rule applies to all operational areas and other locations where an emergency scenario may occur.

## 3 Synonyms

MSDS-Methods of Separation of Hazardous Substances

PPE-Personnel Protective Equipment PPE-Personnel Protective Equipment PPE-Personnel

Representative of Management

## 4 Responsibilities and Functions

This method must be followed by all members of the organization's staff.

Throughout the organisation, To comply with the Emergency Response Procedures.

### 5 Description of the Process Goals

This emergency response plan's purpose is to give all staff with a comprehensive procedure to follow in the event of a fire. Each employee must understand the plan's fundamental operation and scope. As such, it is the responsibility of all supervisors to ensure that their subordinates are aware of this strategy.

- To raise staff understanding of security and safety issues.
- To outline the steps that must be taken by everyone in the event of a fire, in order to avoid panic and extinguish the blaze, therefore saving lives and corporate property.
- To outline the procedures to be followed in the event of a significant oil leak/spill.
- To detail the activities that staff members should take prior to the arrival of authorities.

## 5.2 Detailed Instructions & General Information

Preventing fires/major spills/leaks should be a top priority for the Department in charge/MR and all firm personnel. The majority of fires and the associated losses of life and property can be avoided through common sense, self-discipline / adherence to prescribed work norms, and excellent housekeeping. The following guidelines can assist in eradicating typical causes of fire and other emergency releases. 1. Prudent Administration - At all times, offices, work places, and retail establishments should be kept clean.


- Combustible trash should not be permitted to accumulate in corners or other concealed areas.
- Proper storage of flammable oils is critical.

2. Proper Handling of Electricity: - Most fires are caused by faulty wiring, overloading electrical circuits, irresponsible usage of electrical appliances / equipment, and temporary wiring, to name a few. Everybody is responsible for safe electrical handling. Notify management of the existence of the above-mentioned deficiencies so that urgent corrective action can be taken. 3. Strictly no smoking

- Where smoking is prohibited, everyone is expected to follow the law.

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Where smoking is permitted, cigarette butts and matchsticks used for lighting should be disposed of appropriately into ashtrays / trash containers after the lighted ends have been extinguished.

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#### 4) Personal Protective Equipment (PPE):

- All employees are required to wear personal protective equipment (PPE) appropriately.
- Assignees shall wear gloves, protective footwear, and a mask.
- When performing maintenance tasks, staff/contractors shall ensure the proper use of goggles/safety belts/helmets, as applicable.

#### 6. Equipment and Facilities:

- All fire apparatus / extinguishers should be maintained properly and installed in their proper locations.
- There should be no impediments to access to firefighting equipment. Equipment designed for firefighting should not be utilised for any other purpose.

#### 7. Recyclability:

- All trash contaminated with oil/lubricants shall be collected/stored separately and disposed of by licenced waste collectors.
- For storage/handling/disposal of lubricants, consult the MSDS (Material Safety Data Sheet).

#### 8. Directional Signage:


- In conspicuous locations, post the plant layout, emergency contact information, and the names of trained first responders and fire fighters.
- Ensure that suitable signage for personal protective equipment, no smoking, and a safe assembly point is shown.

#### 9. Drills in the Event of an Emergency:

- Conduct mock drills on a regular basis (every six months) and assess the Emergency Response Procedure's effectiveness.
- Preserve a record of simulated drills.

#### 5.3 Instructional Coordination

1. Prior to vacating the building in the event of an actual emergency alarm, all machines should be stopped / switched off and all other electrical equipment removed from sockets, as well as all lights and air conditioners. Before evacuating, if possible, important items (if any) should be taken.
2. Generally, cash, securities, and irreplaceable documents should be housed in fire-resistant lockers / vaults.
3. All vehicles and personnel not involved in firefighting/rescue activities should be evacuated from the office's gate and driveway, and evacuated staff should report to the Safe Assembly Point.
4. The Security Officer on duty or his substitute should guarantee that the drive-way is clear for the authorities' arrival and that no one other than authority employees is permitted to enter the premises during the evacuation period.

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5. All modes of transport shall be immediately accessible for the evacuation of wounded.
6. Following evacuation, the MR/Safety Officer shall conduct a head count and compare it to the attendance log.
7. The Plant and Quality Control Manager/Safety Officer/MR shall ensure that the affected area is cordoned off and that no one is permitted to reenter until the area is pronounced safe.

#### 5.4 Fire During Regular Business Hours

The individual who discovers the fire, whether trained to fight fires or not, should immediately cry "FIRE!" and grab the nearest flames extinguisher, making a swift attempt to extinguish the fire. (He shall take this step only if he believes it will result in immediate and positive consequences.) If he is unable to do so, proceed as follows:


1. Shout "FIRE!" and sound the nearest fire alarm. This action is also intended for persons who are untrained in fire fighting.
  2. Extinguish the blaze by removing all combustible materials.
  3. Employees who have heard the alarm and are trained fire fighters should collect the nearest fire extinguishers in their area and proceed to the fire location. Provide the necessary firefighting equipment to the first responders.
  4. Assessing the situation — Prior to being asked to leave, the Safety Officer/MR/Supervisor shall contact the appropriate Civil Defense/Fire Department.
- Employees' Actions:
- a. Assist with the first extinguishing of the fire.
  - b. With the assistance of others, lay out the fire hoses toward the fire area.
  - c. Prepare the driveway for civil defence personnel's arrival
  - d. Maintain control of the gate

#### 6. Supervisory Intervention

- a. Turn off electricity to the affected area;
- b. Check that the fire pump is operational;
- c. Turn off power fully upon instruction.

