


Date Issued:	1 st September 2017	Policy No. ERP001
Revised Date:	-	
Department:	EMERGENCY RESPONSE PLAN	

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1. OBJECTIVE

To ensure that through providing emergency procedures and guidelines that in the case of an emergency, personnel will be able to act swiftly and decisively. Such procedures and guidelines if followed will prepare staff to handle, rectify and/or minimize emergencies that will potentially affect construction activities and/or harm the environment protecting all employees and assets on the construction site.

2. SCOPE

This procedure has been compiled as a guideline strategy for dealing with emergencies at EJ's Solutions Ltd that will affect or threaten to affect the health and safety of employees and assets or the environment.

3. INTRODUCTION

Management and staff are committed to the health and safety of personnel and assets on the project areas. Without proper guidance and training, it is almost certain that when employees are faced with a sudden threat, they will follow their own natural inclination, which could result in chaos and panic.

The effect of uncontrolled emergency could be catastrophic and cause complete disruption of all construction activities, damage to property, serious injury or death.

It is essential that corrective action taken to cope with an emergency will be prompt, coordinated and disciplined in order to prevent disaster. Not all the aspects of this emergency plan will be applicable in every situation, as this plan suits local circumstances and only acts as a guideline. One essential common feature is the necessity for efficient communications.

The responsible Manager or his nominee and the Site HSE Manager / Officer must be advised immediately of an emergency and be kept informed of all the developments.

4. DEFINITIONS

4.1 Disaster / Emergency

- An uncontrolled, unplanned event that has the potential to result in the loss of life, serious injury or major damage to property.

There are normally three types of disasters or emergencies, namely:

- Natural disasters - earthquakes, lightning, storms, floods, etc.
- Man-made disasters - malfunctioning of equipment and or machinery, negligent behaviour resulting in explosions, fire, chemical spills, etc. normally causes them.
- Disaster caused by deliberate actions of an individual or group of individuals such as sabotage, labour unrest, strikes, riots and bomb blast or bomb threats.

5. EMERGENCY COMMITTEE

The emergency committee main functions is to ensure that in case of an emergency all individuals are certain what role they have to play to prevent, control and take corrective action. The committee made up of the following persons:

- Emergency Controller =
- Emergency Coordinator =
- All Senior Managers and HSE personnel
- EMS Staff

6. PREVENTION OF EMERGENCIES

Apart from natural disasters, unavoidable incidents and deliberate attacks, all efforts must be directed at the prevention of any emergency prior to it occurring. This will require all personnel to stand up and be counted for in terms of taking responsibility as far as Safety and Health is concerned on the Construction Site.

Personnel must acquire a positive attitude towards safety that will recognize safety and health as the prime requirement for working efficiently. They must promote and foster this attitude with all staff on the Construction Site.

7. PREPAREDNESS

The success rate of containing any emergency will always depend on how well prepared a team is when an emergency occurs. It is thus extremely important that every emergency committee member and every single person on the Construction Site, as far as reasonably practicable, must be familiar with the contents of this emergency document.

Regular practice of evacuation drills (at least monthly) must be conducted to ensure that all personnel are aware of evacuation routes and assembly point and what to do in case of emergency.

8. RESPONSIBLE FOR IMPLEMENTATION

All Senior Officials, Contractor Managers, Site Agent and HSE personnel of all stakeholders on the project are responsible to ensure that their sub-ordinates are familiar with this procedure and implemented accordingly.

9. RESPONSIBLE FOR REVIEW

The HSE Officer in consultation with the emergency committee is responsible to review this procedure, depending on the change in activities or at least on an annual basis.

- 9.1 It is the responsibility of the HSE Officer to update and distribute the Site Emergency Preparedness and Response Procedure. During the construction phase of the operation the Site Emergency Preparedness and Response Procedure shall be updated quarterly, in consultation with the HSE

Officer, the Site Manager, the Environmental Co-ordinator as well as management members of the relevant sections.

- 9.2 Copies of this Site Emergency Preparedness and Response Procedure should be available at the induction centre, at the site, all temporary and permanent offices on site, the Emergency Control Centre.

10. EMERGENCY CONTROL

Emergency control centre will be the Boardroom unless decided otherwise by the responsible Manager.

