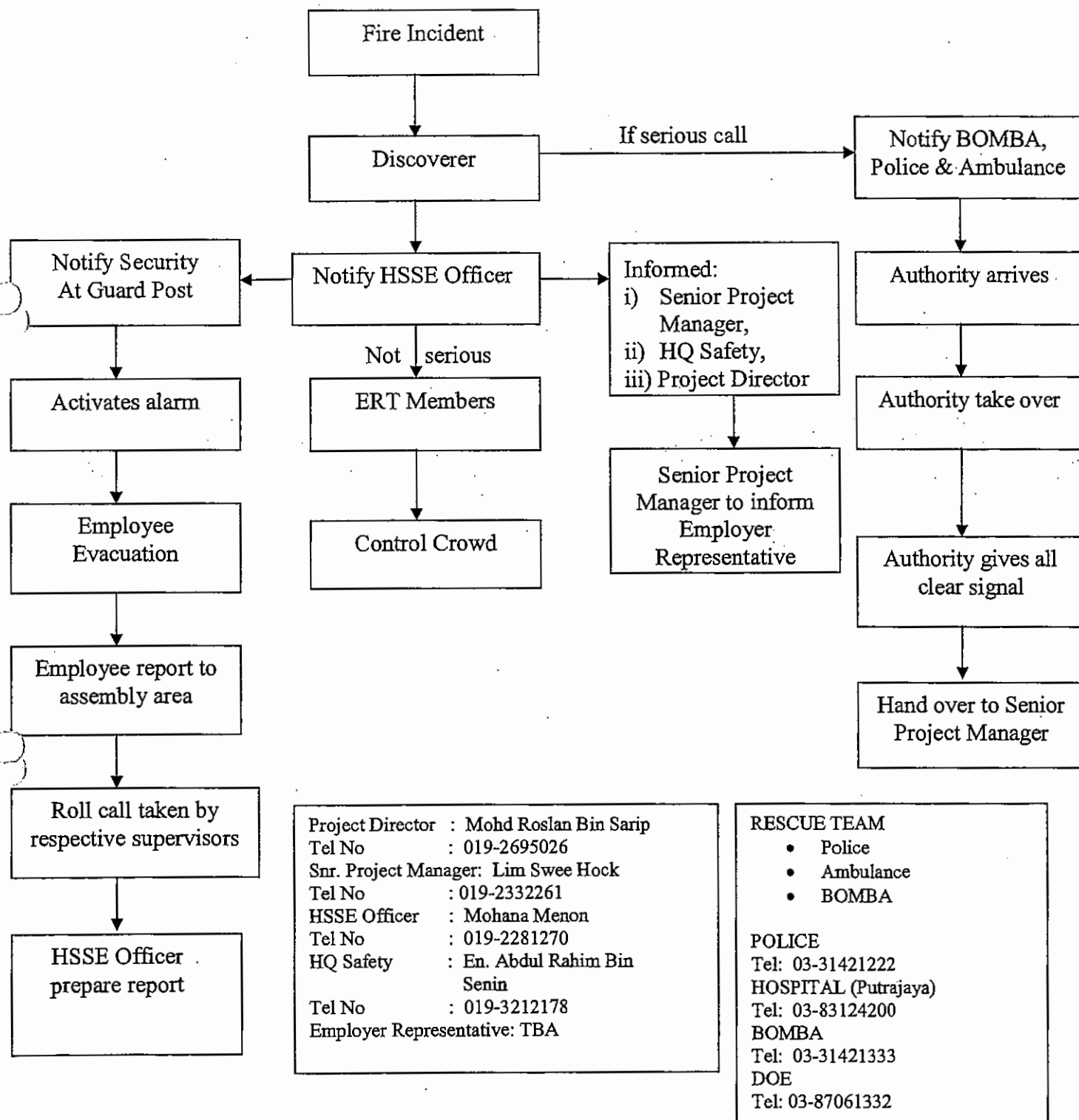
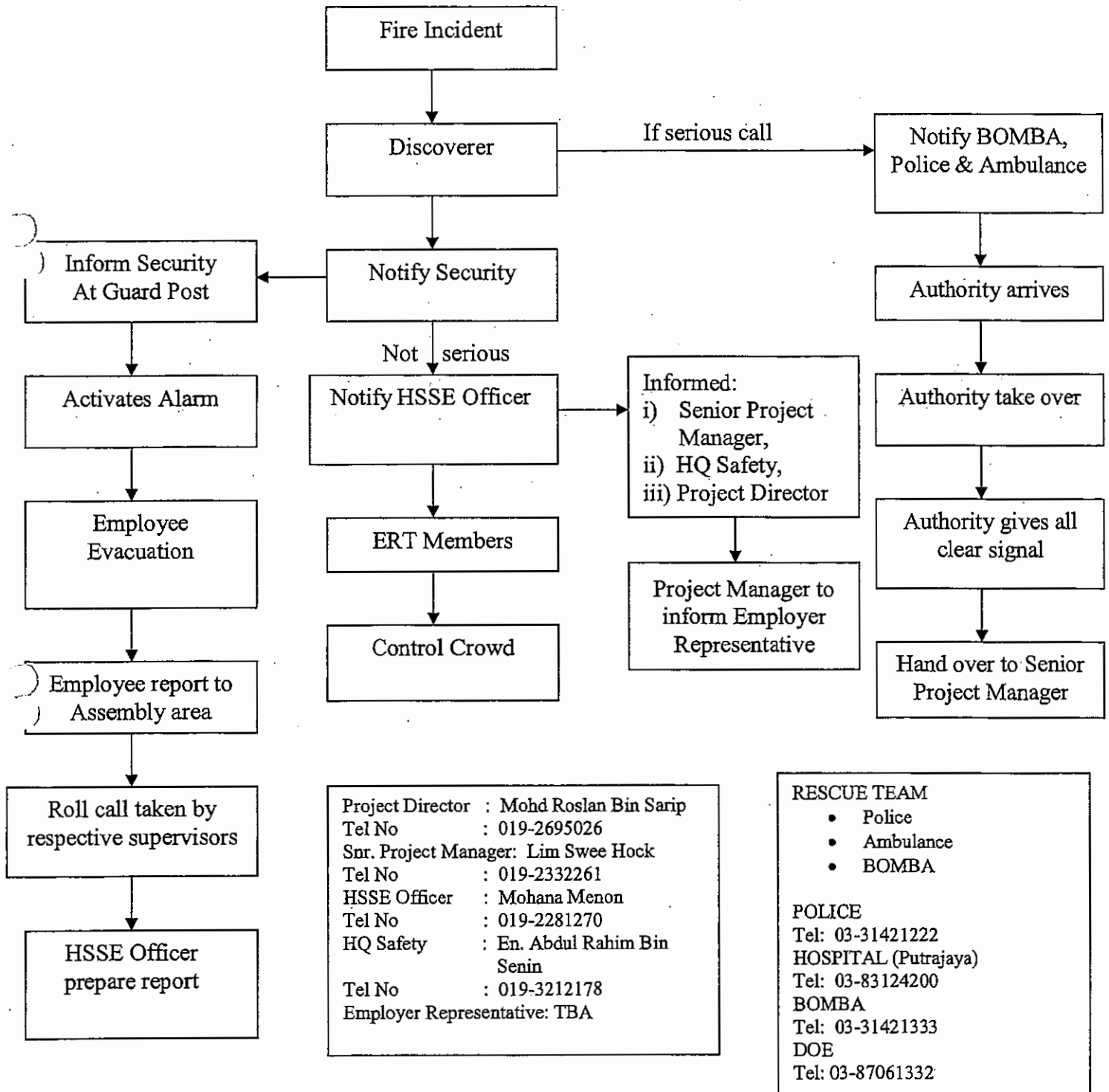


