**EMERGENCY PROCEDURE**

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# INTRODUCTION

Emergency is a situation involving a major incident or the potential for a major incident that cannot be dealt under the normal procedures and requires immediate action to control the consequences.

# SCOPE

Emergencies include an incident that causes or could potentially cause serious injuries to project personnel or third parties as well as major damages to environment and/or to the project equipment.

This procedure applies to all activities on site.

# OBJECTIVE

The main objective of this procedure is to define actions and responsibilities within the specific Project organization to control as far as reasonably practicable an emergency case in order to minimize the consequences of an incident or the potential for an incident.

This procedure has to be updated during the Construction phase. Contractor has to prepare a site-specific Emergency procedure as part of the HS Plan and submit it to Owner for approval.

This procedure is applicable to all site personnel (Owner, Contractor, Subcontractors, Others) that are involved in the project works or visiting the Site.

# RESPONSIBILITIES

**Contractor’s Site Manager** is responsible:

* to give the order for evacuation,
* to communicate with external services (if required)
* for the proper implementation of this procedure,
* for the approval of the Emergency Plan,
* to inform the Client.

**Contractor’s HS Supervisor/Coordinator/Officer** is responsible:

* to prepare the specific Project’s Emergency Plan,
* to monitor the implementation of Project’s Emergency Plan ,
* for the training of the Emergency Response Team,
* to inform the Site Manager immediately for any emergency incidents’ occurrence,
* to coordinate the actions in case of emergency,
* to collect all the emergency incident relevant information and to prepare the relevant report,
* to submit the report to the Site Manager,
* to act as substitute of the absent Site Manager in case of an emergency incident.
* for monitoring the implementation of emergency prevention measures,
* for checking the emergency means/equipment for maintenance and control.

**Contractor/Subcontractor** is responsible:

* to follow all provisions of this procedure,
* to provide adequate emergency means/equipment as per site’s Emergency Plan requirements,
* to provide appropriate number of Emergency Response Team members in line with its manpower in site.

**Security Responsible person** is responsible:

* for activating the alarm system (if any) when ordered to do,
* to open the gates and prepare the assembly area in case of site evacuation,
* to support any external assistance.

**First Aid Team** are responsible for providing First Aid and medical support (if needed) to any injured person.

The **Emergency Response Team (ERT)** is responsible to respond to any potential emergency incident as trained to do under the coordination of the HS Supervisor/Coordinator/Officer.

**Site Personnel**,in case of emergency, shall immediately inform the authorized persons their Foreman/Supervisor.

# POTENTIAL EMERGENCIES

Emergencies can include:

* Serious Injury / Accident/ Rescue activities
* Fire / Explosion
* Serious Vehicle Accident
* Severe Weather Conditions (Strong Winds, Rainstorm)
* Structural Collapse

## 5.1 Serious Injury/Accident

In case of a serious injury/accident, the following immediate actions shall be taken:

* The person who first noticed the injured and/or the incident shall immediately inform the authorized persons or his Foreman/Supervisor, so as the Site’s Emergency Response mechanism to be activated.
* Foreman/Supervisor shall remove other personnel from the incident area. Only the presence of necessary personnel at incident area shall be allowed.
* The injured person shall be transferred to the First Aid Station (if it is safe) for further medical treatment and/ or recovery until the Ambulance arrive.
* The Doctor/Nurse shall escort the injured person during his transportation to the Hospital.

The major concern is to minimize the consequences of the incident and the protection of human life.

An investigation to be carried out and a relevant report to be issued.

## 5.2 Fire/Explosion

Fire prevention measures shall be applied on site to prevent fire incidents. Though, if a fire breaks out the following immediate actions shall be taken:

* The person who identified the fire shall immediately warn others nearby to move away and inform the authorized persons or his Foreman/Supervisor, so as the Site’s Emergency Response mechanism to be activated.
* Electricians to cut-off power (where required).
* Foreman/Supervisor shall remove personnel from the fire incident area.
* The ERT Leader shall evaluate the fire incident conditions and decide whether it can be faced internally (by Site’s ERT and Fire extinguishing means) or External Assistance to be requested.
* Evacuation procedure to be applied when necessary (under the order of the Site Manager).

When the fire is extinguished the Site Manager and the HS Supervisor/Coordinator/Officer shall inspect the scene to assess the situation and give the permission to proceed or to instruct for further measures to be taken.

An investigation to be carried out and a relevant report to be issued.

Response to Fire - General Principles

In case that someone is in danger (e.g. his clothes caught fire) shall be assisted by others without putting themselves at risk.

If the fire is not extended, nearby personnel shall try to extinguish the fire immediately. That has to be done if they are properly trained and not putting themselves at risk.

**Firefighting Fundamentals**

* Fire type (burning material) to be known so as the respective type of fire extinguisher to be used. If there is a doubt regarding the type of fire, the area shall be evacuated
* A fire shall be suppressed if possible, by the use of fire extinguishers, in its early stages because the fire can spread quickly from the point of beginning.
* If there is not available a suitable type and size fire extinguisher, it is preferable that fire extinguishment to be avoided and the area to be evacuated.
* When a fire is caused due to gas release personnel will not extinguish the fire until confirmation that the gas supply has been shut off.
* In case that large quantity of smoke is produced by fire, which could be inhaled during the use of fire extinguisher, it is better try to be avoided. Any kind of fuel fire produces some amount of carbon monoxide. But when synthetic materials are burning, such as synthetic fibers, etc. toxic gases are produced together with carbon monoxide. These gases may cause death in very small quantities.
* The right position when someone uses a fire extinguisher is to have his back to the emergency exit or escape route so as not to be trapped and being able to escape immediately.