11. PROCEDURE IN CASE OF FIRE

- 11.1 The person detecting a fire must inform and let other personnel evacuate the area immediately following the evacuation routes to the demarcated assembly point and sound the alarm.
- 11.2 Notify the most senior person available in the area where the fire has occurred and try to fight the fire with the nearest relevant firefighting equipment if trained. Only if it is safe to do so. The most senior person on the scene must notify the Safety Officer immediately.

Note: Prevailing winds to be taken into account in the selection of the assembly point.

At the assembly point:

- Take roll call.
 - Assist and apply First Aid to the injured.
 - Do not attempt to enter areas where there is an accumulation of smoke or possible accumulation of gasses.
 - Notify EMS services.
- 11.3 Establish a control centre. Usually the Project Board Room.
- 11.4 The Emergency coordinator or his delegate must contact the EMS services and supply the following information:
- Exact location of fire.
 - Type of fire and material involved.
 - Magnitude of fire, example, (Volume of flammable liquid if applicable).
- 11.5 The mobile firefighting units shall be transported to the affected areas where appropriate and trained employees shall commence with extinguishing the fire.
- 11.6 The Site Agent or his delegate will make the decision whether to withdraw personnel if needed whilst waiting for the fire equipment/department to arrive.
- 11.7 Systematically shut down operations by isolating electrical power and fuel supplies to the affected area. Lock out such sources where applicable or where there is potential or damage being caused.

- 11.8 Take all possible safe measures to protect adjacent installations and property.
- 11.9 The fire team to take control / charge of all firefighting activities on arrival at the site. Security to give immediate clearance at the entrance gate for firefighting machinery/vehicles and personnel. Project Team personnel to provide a supportive role.
- 11.10 The Emergency coordinator or most senior personnel will in the event of fire department arrival conduct a brief verbal hand-over of the situation to the relevant fire department Marshall or chief.
- 11.11 Safety personnel to keep a log of all instructions and record of events as they occur during the fire.
- 11.12 Full fire investigation to commence immediately after the fire has been extinguished and all evidence to be preserved.
- 11.13 Lessons were learnt, and or design changes are to be auctioned and reporting on safe 365 with a view at avoiding similar future occurrences.

12. PROCEDURE IN CASE OF A SNAKE BITE

- 12.1 Prevent a second bite or a second victim, by removing yourself or affected victim from the vicinity of the snake as soon as possible. Snakes can continue to bite and inject venom with successive bites until they run out of venom.
- 12.2 Identify or be able to describe the snake, but only if it can be done without personal risk for a second bite or a second victim.
- 12.3 Safely and rapidly transport the victim to an emergency medical facility unless the snake has positively been identified as harmless (non-venomous). Remember, misidentification could be fatal. A bite without initial symptoms can still be dangerous or even fatal. It is always safer to submit any snakebite victim for medical observation even if it is thought that the snake submitted the bite is non-venomous.
- 12.4 Provide emergency medical care within the limits of your training.
- 12.5 Remove constricting items of clothing and jewellery from the victim, such as which could cut off blood flow if the bite area swells.
- 12.6 If you are in a remote area in which transport to an emergency medical facility will be prolonged, you should apply a splint to the affected limb. If you do apply a splint, remember to make sure the wound does not swell enough to make your splint a tourniquet, cutting off the blood flow. Check to make sure toes and fingers are still pink and warm, that the limb is not going numb, and that pain is not getting worse.
- 12.7 Wrap a bandage at the bite site and up the extremity with a pressure at which you would wrap a sprained ankle. Then immobilize the extremity with a splint, with the same precautions that may

limit blood flow. This technique may help prevent life-threatening systemic effects of venom, but may also worsen local damage at the wound site if significant symptoms are present there.

