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	EMERGENCY RESPONSE PLAN	

EMERGENCY RESPONSE PLAN

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INTRODUCTION well done

PURPOSE

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This document details site specific organizational responsibilities, actions, reporting requirements and the resources available to ensure an effective, consistent and timely management of emergencies that may occur on the ICPL Workplace. This includes:

- Details of the procedures used to deal with emergencies affecting the ICPL Site Project Personnel
- Response Team (ERT) personnel in the event of an emergency and how these resources will be coordinated.
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PROTECTION PRIORITIES:

- ICPL protection priorities, in the event of an emergency include:
 - Safety of People;
 - Protection of the Work Place & Environment
 - The safeguarding of ICPL Reputation

PREVENTION:

- The prevention of hazards, accidents, occurrences and emergency situations is documented in the ICPL management system comprising of the following:
 - HSE Policy

PREPAREDNESS

- To ensure the Emergency Response Team and Project Team are adequately prepared and trained for occurrences, processes and procedures in place. These include:
 - Monthly meetings and a minimum of two drills of site emergency processes and procedures, to ensure that each team member understands their role and responsibility.
 - Collecting and collating data and documentation to assist them in implementing their role more effectively. For example, contacts, maps, records, reports, etc.
 - Identifying and maintaining contact details of possible support personnel or organizations that may be of assistance in the event of an emergency.

SCOPE

This plan will be used as a “First Response” guide for all types of occurrences and emergencies that occur on the ICPL WorkPlace.

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RESPONSIBILITIES

The Project Manager shall:

- Review and approve the Emergency Response Plan
- Ensure the plan is effective and drills are conducted
- Review all evacuation drill follow-up reports and implement changes as required
- Provide Coordination with other departments

The HSE Manager shall:

- Notify and coordinate emergency services if required
- Assumes the role of key contact person for emergency reporting
- Assumes control of the situation
- Maintain contact with Senior Management as required
- Collect role call information from the Area HSE Officers at the allocated point and ensure all persons are accounted for
- Ensure all persons are evacuated in the event of an evacuation
- Provide leadership and direction for workers at the worksite
- Appoint personnel for certain tasks to assist in emergencies if required
- Participate in drills and treat as a real life emergency
- Secure the scene for investigation purposes
- Oversee the incident reporting and investigation process and ensure adequate investigation is undertaken

The HSE Officer shall:

- Escalate any notification of emergency to the HSE Manager
- Act as a contact person for persons located within their work area
- Sweep the work areas to ensure all personnel have safely evacuated and report to HSE Manager
- Direct personnel to the muster point
 - Take role call for personnel in work area and report to the HSE Manager
 - Liaise with the HSE Manager/ HSE Incharge and undertake instructions and duties as directed
 - Provide assistance and support at the location of the emergency
 - Initiate the incident reporting and investigation process
 - Assist in securing the scene for the investigation process
 - Participate in drills as required and treat as real life emergency
 - Assist in the post-drill meetings

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The CM & Supervisor shall:

- Cease all activities when requested during an emergency event
- Proceed to the designated muster point, including during a drill
- Respond to all instruction and direction given during an emergency

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- Participate in all emergency drills

PLANNING FOR EMERGENCIES

Project management team shall establish and maintain site-specific arrangements using the following guidelines:

- Prepare an Emergency Response Plan and complete the ICPL Emergency Contacts lists, locations around the project site with a Site Plan indicating assembly points
- Include an effective “Emergency Alert” communication system
- Establish and maintain a safe and effective evacuation route and assembly locations
- Include appropriate and adequate firefighting equipment (extinguishers and signage)
- Appoint a key personnel to take control during an emergency
- Instruct workplace personnel in these procedures and ensure that they are fully aware of them
- Maintain training records of all emergency training
- Conduct “Emergency Drills” to ensure the procedures are effective and that all personnel are familiar with them.
- Establish and maintain appropriate first aid resources and training
- Identify local Doctors/Medical Centers
- Identify and liaise with the local emergency services

EMERGENCY COMMUNICATION

In the event of an emergency, communications shall be via the use Mega Phone and list of emergency contact numbers posted on site notice boards. The HSE Officer shall be notified immediately in the event of an emergency. The HSE Manager shall assess and inform senior management.

MUSTER /ASSEMBLY POINTS

The Site Construction Managers, or site Supervisor, will ensure that adequate emergency access and egress is available to all personnel whilst any work is conducted on the Workplace. The primary assembly point for the Workplace shall be to the Visible Location that will be signposted with the green Assembly Point sign. In the event that this assembly point is not appropriate then the HSE Manager or HSE Officer shall nominate a second assembly point. The location of these assembly points shall be communicated to all workers and visitors during the site induction.

First Aid Points

First aid facilities shall be located in every workplace or near the site office(s). First aid kits shall be easily accessible, First aid kit locations and trained first aiders and contact numbers shall be displayed on site notice boards. First aid kits shall be kept clean and checked and restocked as necessary on a Weekly basis.