For further instructions on Fire extinguisher use, see Appendix 9.

## 5.6 Severe Weather Conditions

Severe weather conditions may cause multiple emergencies. The Site Management shall receive info daily about the forecast of extreme weather changes and or phenomena, and give the appropriate instructions as required per case.

**Strong Winds:**

* Stop all works at heights in open air – Secure equipment.
* Stop all lifting activities – Secure equipment and loads.
* Secure all free and/or light materials placed at working places and/or platforms.

**Rainstorm:**

* Stop all activities in open areas.
* Secure all electrical apparatus.
* Make sure that your drainage system is clear from debris.
* Use the available flood restoration equipment (e.g. pumps).

## 5.7 Structure Collapse

A structure collapse may be caused mainly by:

* Natural phenomena such as earthquakes, severe storms,
* Design and construction defects,
* Fire or explosion.

**Immediate actions:**

* Works to be stopped.
* Foreman/Supervisor shall remove personnel from the incident area.
* Foreman/Supervisor shall immediately inform the authorized persons (see Appendix 5 – Emergency Phone Numbers), so as the Site’s Emergency Response mechanism to be activated.
* Electricians to cut-off power (where required).
* Personnel must act as per ERT instructions.
* ERT Leader has to evaluate the situation and decide whether the incident can be faced internally or external assistance required.
* The Site Manager has to communicate with External Assistance Services (if required) such as Fire Brigade, etc.
* Evacuation procedure to be applied when necessary (under the order of the Site Manager).

An investigation to be carried out and a relevant report to be issued.

# EXTERNAL ASSISTANCE

Depending to the nature and magnitude of an emergency situation, external assistance might be required. Therefore always ensure communication between the Site Management and the external services.

External Services can include:

* Ambulance Service
* Fire Brigade
* Police
* Special forces
* Laboratories, etc.

During a request for external assistance, accurate information about the incident shall be given.

**When the external services arrive for assistance, they take over control of the situation. The PROJECT personnel1 should provide any help requested for and act according to the instructions provided by the external services.**

1: PROJECT personnel include Client, Contractor, Subcontractors and visitors etc. on site.

# EVACUATION PLAN

As assessed per case and magnitude of an emergency incident, partial or full site evacuation may be required. The order for evacuation in any case is given by the Site Manager or his Deputy.

In case of evacuation order, the following steps shall be taken:

* Works shall be stopped immediately (in area of evacuation).
* Appliances, tools, etc. shall be turned off, gas cylinders to be secured and any flammable materials to be removed.
* Authorized persons and ERT to be activated.
* Evacuation routes to be followed.
* Personnel to act as per authorized personnel instructions.
* Personnel to assembly at predefined assembly points.
* Foremen/Supervisors shall account for missing personnel.
* Authorized Persons to be immediately informed in case of missing person.
* Security persons shall open the gates, follow the instructions of authorized persons and support any external assistance.

ERT together with the authorized persons and/or external services (when required) shall inspect/check the site areas for remaining persons and/or hazardous situations.

After the end of evacuation, an investigation shall be carried out and a relevant report to be issued.

**When Site Evacuation procedure is activated under the order of the Site Manager, all personnel shall assembly at the predefined Meeting/Assembly points. Personnel shall be accounted. If a person is not accounted for, Emergency Personnel shall be quickly notified.**

# COMMUNICATION PLAN

Site’s Emergency Plans consist mainly of the following action plans, instructions and procedures which shall be included in the Site HS Plan (prepared by the Contractor):

* Emergency Actions Plans (Work at height rescue etc.)
* Emergency Phone Numbers
* Emergency Communication Procedure
* Site Evacuation Plan
* Map with directions to the nearest Hospital: To be defined by the Contractor

Information about the above Plans should be updated regularly, especially if changes in organization of site arrangements occurred and it has to be displayed at:

* The site gates
* Owner’s office
* Contractor’s office
* Subcontractor’s office
* HS office
* Site Notice boards
* First Aid Station
* Camp / Restaurant (if exist)

# EMERGENCY EQUIPMENT

Main emergency equipment/means are featured on “site layout” and declared to all personnel. (e.g: Alarm systems, siren, fire extinguishers, power resource, evacuation routes, medical unit).

Equipment is periodically checked by the HS Supervisor/Coordinator/Officer for maintenance and control (e.g: Fire extinguishers, Spill Kits, FA Kits).

If an emergency requires the rescue of an injured from an area at Height, then emergency equipment can include Crane/Man basket, ladders, stretchers, etc.

# TRAINING & DRILLS

Every person on site must be trained in basic fire-fighting rules and in the evacuating procedure during induction training.

All Emergency Response Team members shall be properly trained about that duty.

All First Aid Team members shall be properly trained in first aid at basic life support level.

Fire drills or any other drills are carried out on an annual basis or following special occasions.

The Emergency Drills shall be evaluated and relevant reports to be issued.

# REFERENCE DOCUMENTS

* Fire Prevention and Protection Procedure
* Accident/Incident Procedure