- 12.8 Do not attempt to physically suck the venom from the wound.
- 12.9 The two guiding principles for care often conflict during evacuation from remote areas.
 - 12.9.1 First, the victim should get to an emergency care facility as quickly as possible.
 - 12.9.2 Second, the affected limb should be used as little as possible to delay absorption of the venom.
- 12.10 A number of old first aid techniques have fallen out of favour. Medical research supports the following warnings:
 - 12.10.1 Do NOT cut and suck. Cutting into the bite site can damage underlying organs and tissue, increase the risk of infection, and does not result in venom removal.
 - 12.10.2 Do NOT use ice. Ice does not deactivate the venom and can cause frostbite.
 - 12.10.3 Do NOT use alcohol. Alcohol may deaden the pain, but it also makes the local blood vessels bigger, which can increase venom absorption.
- 12.11 Do NOT use tourniquets or constriction bands. These have not been proven effective, may cause increased tissue damage, and could cost the victim a limb.
- 12.12 Patient will be taken to the hospital; hospital depended on IOD case to Private or Provincial if a private individual without medical aid.
- 12.13 Hospital will determine the need and the type of anti- venom to be given (if any). Anti-venom needs to be refrigerated and the correct venom needs to be used. If you use the incorrect anti-venom you could potentially worsen and kill the patient. This is thus not something to be done on the road (by either yourself or paramedical staff). Snakebite antiserum is extremely dangerous medication and must be given in a hospital with ICU facilities. More people were yearly killed by the treatment as from the snakebites.
- 12.14 Netcare 911 will treat any snake bite, and the procedure would remain as any current incident procedure with regards to call out and response.

13. PROCEDURE IN CASE OF EXPLOSIONS

- 13.1 In case of an explosion, the area must be evacuated immediately and the Site Manager to be notified immediately.
 - 13.1.1 Sound the alarm.

- 13.1.2 All personnel to evacuate the area immediately and follow the safe travelling routes as indicated by signage on site to the demarcated assembly point.
 - 13.1.3 Take roll call.
 - 13.1.4 Assist and apply first aid to the injured. Do not attempt to enter areas where there is an accumulation of smoke or possible accumulation of gasses.
 - 13.1.5 Notify EMS.
 - 13.1.6 Establish a control centre, within the site laydown area, which is situated at assembly point 1 and is indicated by signage.
 - 13.1.7 HSE personnel to keep a log of all instructions and notes of events as they occur.
- 13.2 Injured personnel to be treated relevant to the injury sustained.
 - 13.3 When under control the incident is to be investigated ensuring that the area is safe and no chain reaction explosions can occur.
 - 13.4 Systematically shut down operations by isolating electrical power and fuel supplies to the affected area. Lock out such power sources.
 - 13.5 The area must be demarcated with yellow and black barrier tape and it must be ensured that nobody enters the area and that no evidence is removed from the scene until the investigation has been completed and the area declared safe by the Site Agent.
 - 13.6 The Emergency coordinator or most senior personnel must report the explosion as soon as possible to the Inspector of Mines and Police departments. Operations will only resume after consultation with the Inspector of Mines and permission granted by him.
 - 13.7 The emergency committee to hold a full investigation immediately and implement an action plan.

14. PROCEDURE IN CASE OF ENVIRONMENTAL EMERGENCIES

- 14.1 Refer to Environmental Emergency Response Plan (Env-Pln-004).

15. PROCEDURE IN CASE OF THREATS (Bomb threats, etc.)

The operator receiving the call must:

- 15.1 Stay calm and not confront the caller.
- 15.2 Note the time of the call.
- 15.3 Try to recognize the voice. (Aggrieved or dismissed employee).
- 15.4 Listen and try to identify any background noises. This will help with the investigation.
- 15.5 Should call identification / tracing be available, note the number and inform the Site Agent.

- 15.6 Try to ascertain where the bomb has been planted.
- 15.7 Notify the Site Agent or Contracts Manager immediately.
- 15.8 The Project Emergency Committee Members must:
- 15.8.1 Evacuate all personnel immediately.
 - 15.8.2 Contact the Police Services immediately and ask for assistance.
 - 15.8.3 Demarcate any area containing suspect parcels with “black and yellow” barrier tape.
 - 15.8.4 Police Services to take control on arrival and security to give immediate clearance at the entrance gate.
 - 15.8.5 Police Services to defuse or remove any parcels.
 - 15.8.6 Emergency Controller and Co-ordinator, in consultation with the Police Services to declare the affected area safe and allow employees to return to work.

16. PROCEDURE IN CASE OF NATURAL DISASTER

A natural disaster includes but is not limited to the following:

- Earthquakes
- Tornados
- Storms & Lightning
- Floods

These are acts of nature and cannot be prevented, although impact of such acts may be reduced.