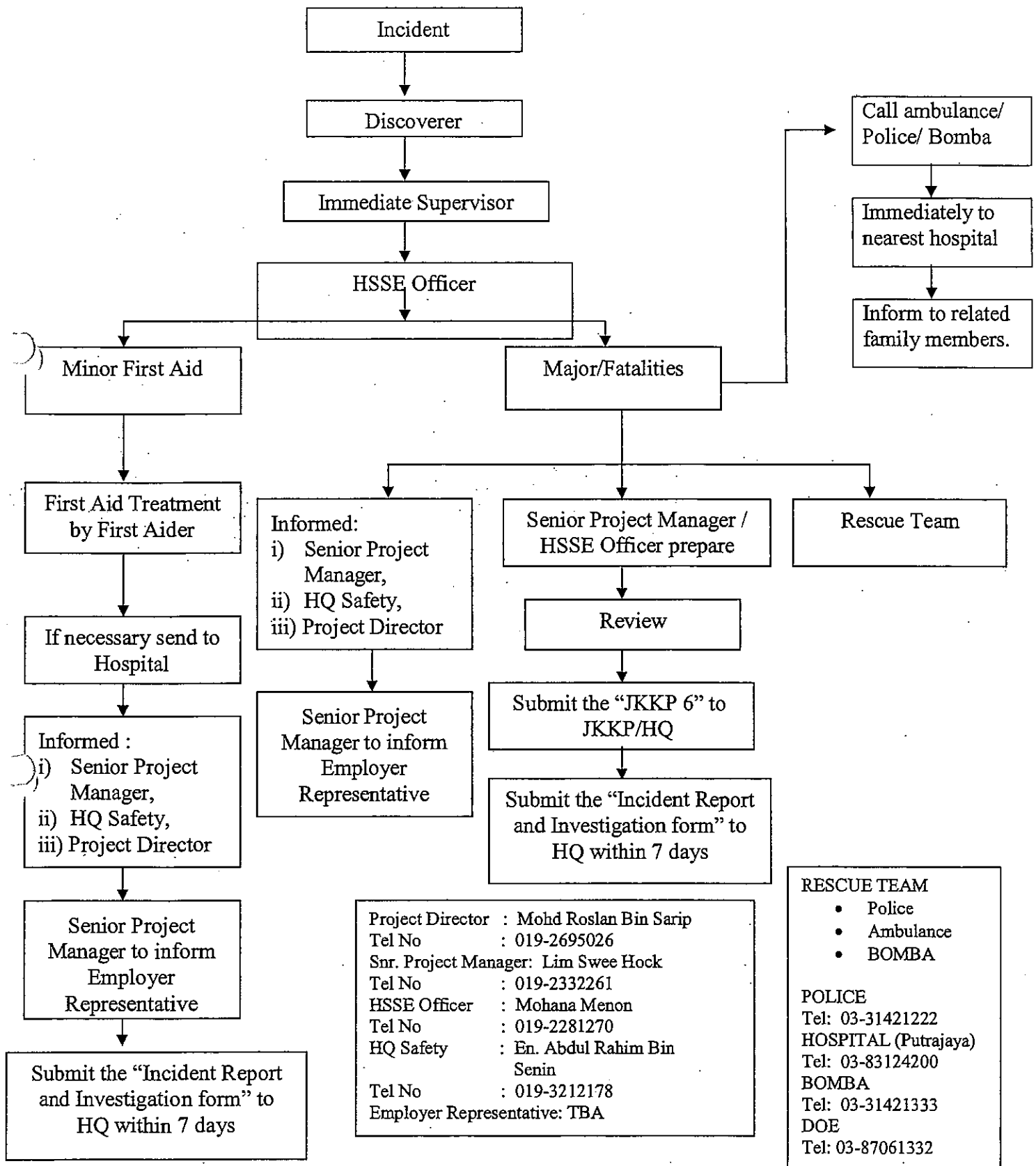
## **5.2 EMERGENCY PREPAREDNESS AND RESPONSE**

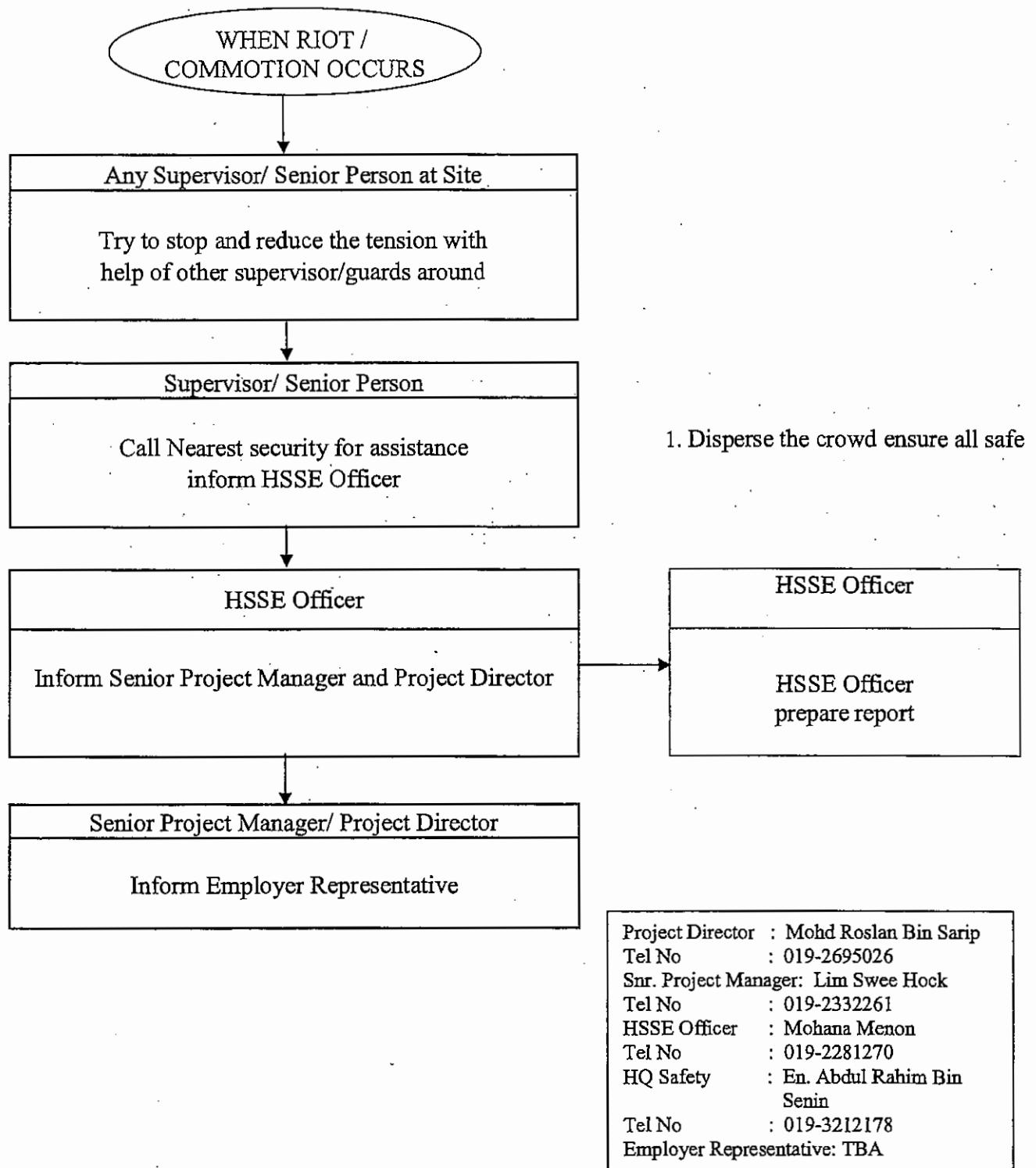
### FIRE OCCURRENCE (After Working Hours)