#### 5.5 Fire That Starts Outside of Office Hours The actions taken by the person on duty that result in the fire being discovered.

- Make a hasty attempt to extinguish the flames using any nearby fire extinguishers.
- Activate the fire alarm • Attract the attention of any night workers who may be able to assist him.
- If the fire is still burning, contact the Civil Defense - Fire Department and provide the company's specific location.
- Contact and notify the safety officer/plant and quality control manager/manager of records.
- Disperse flammable liquids and other combustible materials near the fire in order to contain it.
- Disconnect power to the location in question • Arrange fire hoses in a direction toward the fire
- Prepare to receive Civil Defence personnel by opening the gate.
- Continue extinguishing the blaze with fire hoses • When required, turn off the power completely. If feasible, coordinate with other members of staff to get the fire under control.

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> As soon as local firemen take over firefighting tasks, assume security responsibilities.

#### 5.6 Considerations following the extinguishment of the fire

1. Once the fire is extinguished, the structure should be aired to remove all smoke and dangerous pollutants.
2. Prevent a re-ignition of the fire by totally submerging the burned debris in water.
3. Additional staff should be stationed for several hours after the fire has been extinguished to ensure the fire does not rekindle.
4. Before re-powering the damaged area, ensure that all electrical power has been disconnected from the area.
5. Immediately lay out all used fire hoses to dry before relocating them to their cabinet. The hose should be inspected for any damage and not returned for re-use if it is not in acceptable condition.
6. All fire extinguishers used during operations should be refilled and returned to their rightful locations immediately.
7. Thoroughly inspect each machine and never connect electrical power to it until it is completely safe.

The Supervisor/Manager who witnessed the fire shall create an incident report in collaboration with shift staff, outlining likely causes of the fire and initiating effective, corrective, and preventive steps.


Following an event, the Safety Officer/Plant & Quality Control Manager/MR conduct a review and revision of the Emergency Response Plan's effectiveness and efficiency. Additionally, appropriate corrective / preventive steps will be implemented in consultation with appropriate employees.

#### 5.7 Incident

1. When an event occurs (both inside and outside the premises), the one who observes it must promptly tell the Supervisor/Production Manager/MR.
2. If the accident is mild and the victim sustains fewer than minor injuries, the immediate supervisor/trained first aider will treat the injured with the aid of the First aid box kit. If the wounded individual's condition warrants additional treatment, the patient will be transported by Company vehicle to the nearest emergency unit or hospital by an authorised person.
  1. If the accident is serious, the person who notices it immediately calls the police station or notifies the Plant & Quality Control Manager/MR.
2. In collaboration with shift personnel, the supervisor creates an incident report, explaining and analysing the various causes of the occurrence and initiating effective, corrective, and preventive steps in accordance with the INTERNATIONAL MARINE CONSTRUCTION CO. S.A.K. process.
3. Following an incident, the Plant & Quality Control Manager/MR examines and revises the ERP's efficacy and efficiency, as well as corrective/preventive steps, in collaboration with appropriate staff.

#### 5.8 Significant Oil/Lubricant Spillage

1. When an oil spill occurs, the person who notices it must immediately tell the supervisor/Plant & Quality Control Manager/MR.

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2. The individual who notices the spilling will examine the situation and attempt to eliminate the spillage's source or to put an end to the spillage.
3. If there is an emergency/major spill/leak that cannot be handled in-house, contact the municipality and inform them of the company's exact location and the type of emergency release.
4. Alternatively, all spilled areas shall be segregated and labelled following the spill.
5. Wear personal protective equipment (PPE) (gloves and shoes) while cleaning.
6. Wipe up any remaining oil with cotton rags and discard separately.
7. In the event of an oil spill on a nonconcrete surface, immediately pour sand and, after absorbed, collect and dispose of the sand pack separately.
8. Additionally, refer to the MSDS for information on spillage treatment.
9. In collaboration with shift personnel, the concerned supervisor shall prepare an incident report, explaining and analysing the possible causes of the incident, and initiating effective, corrective, and preventive actions in accordance with the INTERNATIONAL MARINE CONSTRUCTION CO. S.A.K. procedure.
10. The Supervisor is responsible for establishing safety measures.
11. Following an event, the Supervisor, Plant & Quality Control Manager/MR evaluates and revises the ERP's effectiveness and efficiency.

## 6 Bibliographies

### Clause 4.4.7/4.6 of ISO 14001:2015

## 7 Records

Record	Record Ref #	Responsibility
Material Safety Data Sheet	MSDS	Logistics Manager/QC in-charge
Mock Drill Records	Mock Drill Records	QHSE Manager/MR
Emergency contacts	Municipality/Fire Department/Police/Hospital	QHSE Manager/MR