The nature and extent of the disaster will dictate the appropriate actions, but the following general rules may apply:

- 16.1 The person normally in charge of a section or department must take immediate control and decide on the action required, inter alia, a complete evacuation of the entire area and sending personnel home may be needed.
- 16.2 In case of a storm close all windows, and isolate / switch off all electrical appliances that may be switched on.
- 16.3 As soon as possible after the disaster the emergency committee must assess firstly injury to personnel and then damage to buildings and equipment. The Manager or his deputy after the assessment must declare the area safe and allow personnel to return to work.

17. LABOUR UNREST (Strikes & Riots)

- 17.1 When any confrontation exists, the Manager or his nominee must inform the management team and HR Department immediately.
- 17.2 The Manager must attempt to contain the confrontation to the affected area. He must obtain a list of the grievances or reasoning for the labour unrest and communicate this to the Project Management Team. The services of Human Resources Manager and / or Protection Services may be requested when needed.

17.3 The Manager will on receipt of any grievance(s) or demand(s) from employees consult with the emergency committee and decide on what action to take. The Construction Manager will have the full authority to:

- Communicate with any aggrieved person(s).
- Liaise with employee representative or trade union.
- Liaise with the respective government departments or Council for Conciliation Mediation and Arbitration.

The Site Agent may at his discretion may also inform the Police Services and ask them to remain at a distance and monitor proceedings if required or if any concern exists of potential unrest.

17.4 The Site Agent will then discuss the grievance(s) and attempt to resolve the issue(s) whilst the employees return to their working areas. If this cannot be done, all parties involved will be advised to follow the Labour Relations procedure for filing of a dispute.

18. TERRORISM AND TERRORIST ATTACKS

In the case of a terrorist attack, the following procedure must be followed:

- 18.1 The Site Agent or his nominee must inform the Project Management Team and the Police Services immediately.
- 18.2 The Protection Services must keep the Manager informed at all times.
- 18.3 Where possible, the HSE personnel must assist with the evacuation of personnel from the affected area and assist any injured individuals, if this is not possible then evacuate personnel and inform them to remain calm and find suitable cover.
- 18.4 All employees to co-operate and not try to attack any perpetrator.
- 18.5 Police Services to take charge on arrival.
- 18.6 The Site Agent in consultation with the Police Services, to declare the construction site safe and allow personnel to return to work.

19. ROAD TRANSPORT ACCIDENTS

- 19.1 Any contractor or Employee involved in a company vehicle accident must report this to the Health and Safety Officer immediately.
- 19.2 The Health and Safety Officer must notify the Contracts Manager immediately of the accident and commence an investigation.

- 19.3 Depending on the nature of injuries, the injured personnel must be treated as per the emergency procedure.
- 19.4 A full investigation to be conducted along with the Police Services and relevant Traffic Services should the accident occur on a public road.

20. ARMED ROBBERY / FORCED ENTRY / HIJACKING

If your vehicle is hijacked, stolen or you have been robbed, promptly report it to the POLICE within 48 hours. Make sure you have the vehicle details: make, model, colour, vehicle identification and registration numbers available to assist with the recovery of the vehicle.

When forced to drive with a hijacker, be observant without making direct eye contact and try to memorize as many details as possible.

It is important to describe the hijacker as accurately as possible. When observing a hijacker, take note of his head and face – the shape of the eyes, mouth, nose and ears.

Take note of possible irregularities. Look at the hair, skin colour, complexion and possible scars and tattoos. Observe their build, sex, body movement, clothing and any conversation that may take place.

Remember the direction from which they came and fled, as well as the time and place the incident happened.

Remember to make mental and physical notes immediately after the incident to ensure accurate and detailed information can be provided for the police investigation.

20.1 Taken hostage

It can be helpful to have a survival plan in the back of your mind should such an incident occur. It is difficult not to become paranoid when taken hostage. However, it is just as easy to become complacent.

One very important fact to remember is:

Should the conclusion of the drama be by way of armed intervention, and escape is not possible, immediately drop to the ground, remain still and obey the orders of the leader.

20.2 If confronted:

- Do not lose your temper, threaten or challenge the attacker.
- DO EXACTLY AS TOLD!
- Do not resist, especially if the hijacker has a weapon. Surrender your vehicle and move away. Try to put as much distance between yourself and the attacker as speedily as possible.
- Do not reach for your purse or valuables. Leave everything in the vehicle.
- Try to remain calm at all times and do not show signs of aggression.
- Be compliant to all demands set by the perpetrator.