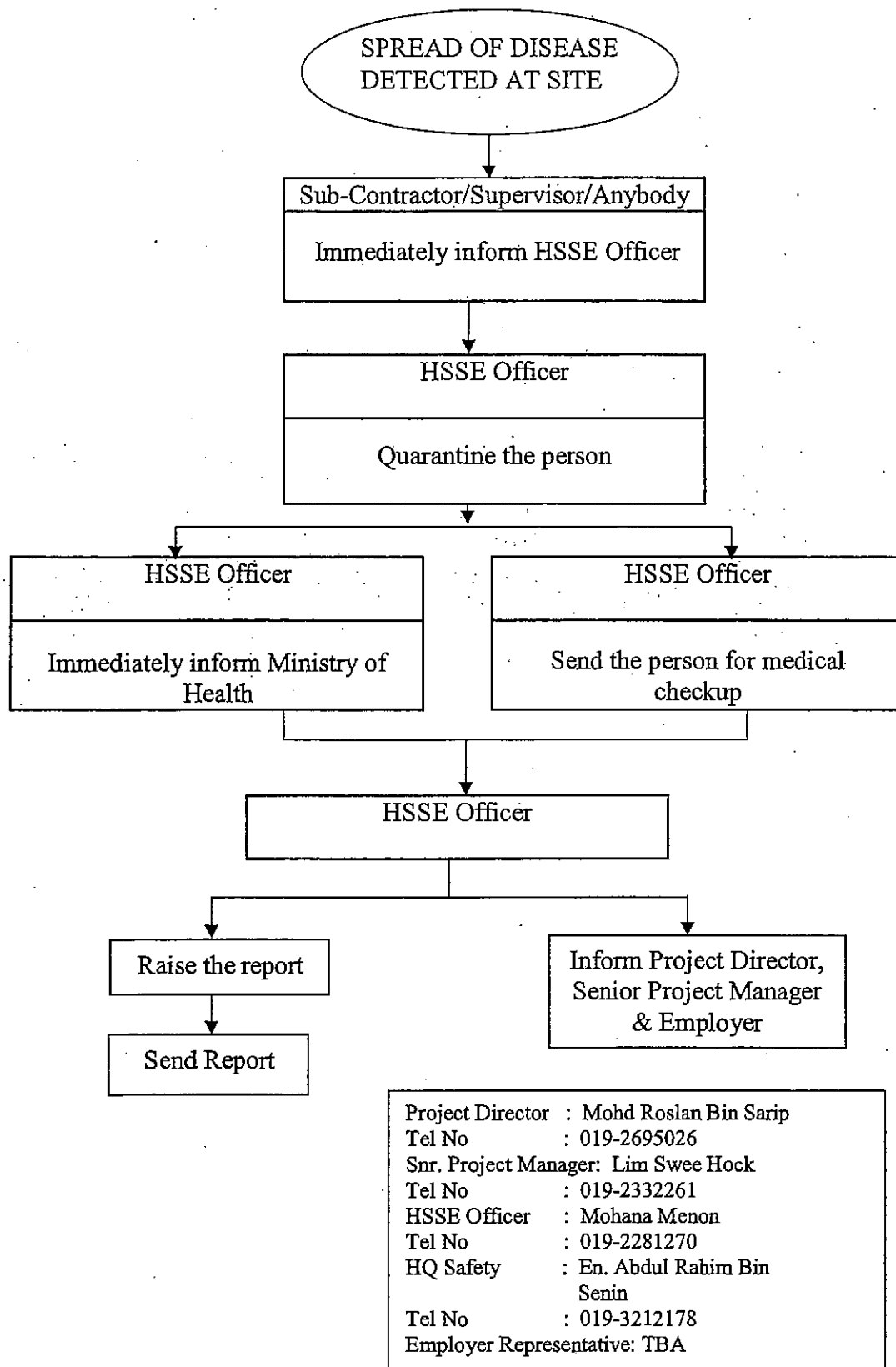


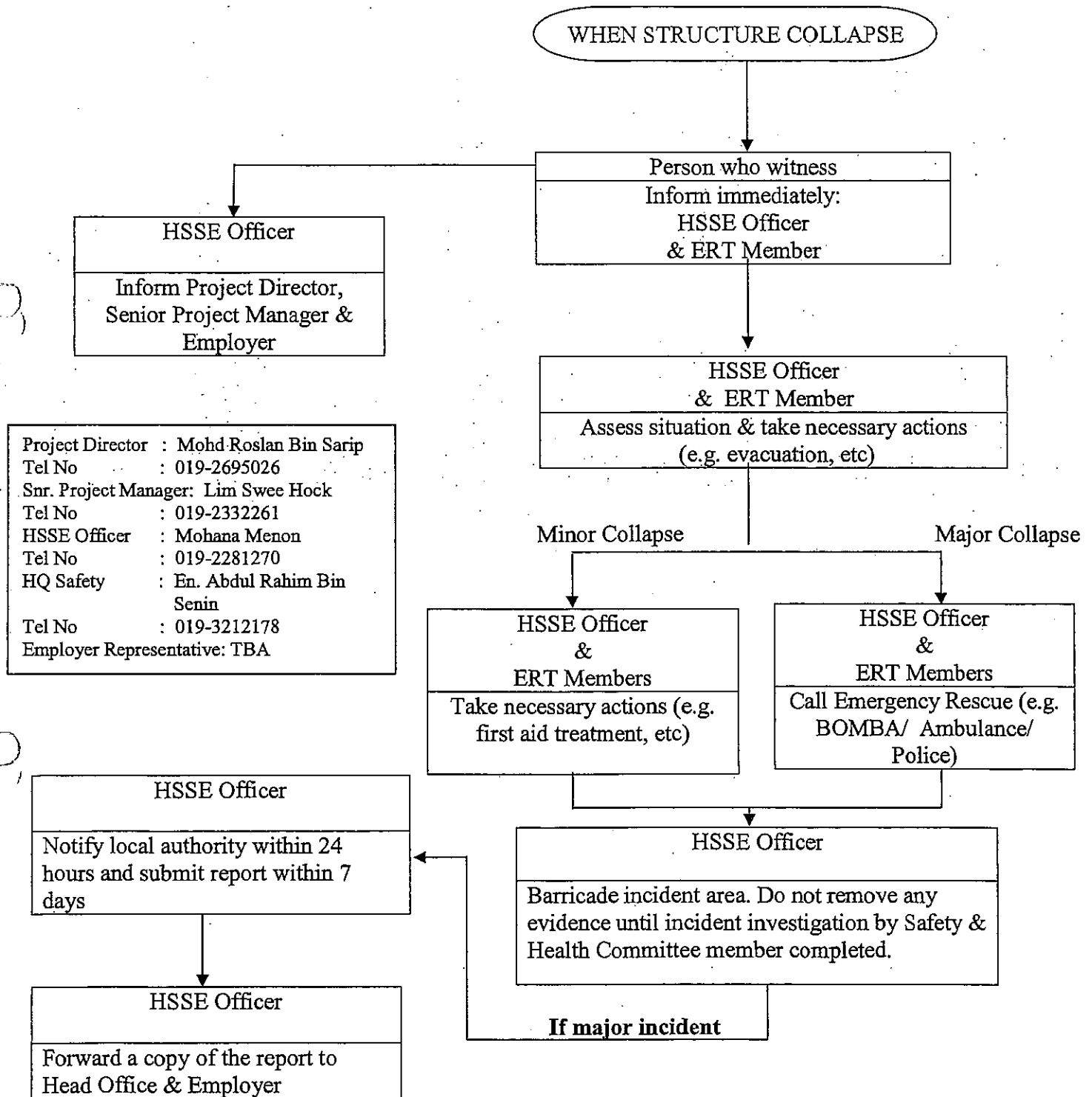
### **FIRE OCCURENCE** **(Working Hours)**