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Fire Equipment

Firefighting equipment shall be located in every hot work activity, residence area and in the site office(s). Firefighting equipment shall be easily accessible at all times. Firefighting equipment locations and trained fire personnel and contact numbers shall be displayed on site noticeboards. Firefighting equipment shall be tested and tagged by a competent person every month. Used fire extinguishers shall be promptly removed from service and replaced immediately with a full replacement.

Type of Emergency

- **Medical**

A medical emergency can arise because of a number of factors. They include:

- A persons suffering a medical condition
- Group of personnel receiving injuries due to a natural event

Initial actions upon becoming aware of a medical emergency:

- Notify HSE Officer call on emergency contact number posted on site notice board
- If safe to do so, remain at the scene until assistance arrives
- Do not move the injured person unless there is a life threatening situation
- Keep the injured person warm
- Give first aid to the extent of your level of knowledge and/or training

DRSABCD to save a non-breathing casualty

- **D**ANGER – Check for any danger to self and others before doing anything
- **R**ESPONSE – Check for response from casualty
- **S**END – Send for Help – call on emergency number
- **A**IRWAY – Check, clear and open airway
- **B**REATHING – look, listen and feel for normal breathing
- **C**PR – commence compressions, 30 compressions to two breaths, 100 compressions/min
- **D**EFIBRILLATE – apply automatic external defibrillator if available

Continue CPR until qualified personnel arrive or signs of life return or ambulance arrived

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- **Fire**

HSE Personnel should:

- Alert all persons nearby and request assistance

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- Assist any person in immediate danger (only if safe to do so)
- Notify the Project Manager with the following information:
 - location & size of fire
 - known hazards / or causes
 - any injuries
 - alternative means of entry or approach
- Keep calm.
- Never enter a “fire zone” alone if you are not trained to do so. Always have ‘back-up’ and ensure persons in authority are aware of your location
- extinguish the fire (only if safe & trained to do so)
- if threats to life exist, evacuate immediately
- check that all areas have been cleared & inform the HSE Manager
- maintain control of persons at the evacuation assembly area

Extinguishers:

Water: All red in color. Use for wood, paper & plastic rubbish fires. Do not use electricity, gas or liquid fires.

Foam: Blue band. Use on flammable & combustible liquids, oil, petrol. Do not use electric, gas or oil fats.

Dry Chemical Powder:

White band. Use on most fires including electrical. Not for cooking fat or oil

Carbon Dioxide:

Black band. Use on electrically energized equipment. Not for flammable gas, small wood, paper or rubbish fires or for outdoor use.

Wet Chemicals:

Only used on cooking oils and fats.

Follow **PASS**

Pull pin on extinguisher.

Aim at base of flames

Squeeze the trigger holding extinguisher upright

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Sweep from side to side at base of fire until extinguished

Fall from Height

In the event of a fall from height:

- Supervisor Should Contact HSE Personnel at Site
- In the absence of the HSE Personnel at Site Contact HSE Manager or contact Emergency number posted on Sign Board
- **Rescue Kit** – includes: Safety Harness, Safety Life Line, Soft Rope, Pressure Bandage for Blood Loss, Pocket Knife with Lanyard, Stretcher

Rescue from height rescue procedure:

- remove unnecessary equipment from injured worker
- Rescuers must connect the front of their harness to the front of the injured workers. The injured worker being positioned between the rescuer's legs
- if the injured worker is 'dangling' from a fall from height, and still in their harness, it is imperative they are rescued within 10 minutes, as constriction caused by the harness to blood flow through arteries in their groin can cause serious injury or death
- rescuer then removes as much slack as possible in their line / lanyard now supporting both rescuer and injured worker
- discard or cut free climber's ropes
- Rescuer should fit correctly adjusted harness
- attach lanyard to suitable anchor point strong enough for both rescuer and injured worker
- make sure injured worker is still secure in their equipment and not likely to fall
- commence **DRABC**, call for ambulance
- if injured worker is conscious, try to ascertain extent of injury

Confined Places

- Various hazards mostly invisible are associated with Confined Spaces including: fire & explosion from flammable liquids & gasses, toxic, asphyxiation due to a lack of oxygen, manual handling injury due to lack of space, fumes from welding & combustion engines & vapors from solvents & paints, restricted entry & exit openings.

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- **In the event of Emergency:**

- Supervisor Should Contact HSE Personnel at Site
- In the absence of the HSE Personnel at Site Contact HSE Manager or contact Emergency number posted on Sign Board

Rescue Kit – includes: safety harness, safety life line, self-contained breathing apparatus - SCBA, air respirator, PPE (hearing protection, safety helmets, protective clothing, hand & feet protection, eye protection, masks), fire extinguishers, fire-proof blanket, buoyancy vests,, torches, extension lights, extension leads, & appropriate rescue gear - retrieval mechanisms (tripod & winches) as required, first aid kit.