- Do not make eye contact with the hijacker. He may perceive this behaviour as a threat and retaliate aggressively.
- Keep your hands still and visible to the attacker, so as to give him assurance of your passive intent.
- Do not speak too fast (if you are able to talk) and do not make sudden movements.
- Gather as much information as possible without posing a threat.
- How many people?
- How many firearms and description thereof? What were the perpetrators wearing (clothing)? To which direction did they drive off.
- Take note of the language they use (the accent).
- First phone the Police Service on **112** They will dispatch the medical services if needed. Other emergency numbers you could phone are ANY Network (Vodacom, Airtel) or Vodacom ONLY.
- Activate the vehicle-tracking device, if the vehicle is fitted with one.

21. AMBULANCE CALL-OUT PROCEDURE

- 21.1 In the event of any injury sustained, first aid shall be administered immediately by trained competent staff members. First phone the Ambulance on **114**
- 21.2 Emergency Services shall be contacted by phone and immediately dispatched to the scene of the incident with the following information:
 - 21.2.1 Exact location of the incident.
 - 21.2.2 Directions to the location.
 - 21.2.3 Nature of injuries sustained.
 - 21.2.4 How many vehicles/patients involved etc.
 - 21.2.5 Injurer’s condition.
- 21.3 Arrange for someone to meet and escort the emergency vehicle to the scene.
- 21.4 Ask for first-aid instructions if necessary while waiting for the emergency services to arrive.
- 21.5 Continually remain in contact with Ambulance services advising on the patient’s conditions until such time that they arrive.
- 21.6 Ambulance services shall treat and based on the nature of incidents shall refer the patient for further treatment or in serious injuries, commence with the evacuation procedure.

22. EMERGENCY ALARMS AND MEANING



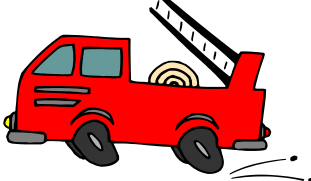

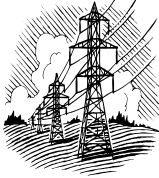
- 22.1 Long uninterrupted signal – Complete Evacuation of Working Areas
- 22.2 Short Bursts – Fire Alarm

23. EMERGENCY PLAN FOR FIELD FIRES HAPPENING ON SITE




EMERGENCY RESPONSE PLAN

- 23.1 The Site Safety Officer needs to be notified immediately of any kind of field fire that is a cured on site.
- 23.2 The Site Safety Officer will notify the local fire brigade of any field fire.

24. EMERGENCY TELEPHONE NUMBERS

Designation	Name	Contact Number
Emergency Coordinator		0734080438 (BenSambo)
Emergency Control Officer		
Local Ambulance Services		114
Local Police Services		112
Local Fire Department / Emergency Response providers		118
Local Hospital / Clinic		+255 754 783393 (IST Clinic) +255 22 2115151 (Agakhan)
Water, Sewer & Electricity Department (EWURA)		0222923513

EMERGENCY RESPONSE PLAN

Designation	Name	Contact Number
Department of Labour		+255655544489
Chemical Spill Service Provider		+255746414142 +255746414171 +255282502018
Tow Truck Service Provider		+255745707008
	Business Unit Manager	+2556866444444
	Project Director	
	HSE Officer	+2556866444444

First Aid kits available from:	WHERE	Level
First Aid Room	Desk 4	
Main Store		
All Work Areas		
All Vehicles		
HSE Management Office	Desk 4	

25. EMERGENCY PLAN FOR ACCIDENTS

In case of any accident on site or at the site office the Site Safety Officer needs to be informed immediately, so that the correct Emergency Services can be notified.