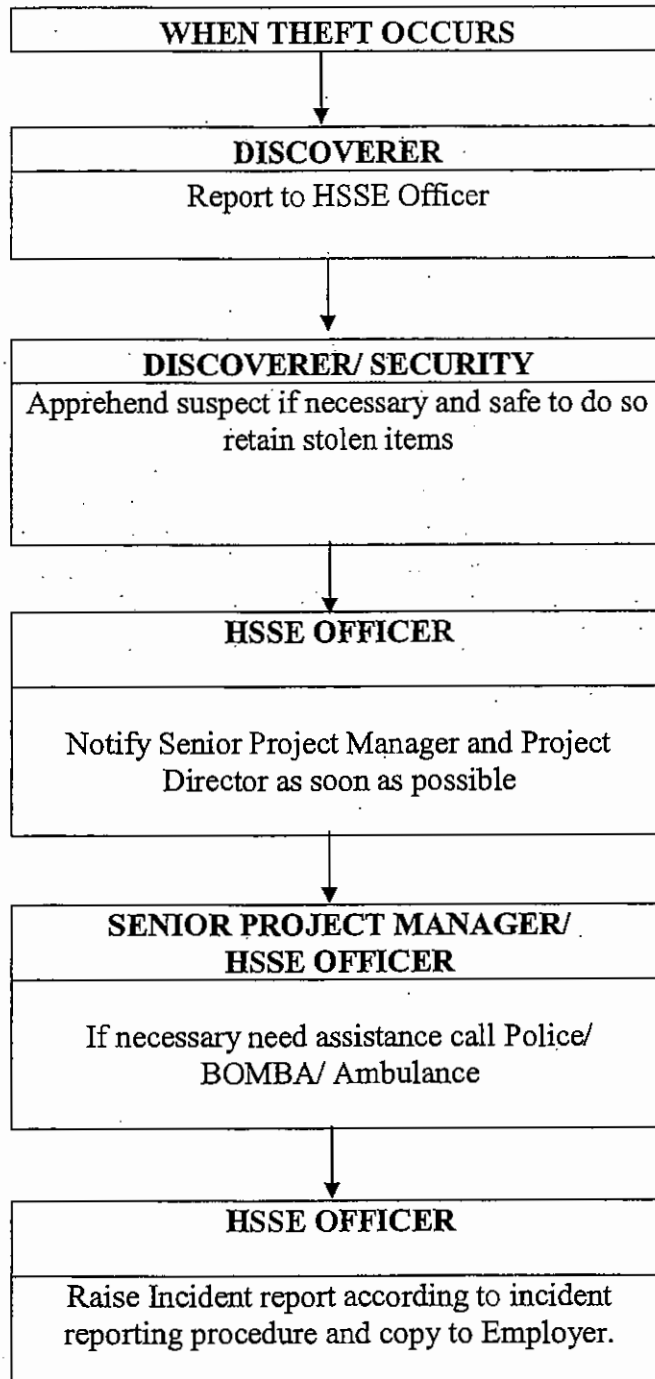


**INCIDENT**

RIOT

**SPREAD OF DISEASE**

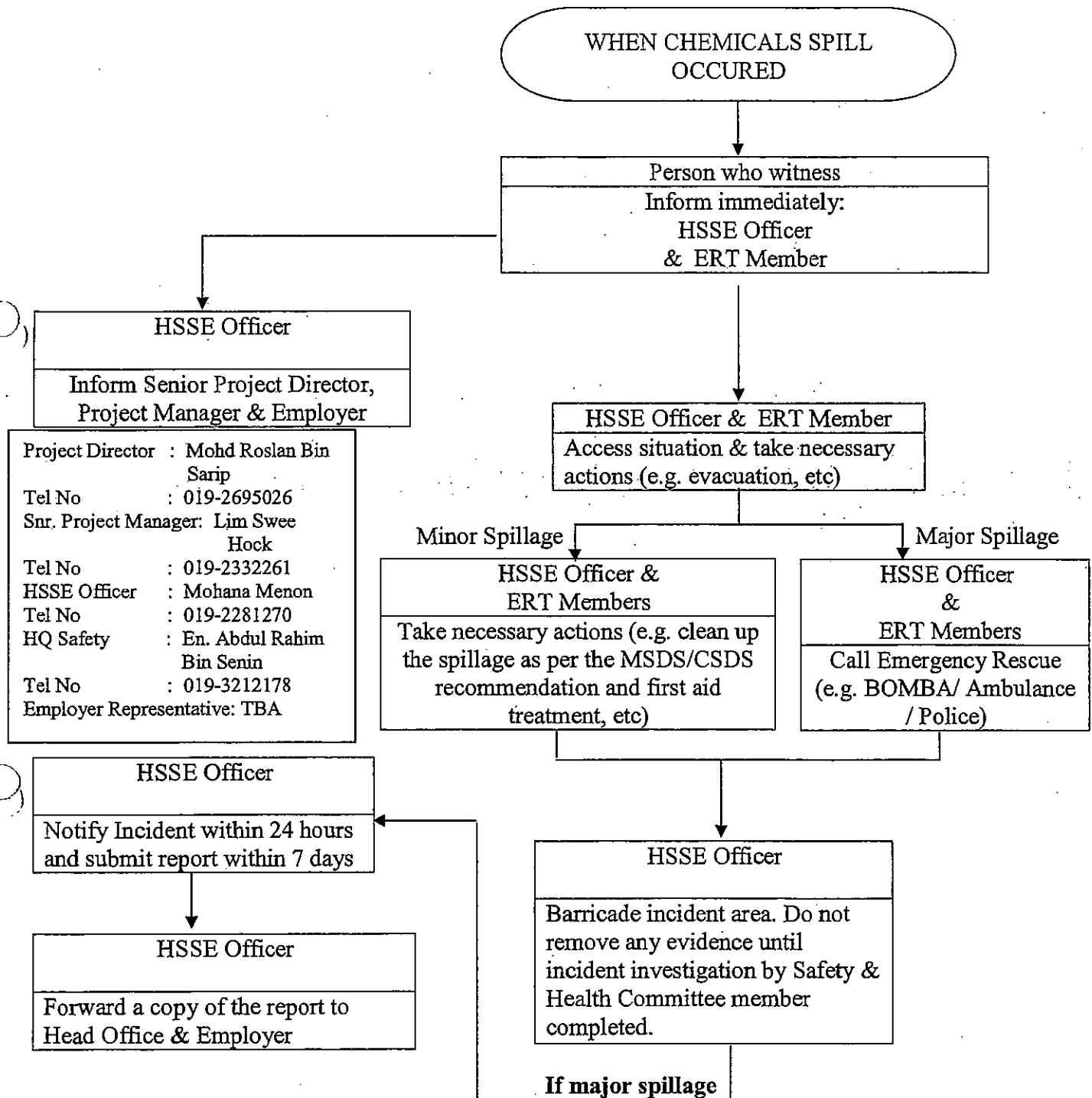
**STRUCTURAL COLLAPSE**

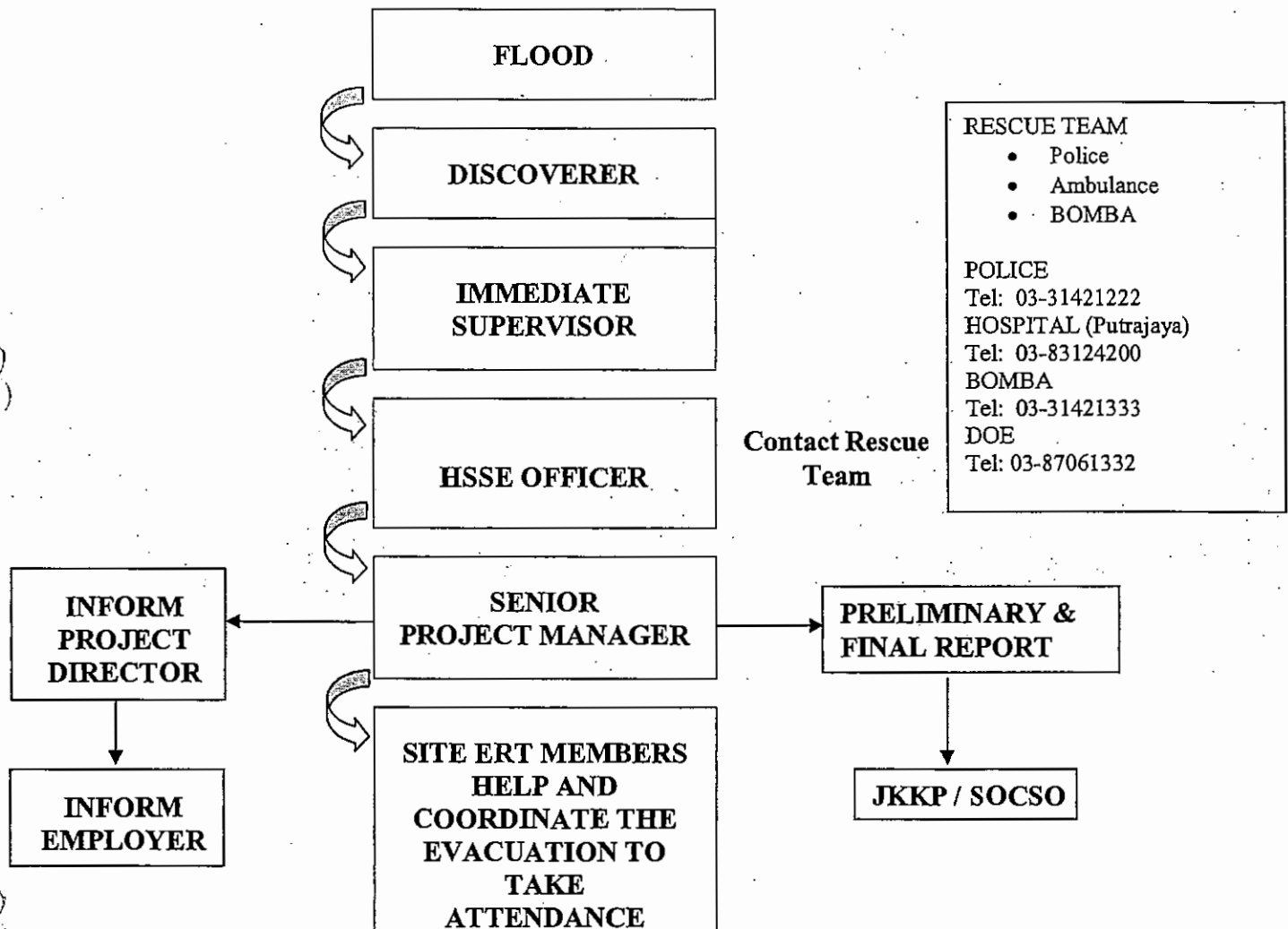
**THEFT****Note:**

Senior Project Manager/ HSSE Officer must try to resolve the problem. If the case is serious a police report shall be lodged.

Project Director : Mohd Roslan Bin Sarip  
Tel No : 019-2695026  
Snr. Project Manager: Lim Swee Hock  
Tel No : 019-2332261  
HSSE Officer : Mohana Menon  
Tel No : 019-2281270  
HQ Safety : En. Abdul Rahim Bin  
Senin  
Tel No : 019-3212178  
Employer Representative: TBA



**CHEMICAL SPILLAGE**

**FLOOD**

1. Discoverer to inform supervisor as soon as possible.
2. Supervisor to evaluate condition of flood for quick rescue action and to report to HSSE Officer.
3. Senior Project Manager (SPM)/ HSSE Officer evaluate the situation/ condition of whether outside rescue team required and on emergency siren.

Project Director : Mohd Roslan Bin Sarip  
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Tel No : 019-3212178  
Employer Representative: TBA

### **5.2.1 EMERGENCY RESPONSE PLAN AND PROCEDURE**

## 1.0 PURPOSE

- a) To prepare people and equipment and develop procedure to minimize the impact of an emergency.
- b) To prevent and mitigate the health & safety risks in the event of an incidents or emergency situations.

## 2.0 SCOPE

This procedure covers every individual, equipment, tools and premises. It is oriented towards minimizing initial impacts to the environment, employees, the community in the neighborhood and processes in the organization.

