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**Emergency Response Plan**

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**Revision 0**

**Manual Control & Revision History**

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|  |  |
| Name | Omar Al Wahaibi | Sameer Al Bahrani |
| Designation | HSE Engineer | Institute’s Manager |

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**Emergency preparedness & Response Procedure**

**Revision 0**

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## 1. Purpose

The objective of this procedure is to ensure appropriate response is undertaken in the event of an emergency to effectively minimize harmful effects on life, health, the natural environment, assets and SOMS reputations.

This Procedure is applicable to all SOMS operations and activities under the scope of Health, Safety & Environmental (HSE) Management System.

## 2. Scope

This HSE Management Procedure is applicable to all activities, products and services of SOMS under the scope of HSE Management System.

## 3. References

ISO 45001:2018 – 8.2 - Emergency preparedness and response opportunities

## 4. Abbreviations:

TQTI : Total Quality Training Institute

ERP : Emergency response Plan

EC : Emergency Controller

## 5. Definitions

**Emergency:** A situation or occurrence of serious and often dangerous nature, developing suddenly and unexpectedly, and demanding immediate action.

**Emergency Controller:** the Emergency Controller is the one who forms the onsite emergency team and manages the emergency’s situation. The Controller will take charge in any emergency evacuation situation and to appoint relevant persons to perform specified emergency functions and, as far as possible, ensure safe evacuation of the premises.

**On-Site Emergency team:** The Onsite Response Team will carry out immediate response procedures such as muster personnel on site, implement mitigation measures for the emergency event, carry out first-aid treatments to injured personnel, and carry out search and rescue operations for missing personnel IF SAFE TO DO SO.

**First aid team leader:** A person who initiates medical aid for the injured personnel with his team. The team is well qualified and trained in providing first aid medical assistance

**Primary Firefighting team:** Firefighting teams are trained and certified to provide firefighting support.

## 6. Responsibilities

## 6.1 HSE FUNCTION or (On behalf)

HSE Manager and HSE personnel are responsible for:

* Timely review of the procedure and emergency response plans,
* Assist the management to ensure that the requirements of this procedure are known & understood to concerned parties, including employees and contractors.
* Assist management with conducting required drills and exercises.
* Ensuring that the ERP meets requirements of this standard and any additional governmental regulation

## 6.2 Manager

Management is responsible for:

* Identifying and designating the person(s) responsible for developing the ERP for their areas of responsibility and ensuring that the ERP is developed in compliance with this standard and any additional emergency action plan governmental regulations.
* Communication of the ERP to all employees and contractors in their areas of responsibility.
* Ensuring that employees complete the training required by this standard.
* Conducting required drills and exercises as required by this standard.
* Reviewing the ERP, updating, and communicating the changes as required by this standard.

## 6.3 Employees

* Employees are responsible for participating in required drills and exercises and following all requirements of the ERPs
* Employees are responsible to immediate reporting to the management in case of any emergency
* Responsible to understand the emergency preparedness, reading the instruction and following the Emergency response leader

## 7. Procedure

## 7.1 Emergency Management

Emergency management is an ongoing process of planning and responding, to react effectively when an unplanned event occurs. This process consists of the following four phases:

**•** Preparedness – Preparing for an emergency situation

• Response – Planned response to an emergency situation

• Recovery – Process of returning to normal operations

• Mitigation –Prevention of the effects of emergency situation

## 7.2 Emergency Preparedness & Resources

The following preparatory arrangements and resources shall be made to respond to any emergency:

* Emergency Controller shall be identified and shall be well versed with his role and responsibilities.
* On-Site Emergency Team shall be identified and educated about emergency procedures. The Emergency Controller leader shall appoint a qualified First Aider, who has undergone a First Aid course and fire fighters who have undergone Basic Fire Fighting course.
* The name and composition of the On-Site Emergency Team shall be displayed in the noticeboard so that all employees are aware about the persons associated with emergency response.
* Communication means shall be tested and operational before commencing the operations.
* At the office, the following emergency equipment shall be available:
* 3 x 12 kg hand-held dry powder extinguishers.
* 3 x 5 kg hand-held CO2 extinguishers
* 6 smoke detectors in office
* 1 AED (automated external defibrillator )
* Firefighting team and first aid responders shall be trained and appointed for the office, minimum 2 fire fighter, 2 male first aider and 2 female first aider
* At the office, escape routes and emergency telephone number shall be marked on the doors
* All means of reporting emergencies should be made familiar to all employees.
* Updated written list of emergency telephone numbers should be made available at conspicuous locations at all times.
* To account for all employees, a pre-arranged assembly area communicated to employees in advance shall be earmarked.
* Emergency communications should include phones, alarm systems, public address systems, etc., for notifying employees of the emergency and for contacting local outside emergency agencies, Civil Defense, Fire Fighting Services, Ambulances.
* Warning alarms should be audible or seen by all people in the area.
* The alarm system should be with an auxiliary power supply to serve in the event of any electricity failure.
* The alarm should be distinctive and recognizable as a signal to evacuate the work area or any action as per the plan.
* Pre-appointed search teams of minimum two people may enter areas where alarms may not be heard and alert the employees of the emergency response action.
* Procedures for employees who remain behind to operate critical equipment before they operate.
* Head count – formal onsite personnel accounting and reporting process.
* Emergency management should keep a copy of the ERP readily accessible.