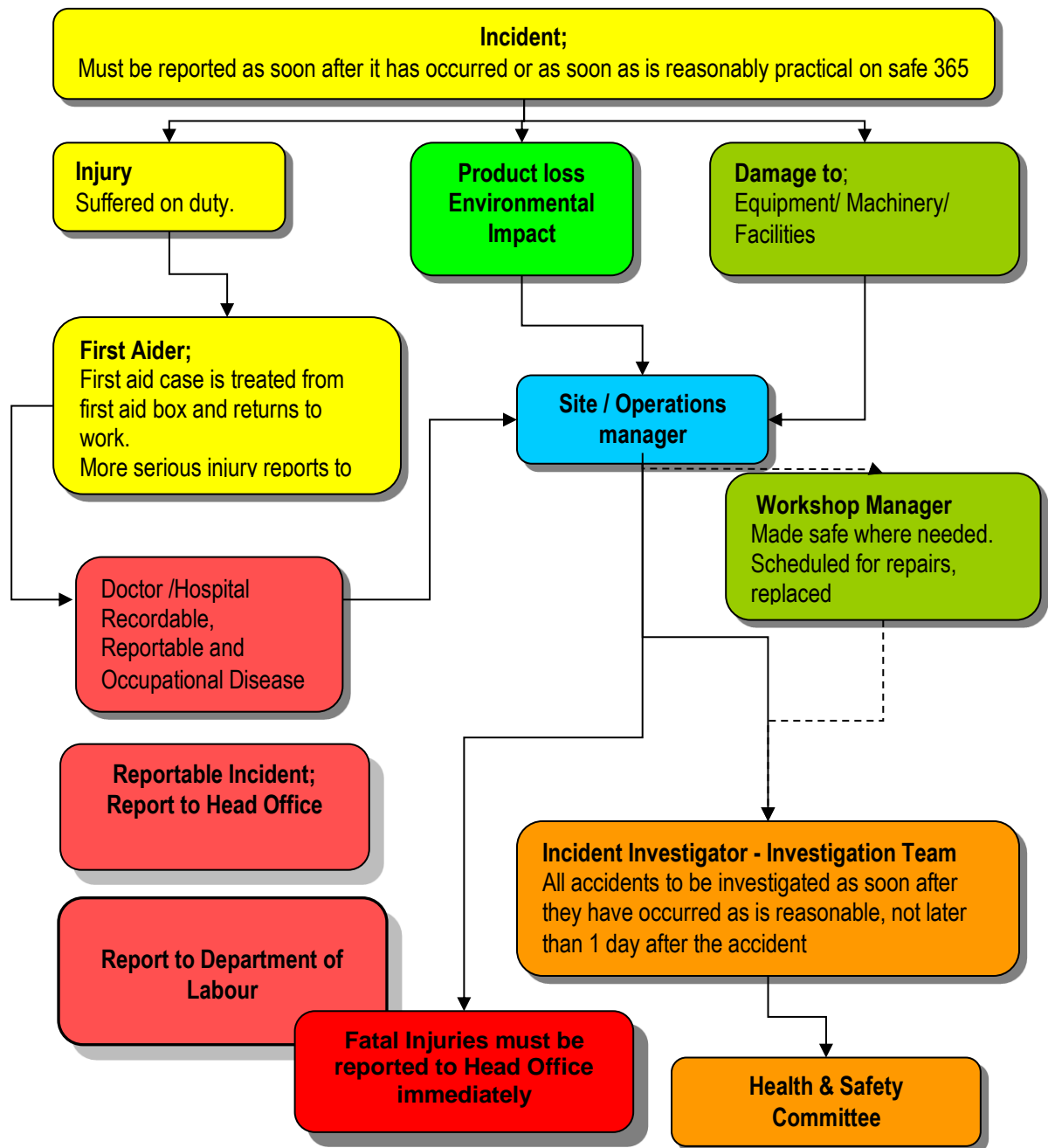
26. EMERGENCY PLAN FOR FIRST AID CASES, INJURIES AND ILLNESS

In case of a first aid case or minor injuries the injured will be treated on site or at the site office by an appointed first aid team member. All injuries need to be reported to the Site Safety Officer immediately. All the first aid equipment that is used for the minor injuries must be recorded on the first aid register and will be replaced as soon as possible.