## 3.0 RESPONSIBILITIES

OSH Chairman Head Quarters (Project Director) Project Site (Senior Project Manager)	<ul style="list-style-type: none"><li>- Ensure that the site is prepared for an emergency such as out break, serious accident or spillage of chemical.</li><li>- Ensure that resources are available for the provision of emergency equipment and appliances such as fire fighting appliances, fire detection system and chemical spillage kits.</li><li>- Ensure that resources are available for the necessary training of Emergency Response Team.</li><li>- Overall responsible for the coordination of emergency situation and effective Emergency Response Plan.</li></ul>
Emergency Response Team (ERT)	<ul style="list-style-type: none"><li>- Ensure that systems provided for emergency situation are being properly inspected and maintained in good working condition.</li><li>- Ensure participation in Emergency Response Planning and Training to maintain effective level of competence in attending to emergency situation.</li><li>- Assist OHS Chairman for coordination of fire and accident emergency situation.</li></ul>
Other Employees	<ul style="list-style-type: none"><li>- Understand the emergency evacuation procedures and routes.</li><li>- Strictly adhere to instructions in the emergency plan ERP.</li></ul>

## 4.0 PROCEDURES

### 4.1 The Emergency Response Team (ERT)

The ERT shall comprise of employees from various departments, who have knowledge and have been trained in responding to emergencies. Each team must have a team leader and all members must be confirmed employees.

