

EXPLO National Manual of Assets and Facilities Management Volume 14 Chapter 1

Emergency Management Introduction Guideline

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1.0 PURPOSE

The purpose of the National Manual of Assets and Facilities Management (NMA&FM) is to assist in the development and standardization of operations procedures across all Government entities which will enable consistently efficient operation of facilities. This volume focuses on the field of Emergency Preparedness and specifically, the importance of having an Emergency Operations Manual (EOM) as a useful means of Emergency Management.

The volume provides guidance regarding obligations and requirements which should be contained within an EOM to ensure the protection of people and assets and consistent quality and security of supply during emergency incidents.

The intention is to provide a robust reference for Entities to use in creating their own documents and processes and when engaging with external parties for the delivery of services.

2.0 SCOPE

The Entity shall use the Emergency Management volume as the basis for developing its own internal operating procedures. Aspects of the volume can also be utilized to assist in communications and procurement activities. For example, dealing with the press or establishing a framework agreement for Emergency Management services.

The Emergency Management volume defines minimum requirements to be followed by the Entity when handling an EI. An Entity may choose to build upon the content of the volume to reflect any unique specialized systems or operations, while maintaining the purpose and intent of the overall manual.

Applying the content of this volume will support safe operation of facilities during an Emergency Incident (EI) and will ensure that they remain compliant with latest standards and best practice.

The volume will be updated periodically to reflect changes that are likely to occur (e.g. through new legislation, revised standards, innovative practices, or user feedback). References have been provided wherever possible to direct users to the specific requirements of any decree, standard, or regulation as a point of reference where only a summary is provided within the volume. While the volume offers guidance in applying standards, all standards referenced herein should be consulted directly to ensure that guidance remains relevant, even if the standard has been updated.

Volume 14 features four chapters as follows:

- Chapter 1: Introduction
- Chapter 2: Emergency Management Procedure
- Chapter 3: Emergency Management (Action) Plans
- Chapter 4: Emergency Exercise & Drills Procedure

3.0 DEFINITIONS

For a full list of definitions, the user should consult ENT-E00-GL-000001 Expro Definitions and Acronyms Guideline. This guideline is cited within the References Section of each chapter.

The purpose of the following table is to provide a list of standard definitions and acronyms which are used in the procedures, processes, guidelines, templates, and checklists issued by Expro.

Term	Definition
EI	Emergency Incidents
Entity	A business organization, public institution, or area of activity
EOM	Emergency Operations Manual
Facility	Facility building and/or enclosed or unenclosed industrial processes as well as all its associated out buildings



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NMA&FM	National Manual of Assets & Facilities Management
Operation	An active process, task, or discharge of a function
Plan	A detailed proposal for doing or achieving something
Procedure	Documents that provide information about how to preform interdepartmental activities and processes consistently. Procedures are used to manage and control activities such as tasks preformed across different groups or functions such as engineering, procurement, document control etc.

4.0 REFERENCES

The Emergency Management volume and chapters within have been prepared using relevant standards, legislation, and best practice (determined by the international world-class team responsible for preparing the NMA&FM). References to specific standards and legislation are provided within the References Section contained within each chapter. As far as is reasonably practicable, standards and legislation referenced within each chapter should be followed as a minimum. However, standards and legislation referenced within each chapter may become superseded due to latest Royal Decree, regulatory changes, revised standards, innovative practices, and new technologies. Therefore, Expro should be consulted to ensure that the most up-to-date and accurate information is used.

5.0 RESPONSIBILITIES

The users of the volume are responsible for ensuring that they follow the advice and guidelines as documented within the entire NMA&FM. Complete, full, and proper research is required by the user to ensure they remain compliant and safe within their own operations. The user is responsible for ensuring that they are following latest standards and best practice.

6.0 PROCESS

The volume features four chapters.