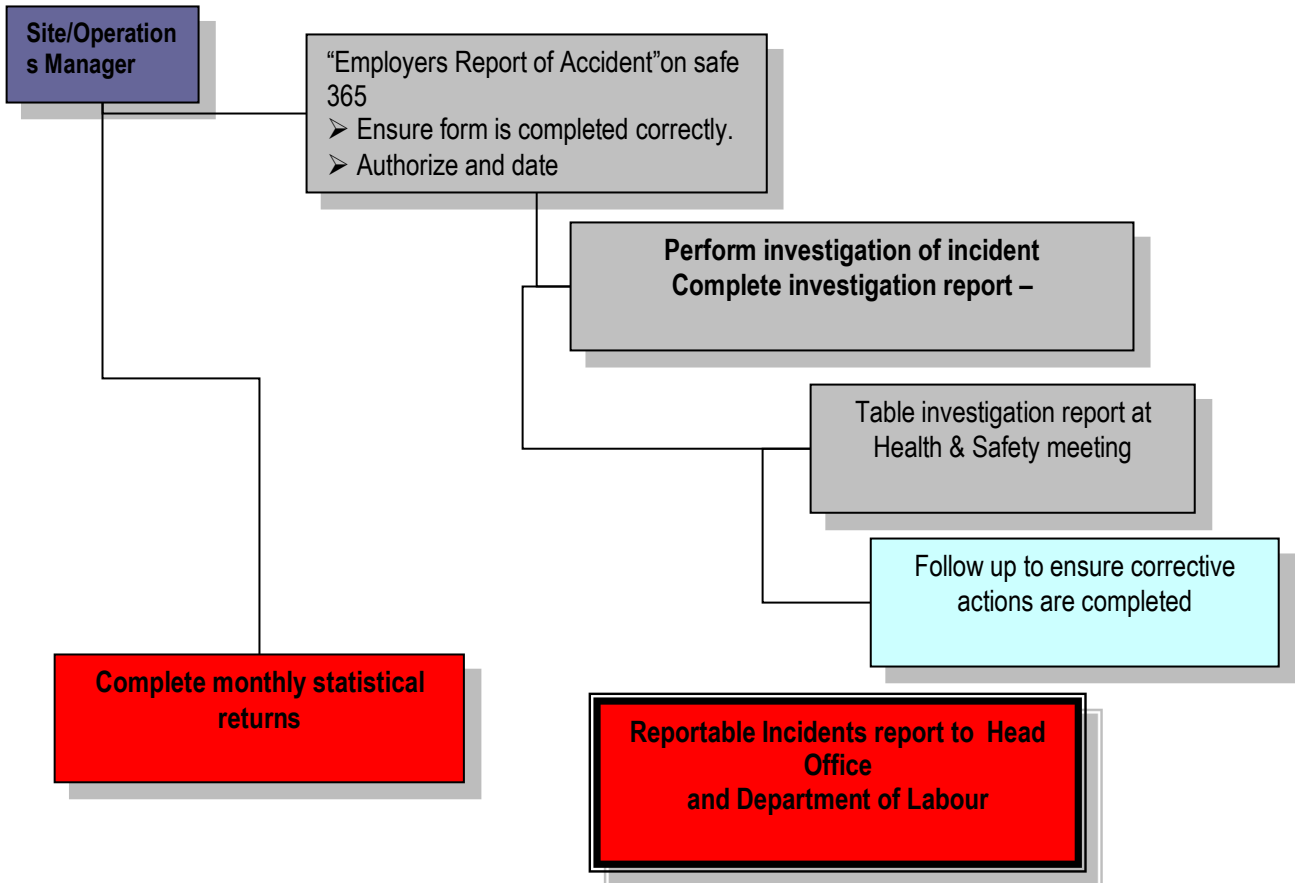
27. INCIDENT REPORTING PROCEDURE

All incidents reports must be channelled through the Site Manager / Director to the Safety Department (as per diagram below).

EMERGENCY RESPONSE PLAN



28. INJURED ON DUTY REPORTING PROCEDURE



29. GENERAL

In the event of any site emergency like, fire, accidents, incidents and or spillages please inform the Site Safety Officer as soon as possible. All scenarios are deferent and when something happens, it will be approached and dealt with in a professional manner and the relevant emergency services will be contacted.

When the Site Safety Officer is not available, please report the matter as soon as possible to your direct supervisor who will then contact the relevant emergency services and report this matter to Site Manager who will inform the Contracts Manager and SHEQ Manager. As far possible in an emergency event all employees must stay together and at one place until the Site Safety Officer, Site Manager, Foreman or supervisor instruct otherwise. All supervisors and team leaders must ensure to have a Roll Call list of all employees working in their teams. It is the responsibility of the supervisor’s to know the where about of his or her employees at all times.