The ERT shall comprise the following sub-team:-

- a) Fire-fighting team
- b) First aid team

Refer to Appendix I for the organization chart of the ERT.

#### 4.1.1 Appointment of ERT Member

Upon recommendation from the respective Department, the OSH chairman shall propose the selected employees to the Deputy Managing Director/ Executive Director for approval. Each ERT member shall receive an official letter from the Deputy Managing Director/ Executive Director, which sets out his/ her new responsibilities. At project site, the ERT Chairman shall receive an official appointment letter from respective Project Director while the ERT members will receive their official appointment letter from ERT Chairman.

#### 4.1.2 Training

The ERT, which comprise of the First Aid team and Fire-fighting team, shall be given training relevant to their new responsibilities.

Example:-

Emergency Response - Fire Fighting & First Aid Team

- Emergency contact
- Fire control
- Monitoring equipment
- Injuries
- Emergency management designation

Besides the ERT members, all employees shall also be given health & safety awareness and emergency response training. The security guard must be given proper briefing on the emergency response by the OHS chairman or ERT leader.

#### 4.1.3 Communication

Refer to Appendix II for the contact numbers of the ERT (during work hours) of the relevant personnel (during off-work hours) and the external rescue team e.g. BOMBA, Police, ambulance, etc.

#### 4.1.4 ERT Drills

The ERT members will go through drills (e.g. fire drill, chemical spillage drill & first aid drill) to practice the skills they acquired during training. The drills shall be conducted at least once a year and alert the Fire & Safety Rescue authority on the fire drill if required. The ERT Committee shall be responsible for coordinating all the relevant activities. Refer to Appendix III for Safety Drills & Critique.

#### 4.1.5 Availability of ERT

The ERT will be available during working hours. Should there be any emergency after working hours, contact the OHS chairman/ ERT leader.

#### 4.1.6 Emergency Command Centre

Where available, the guard house will be the Emergency Command Centre.

#### 4.1.7 Medical Examination

Medical examination shall be required if any of the ERT members was found to be incapable of performing function due to health reason/ physical limitations. The company doctor should verify and confirm if the ERT members are fit to participate in the ERT activities.

#### 4.1.8 Legal Reporting

Where required by laws, the HSSE Officer shall report health & safety incidents within the legal time limit after consultation with the OHS chairman.

#### 4.1.9 Self Assessment Checklist

During the Health & Safety Management Review, the OHS chairman shall administer a self-assessment checklist (Appendix IV) to review the company's emergency preparedness and response.

### 4.2 Activities During Fire Emergency/ Explosion

#### 4.2.1 Emergency Response - Fire Emergency/ Explosion

The HSSE Officer and the OHS chairman who have the knowledge of the site conditions and local regulations shall prepare the Emergency Response Plan (ERP) for fire/explosion, taking into consideration the financial and human resource availability. The Emergency Response Team (ERT) may be involved in the preparation of the plan or contribute to the continual improvement of the plan from time to time.

#### 4.2.2 Notification

The first individual aware of the emergency occurrence shall inform the ERT Leader/ any of the OHS Committee member. The ERT Leader/ OHS committee member shall then notify and request the relevant ERT members to assemble at the emergency site. The notification for the assembly will be initiated by the emergency alarm.

#### 4.2.3 Fire Emergency Signal

The emergency alarms are located in all zones. The alarm bell in each particular zone will be activated when the Break Glass is broken.

The fire alarm signal will be activated by each of the following depending on the type of detector:

- a) Smoke Detector : Activated by smoke sensing by the sensor.
- b) Break Glass : Activated by breaking the glass.

#### 4.2.4 Shutdown of Certain Utilities and Services/ Operations

During an emergency (fire/ explosion), it may be necessary to shutdown gas, electricity water and other services/ operation.

- Machine operator is to shut down the operation by activating the emergency stop.
- All maintenance jobs shall be stopped immediately.
- Flammable material such as thinner shall be placed in safe place as far as possible.
- Flammable material shall not be taken out during evacuation.

#### 4.2.5 Fire control

The person that spot the fire shall try his best to fight the fire immediately with fire-extinguisher, if it is not endangering to his/ her life. And when it is beyond the control call for the ERT (fire-fighting team) for assistance. If the fire is beyond the ERT control, follow clause 4.2.6.

#### 4.2.6 Evacuation

The respective section leader shall ensure that all employees in the section are evacuated from the affected areas if there is an immediate threat to human life. During evacuation, everyone shall move in an orderly manner through the designated routes identified in the evacuation map. Refer to Appendix V.

#### 4.2.7 Accounting for Employees at the Assembly Points

It is the respective section leader's responsibility to account for all the employees at the assembly points from the specified section and immediately notify the assembly leader of any missing employees. Employees should be forewarned not to re-enter the area until all clear signals are given by the OHS chairman.

#### 4.2.8 Assessment of the Emergency

The Fire-Fighting Team members shall inspect the emergency area to ensure that all employees are away from the area and make an assessment of the emergency situation.

#### 4.2.9 Evacuation Maps & Assembly Points

Up-to date evacuation map shall be displayed in numerous locations in the organisation/ site. This map shall show the closest exit, backup exit and the location of assembly points. All employees shall know the primary exit route in case of fire/ explosion. (Refer Appendix V).

#### 4.2.10 Remove Injured Employees

If injured employees are found, the Fire Fighting Team members who are equipped with PPE should carefully remove the injured out of the emergency area. First aid shall be given while waiting for the ambulance's arrival.

#### 4.2.11 Call to Outside Resources/ Agencies

If immediate assistance is needed, any external or internal personnel may call the fire department, ambulance and other type of services.

#### 4.2.12 Evacuation Practice for Fire/ Explosion Emergency

At least once a year, all employees will undergo an evacuation drill. If the drill disrupts the work schedule, then each department shall carry out separate drill. Based upon notes taken during the drill, a report shall be given to all Department Heads and Section Heads concerning the outcome of the drill. Any special problem encountered should be investigated through incident report.

#### 4.2.13 The ERP for fire emergency & explosion shall be reviewed at least once a year or when significant changes have occurred.

#### 4.2.14 The ERP for fire/ explosion will be amended when important components become outdated or business and regulatory changes occur. Whenever changes are made, a revision date and appendix number shall be noted. The updated revision will be issued to all relevant personnel. At least one copy should be in every building including the guardhouse. In addition, the following individuals should have their own "Controlled copy".

- Emergency Response Team leaders (fire fighting team, chemical spill response team & first aid team).

### 4.3 Activities During Flood at construction site

#### 4.3.1 Preliminary preparedness of flood

HSSE Officer shall plan the emergency activities for ongoing/continual raining seasons in construction site, especially underground works. High possibility of flood may occur in raining season and an Emergency Plan for flood shall be prepared.

#### 4.3.2 Training/ Tool box meeting shall be conducted to brief employees, sub-contractors or other interested parties for activities to be done during flood case.

#### 4.3.3 Notification

The first individual aware of the emergency occurrence shall inform the ERT Leader/ any of the OHS Committee member. The ERT Leader/ OHS committee member shall then notify and request the relevant ERT members to assemble at the emergency site. The notification for the assembly will be initiated by the emergency alarm.



#### 4.3.4 Shutdown of Certain Utilities and Services/ Operations

During an emergency (flood), if it may be necessary to shutdown gas, electricity, water and other services/ operation.