Rescue Procedure:

If immediate evacuation is required in the event of confined spaces emergency. The following steps need to be followed:

Inform: 1. HSE Officer 2. HSE Incharge 3. HSE Manager

- **Person in Confined Space:** If you fall on a hole or detect suspicious gas, feel eye irritation, headache, dizziness, and shortness of breath or nausea, exit immediately using self-rescue apparatus if appropriate. If unable to exit by yourself, signal distress to the surface attendant.
- **Stand-by Person:** If someone working in the confined space gives a distress signal, follow the emergency procedures below.

Emergency Procedures:

If a person in a confined space requires assistance:

- DO NOT** Attempt a rescue if you cannot protect yourself from the same hazard(s) that have overwhelmed your workmate.
- DO NOT** Attempt any form of rescue by entering a confined space on your own. A rescue can be attempted on your own if it consists of just raising a person on a lifeline by the use of a hand winch.

The Rescue

- Measure air levels using approved monitor prior to entry, during occupancy & exit of confined space
- Check for hazards within confined space & in wider environment

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- Supply rescue kit
- Maintain adequate communication with responsible stand-by person apply airline or breathing apparatus, safety harness & lifeline upon entry & other PPE whilst inside & upon exit of confined space
- Erect appropriate signage and barricades around confined space during rescue

Apply First Aid - commence **DRABC**

Obtain medical treatment.

1. If the rescued victim is unconscious or otherwise incapacitated summon an ambulance. If the victim has been only mildly affected, they may be driven to the nearest public hospital or doctor.
2. Medical opinion must be obtained in every case
3. Once the needs of the patient have been attended to, report the circumstances to your HSE Officer or HSE Manager. An Accident/Incident report or Near Miss/Unsafe Condition Form must be completed to allow the incident to be fully investigated.

● **Motor vehicle Accident**

In the event of a motor vehicle accident occurring in workplace or near the ICPL Premises the first HSE Officer on the scene should proceed as follows:

● **The Rescue**

- Ascertain if any person/s injured – if yes provide first aid , request Ambulance
- If no one is injured and there is no danger, determine if the vehicle/s pose/s an obstruction to normal vehicular traffic flow or falls on the excavated area. If yes, request mechanical team for help

● **Serious Crime / Acts of Terrorism/Acts Of Violation**

Person encountering violent or threatening person

- 1) Immediately notify Security
- 2) Do not argue with Suspected Person
- 3) Move away from the person and alert others to move away also
- 4) Do not try to be hero
- 5) Do not attempt to physically subdue the Suspected Person
- 6) Remember that ensuring your physical safety is the primary goal

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Inform the about the Situation Security or call to Security representative it is necessary that all Security Incharge or Admin/ Security Manager posted on Site notice board and Site Office notice board

- Exact location of the incident
- Is the person armed
- Does the person appear to be affected by drugs or alcohol
- Name and location/contact number of the informant

If a violent/threatening person is armed with a firearm or other weapon capable of causing death or injury to others:

The Rescue by the Security Personnel's

- In such cases, the ICPL Security Personnel should authorize the restraint of the suspected perpetrators(s), taking any reasonable measures of restraint to safeguard the safety of personnel on site.
- In cases of violence, if the suspect is not already under restraint, restrain and detain in custody. This shall be done even if the suspect is no longer violent to protect the suspect

or other personnel. Persons suspected of being under the influence of drugs or alcohol shall be examined by medical staff as soon as possible and allow the medical staff to diagnose the cause of the abnormal behavior rather than assume, the cause may not be related to either drugs or alcohol but some other complaint or hand over to local police authorities to handle the matter

- **Bomb Threat Emergency**

If a suspected explosive device is found

1. Never ignore the threat
2. do not touch/disturb object
3. clear the area
4. notify a Admin/Security Incharge immediately
5. follow the instructions given
6. prevent all persons from entering the area
7. Evacuate people from the suspected location
8. Contact Police soon as possible



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DRSABCD Action Plan

In an emergency **Call on Emergency Number** ask for an ambulance

D DANGER

Ensure the area is safe for your self, others and the patient



R RESPONSE

Check for response—ask name—squeeze shoulders

No response

Response

Make comfortable

Monitor response



S SEND for help

In an emergency **Call on Emergency Number** ask for an ambulance or ask another person to make the call



A AIRWAY

Open mouth—if foreign material present

Place in recovery position

Clear airway with fingers



B BREATHING

Check for breathing—look, listen, feel

Not normal breathing

Start CPR

Normal breathing

Place in recovery position

Monitor breathing



C CPR

Start CPR—30 chest compressions : 2 breaths

Continue CPR until help arrives or patient recovers



D DEFIBRILLATION

Apply defibrillator if available



9. Do not allow enter any person to enter in suspected location

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