## 7.3 Emergency Procedure In workshop

In case of any emergency in the workshop

* The trainer will be the Emergency control, his name listed emergency chart at the top
* EC forms the On-Site Emergency team that contains 2 first aiders for men and female and 2 fire fighters at most.
* The Onsite Emergency Team will carry out immediate response procedures such as muster personnel on site, implement mitigation measures for the emergency event, carry out first-aid treatments to injured personnel, and carry out search and rescue operations for missing personnel IF SAFE TO DO SO.
* Leading and managing the emergency response operations
* Assessing of emergency
* Reporting to and liaising with the Emergency Body like civil defense, providing the following information:
* On-site situation updates
* Personnel situation
* Services and support request
* Acting on further instructions and/or suggestions of the Customer Emergency Team/Center
* counting for all personnel
* Ensuring the safety of all personnel, including:
* Oneself
* Emergency teams carrying out emergency services
* Personnel at muster point (assembly point)
* Managing stress in all personnel and ensuring that all personnel remain calm
* The Emergency Controller is usually the supervisor on-site. He is the person who controls the activities of the emergency teams on-site and confirms the utility shutdown. He reports and liaises with the Civil defense and department, working closely as a team, both informing and requesting external support/assistance as required.
* Mock drill to be conducted one per project

## 7.4.1 HSE Equipment to be provided:

* First aid kit enough for 10 people, AED, 2 fire extinguishers (CO2, powder), fire blanket, sign boards, hammer for second emergency exit with sticker and 2 smoke detectors, portable assembly point and Emergency light.

## 7.4.2 Emergency Scenarios

The reasonably foreseeable types of emergencies that could occur at the site, which include, but are not limited to, the following:

* Fire in Office and workshop
* Personal Injury, Medical Emergency and Evacuation

## 8. Fire Emergency

In case of fire alarm, the following steps to be completed

1. Raising the Alarm or Shout ‘Fire, Fire, Fire
2. Evacuate vicinity of fire & immediate protective Response
3. Confirmation of fire
4. Safeguarding Personnel
5. Assessment of situation
6. Immediate Controls Required
7. The EC shall alert Civil Defense if the fire cannot be contained
8. Inform surrounding facilities / communities if required
9. Secure the area
10. Isolate the fire
11. Search & rescue (if required)
12. Contain the fire
13. If fire is contained, inform TQTI Management

Upon notification, the EC will proceed to the emergency scene, confirming the fire event and at the same time making an initial assessment of the fire. The EC will ensure that site alarm is activated. The EC with the help of Emergency team, will ensure that all personnel are evacuated to the muster area and injured personnel are provided with the required first aid/medical treatment (including evacuation, as required). Then, EC shall proceed to the Command and Control Post where he will make an emergency call ‘9999’, providing them with details of the emergency and request of emergency services where required.

* Personnel accounting / status
* Fire Services are required / not required
* Emergency medical services are require / not required
* Emergency is escalating / under control.

NOTE: calling the civil defense if the fire cannot be controlled and you require further support.

## 9. Medical Emergency and Evacuation

The emergency response for a medical emergency as below:

1. Stop the activities
2. Assessment
3. ERP leader to alert 9999 and request for medical services
4. Clear danger
5. Move to the safest assembly point
6. Gather injured personnel data
7. Prepare injured for evacuation
8. ERP leader to document the record of casualties evacuated
9. Carry out procedures for fatalities (if required)

## 10. Training

To achieve an appropriate level of competence in emergency response it is essential that the knowledge and awareness of personnel is of an adequate standard. For most personnel, this constitutes knowledge of emergency telephone numbers and initial actions to take. This information is imparted to all staff during their induction training and via an emergency response leaflet.

HSE Focal Point shall maintain the records of personnel who have received training, and who are eligible for participation in emergency response duties.

The emergency procedure shall be performed by the workforce during induction programs, gate meetings formal meetings ensuring better understanding of the procedure. Emergency plans and Emergency telephone numbers of key personnel shall be displayed in prominent areas. Effectiveness and understanding level of the procedures shall be measured by conducting mock drill/ exercises. Ensure the contingency.

## 11. Mock Drill / Exercise

A drill is a pre-programmed series of actions carried out by a response team or teams to achieve a desired outcome. The objective of drills is to train participants in Emergency plan implementation. Objectives of a Drill:

* To check call out / mobilization times for personnel and equipment
* To provide training and experience for emergency services [Fire / Medical]
* Preparation for more involved exercises
* Fire drills
* Evacuation drills
* To check personnel accounting
* To train against a contingency plan

Drills shall be conducted as per the below schedule

|  |  |
| --- | --- |
| Exercise | Frequency |
| Mock Drill | Twice a year |

## 12.Attachments:

* TQTI-HSE-FO-08 Mock Drill