- Machine operator is to shut down the operation by activate the emergency stop.
- All maintenance jobs stopped immediately.
- Flammable material such as thinner shall be closed all the time to prevent others emergency such as fire.

4.3.5 Subsequent flood control activities shall follow clause 4.2.6 - 4.2.13.

### 5.0 DOCUMENTATION

Emergency Preparedness and Response – Flow Chart

Appendix I - Organisation chart of the ERT.

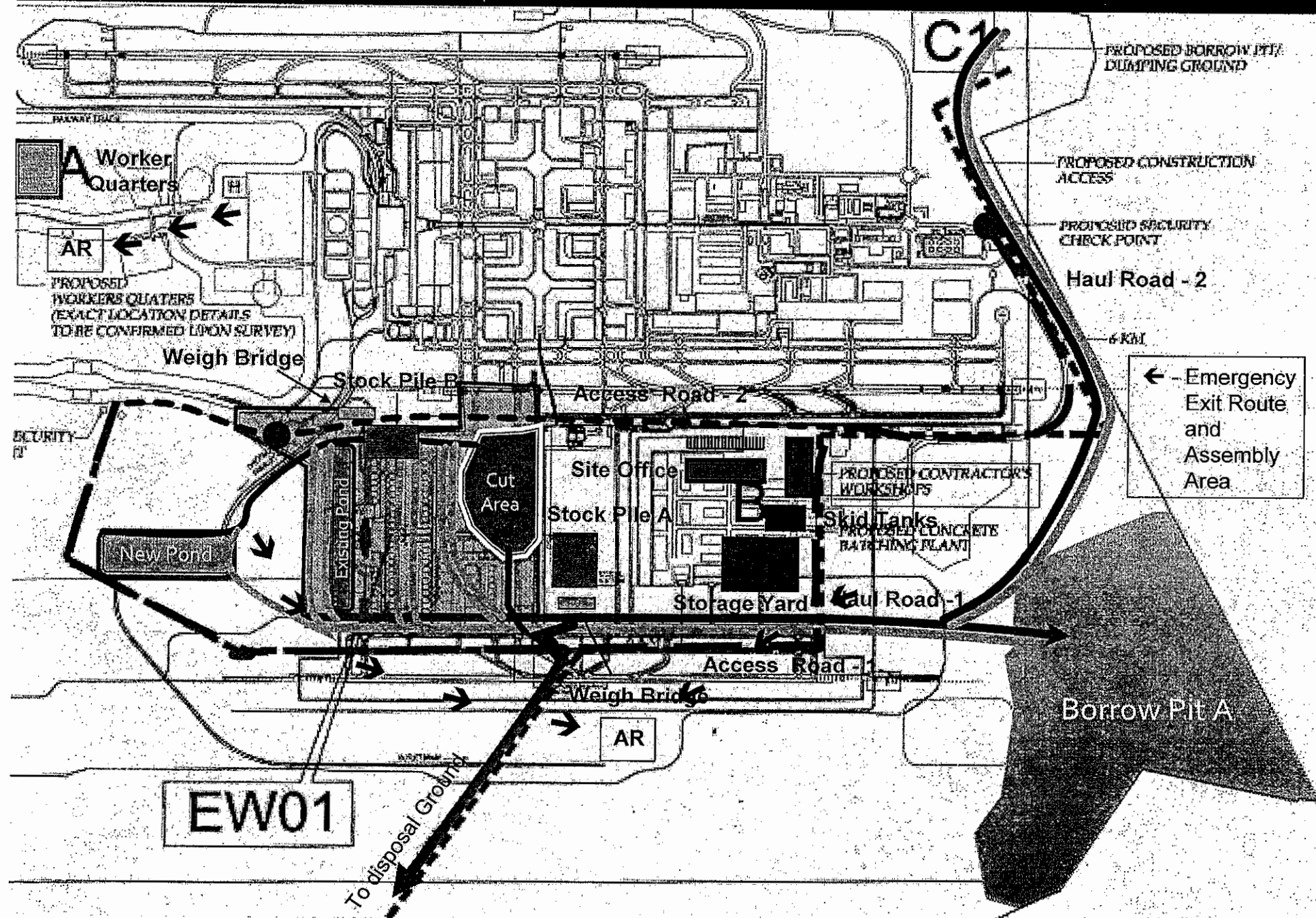
Appendix II - Contact numbers of the ERT.

Appendix III - Safety drills & critique.

Appendix IV - Self-assessment checklist.

**5.2.1.1 EMERGENCY EXIT ROUTE AND ASSEMBLY  
AREA**

# Overall Logistic Layout



### **5.2.2 EMERGENCY RESPONSE TEAM**

**EMERGENCY RESPONSE TEAM**

- To be advised later.

#### **5.2.2.1 EMERGENCY CONTACT PERSONS AND TELEPHONE NUMBERS**

**Emergency Contact Persons And Telephone Numbers**

- To be advised later.