6.1 Chapter Summary

The chapters are summarized as follows:

1. **Chapter 1: Introduction (this Chapter)** – Summary of content contained within the Emergency Management volume including its purpose and scope
2. **Chapter 2: Emergency Management Procedure** – A comprehensive procedural guide on how to create an EOM
3. **Chapter 3: Emergency Management (Action) Plans** – Guidance on how the user can create their own unique emergency plans and sample emergency plans to relate the process
4. **Chapter 4: Emergency Exercises & Drills Procedure** – Guidance on how to test emergency plans and the wider content of the EOM through execution of emergency exercises and drills

6.2 Chapter 2: Emergency Management Procedure

This chapter enables production by the Entity of an EOM, which is tailored to the needs of the Entity, optimized, and made fit-for-purpose.

The procedure is prescribed for everyone working within the Entity, irrespective of their position. It is designed to be scalable depending on the size of the Entity, and the sector (i.e. healthcare, parks & recreation, schools & universities, roadways, housing, municipalities, and offices) in which it is applied. The procedure includes useful templates and examples of job cards to support implementation of the procedure and ultimately, assist the Entity with the development of its own EOM.



6.3 Chapter 3: Emergency Management (Action) Plans

This chapter offers sector-specific guidance on how to develop entity-specific Emergency Management Plans as part of an EOM. Plans are the instructions needed for the users to complete the actions which will outline priorities, objectives, and tasks aligned with a range of foreseeable Emergency Incidents. Supporting the chapter are six sector-specific sample Emergency Management Plans.





6.4 Chapter 4: Emergency Exercise & Drills

A separate procedure for Emergency Exercises & Drills has been prepared to enable each Entity to plan and deliver business-specific emergency exercises and drills. These are used to test and develop the efficiency and effectiveness of the Emergency Management Plans and the wider content of the EOM. This guidance document defines different types of exercises and drills, and describes their component parts, thus, enabling the entity to fully test its own levels of emergency preparedness.

7.0 METHODOLOGY

Each volume of the NMA&FM has been created by a team of world-class experts in their field using relevant standards and best practice knowledge based on decades of experience.

To ensure that the Entity is compliant with Royal Decrees, local standards, and regulations and to support the Entity's decision-making process associated with the operation and maintenance of facilities, four tiers of linguistic classification have been used within the NMA&FM as follows:

-  **Shall.** This is a mandated instruction which must be followed or adhered to (e.g., a Royal Decree, in country standards such as the Saudi Building Code).
-  **Should.** This is an instruction or piece of information which is important and, while it may not be mandated to follow the advice, it is advisable to follow (e.g., international standards which are considered legislation in other countries).
-  **Consider.** This refers to advice or an instruction which is considered to be important, is worth following, and fits well for the purpose intended.
-  **Advise.** This generally refers to good practice and entails practical advice intended to raise standards and enhance quality.

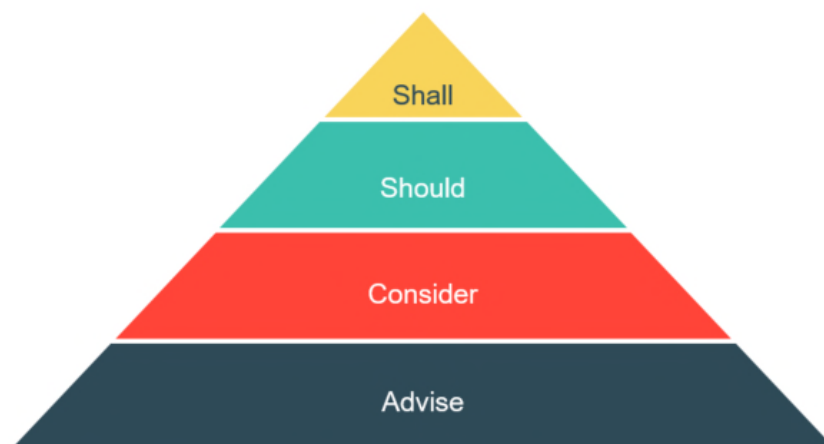


Figure 1 – Methodology