#### **5.2.2.2 LIST OF FIRST AID PERSONNEL**

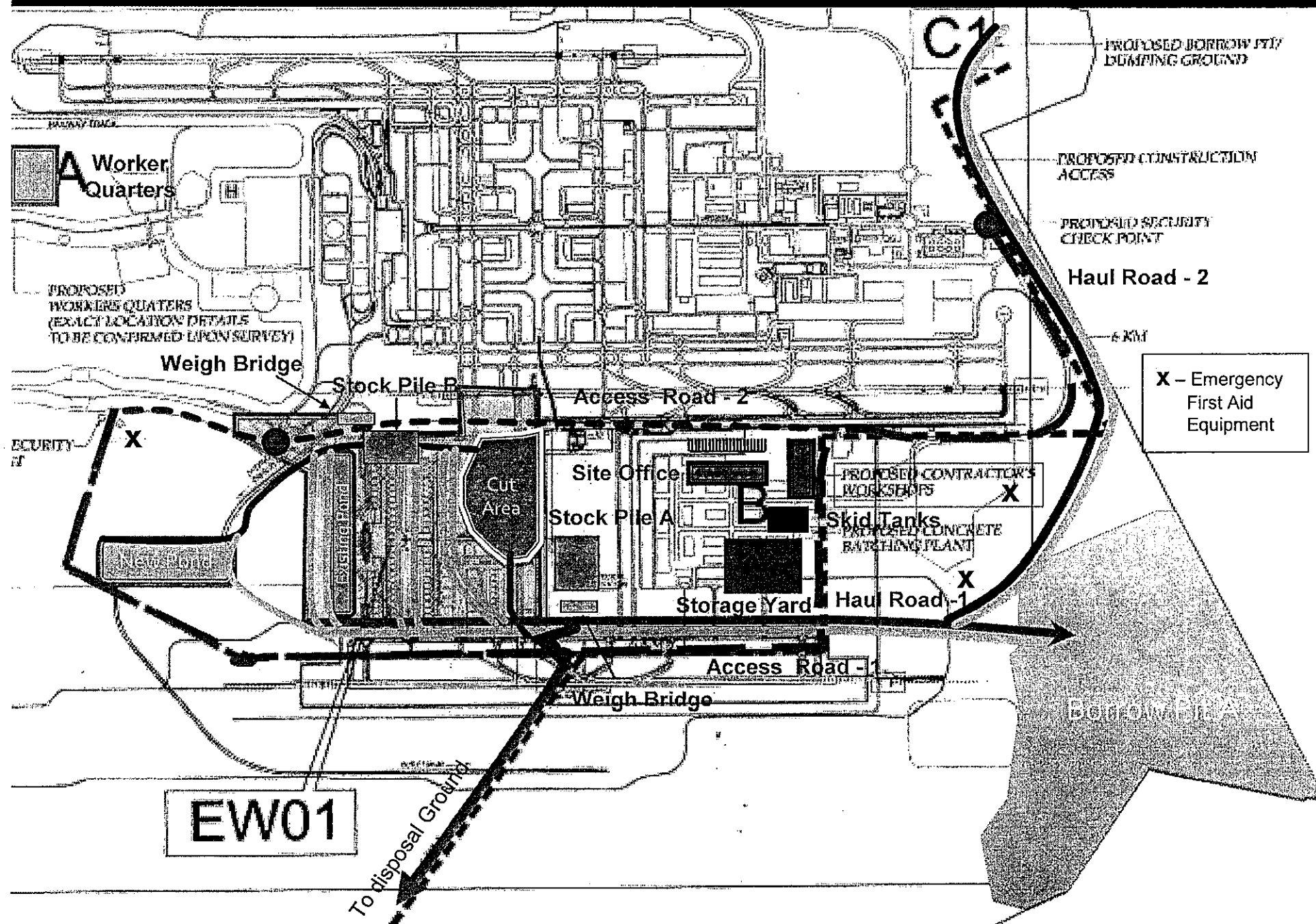


**LIST OF FIRST AID PERSONNEL**

- To be advised later.

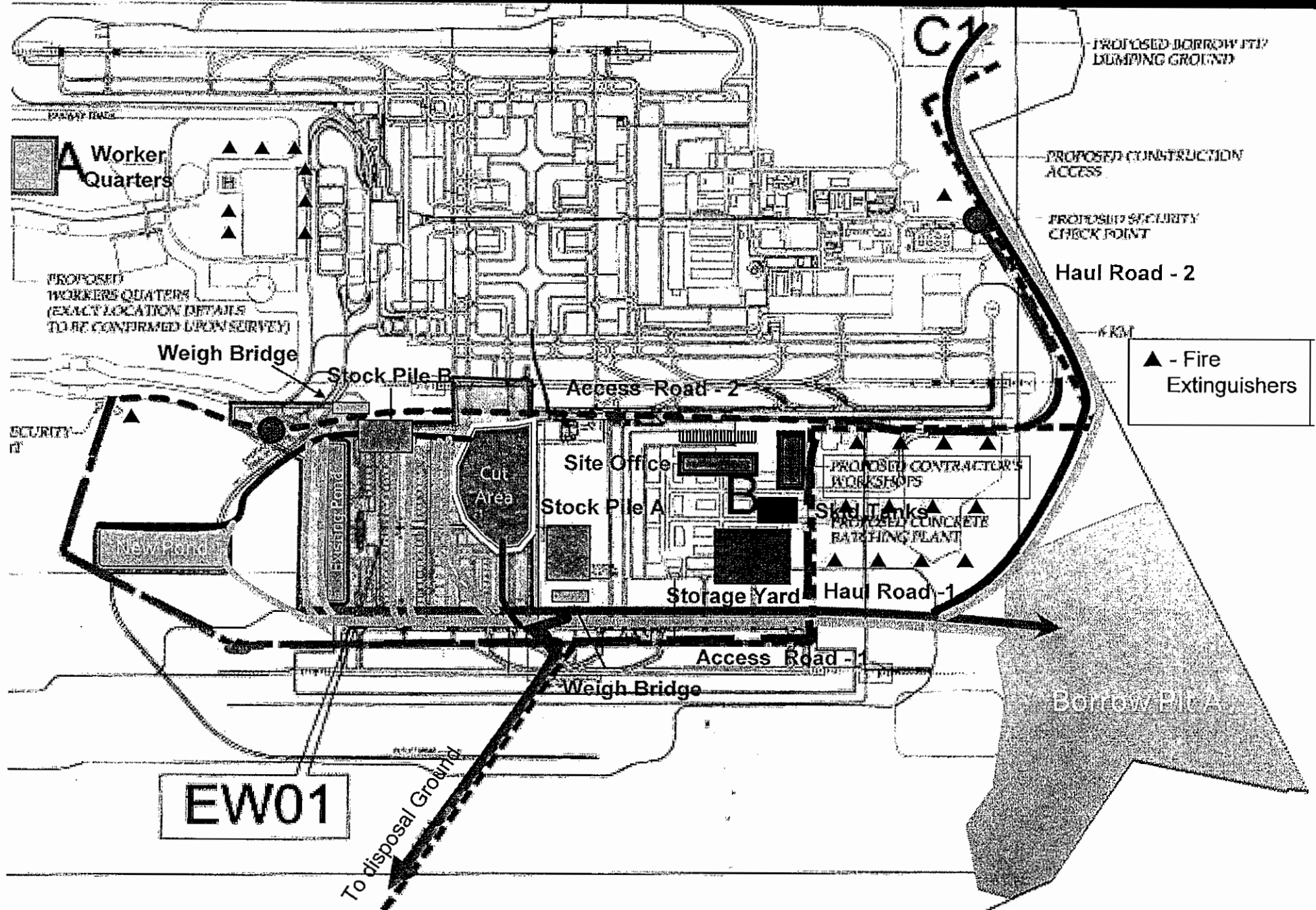
### **5.2.2.3 LOCATION OF EMERGENCY FIRST AID EQUIPMENT**

# Overall Logistic Layout



#### **5.2.2.4 LOCATION OF FIRE EXTINGUISHERS**

# Overall Logistic Layout



### **5.2.3 EMERGENCY DRILLS**

## **EMERGENCY DRILLS**

### **1.0 PURPOSE AND SCOPE**

The purpose of this instruction is to ensure the effectiveness of the Emergency Response Plan in the event of an emergency or fire outbreak and ensure an orderly evacuation of injured person or persons and evacuation of employees to designated assembly area. This instruction covers all areas and project sites where the company has its operation.

### **2.0 REFERENCE**

Emergency Response Plan  
Emergency Exit Route Drawing  
Location of Emergency First Aid Equipments and Fire Extinguishers  
Emergency Contact Persons and Telephone Numbers

### **3.0 RESPONSIBILITY**

Senior Project Manager  
Construction Manager  
HSSE Officer  
Engineers  
Site Coordinators  
Sub-Contractors

### **4.0 PROCEDURE**

The project site shall carry out an emergency drill periodically to test the effectiveness of the emergency response plan in the event of an emergency, either accident or fire emergency.

The interval of the emergency drill shall be determined according to the project progress but shall not be less than once every year and when there are major changes to the site condition and the workforce.

The means of emergency alarm shall be suitable to the size of the worksite and shall be audible to every person and work areas affected by the drill.

The Senior Project Manager shall be overall responsible of the whole exercise. The sequence of events during the drill shall be monitored and noted. This may include any obstruction to the emergency passage, the response from the site personnel and all other factors observed during the drill. A head count shall be carried out to ascertain that all employees and visitors are accounted for.

A meeting shall be called after each emergency drill with all the responsible persons to discuss the outcome of the emergency drill and to propose recommendations to overcome shortcomings of the drill.

The Senior Project Manager may invite the Fire Authority to oversee the Emergency Drills.

A detailed record of every emergency drill shall be maintained at the project site.