

National Manual for Assets and Facilities Management Volume 10, Chapter 3

Emergency Preparedness Procedure

Document No. EOM-KSS-PR-000014 Rev 001



Emergency Preparedness Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	28/03/2020	For Use
001	18/08/2021	For Use



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1.0 PURPOSE

The purpose of this procedure is to describe the actions personnel require to take in an emergency and provides direction on how to develop Facility Specific Emergency Plans to prepare personnel to provide a suitable response to an emergency if needed.

Such plans, when followed, will minimise personnel exposure to potentially dangerous situations and minimise property damage.

2.0 SCOPE

The scope of this procedure applies to all Government Facilities and the personnel engaged in working or accessing those Facilities throughout the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
HSE	Health, Safety, and Environment
IMT	Incident Management Team
IW	Incident Warden
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
SCBA	Self-Contained Breathing Apparatus

4.0 REFERENCES

- OSHA 29 CFR 1910 - Requirements for Emergency Response and Preparedness.
- EOM-ZE0-GL-000001 - Emergency Management Introduction Guideline.
- EOM-ZE0-PL-000001 to EOM-ZE0-PL-000006 - Emergency management plans for sectors
- EOM-ZE0-PR-000001 - Emergency Management Procedure
- EOM-ZE0-PR-000002 - Emergency Exercises and Drills Procedure
- EOM-ZO0-PR-000004 - Natural Phenomena Hazards Mitigation Procedure

5.0 RESPONSIBILITIES

5.1 Facility Manager or Contractor Responsible

The Facility Manager or Contractor Responsible for ensuring that emergency plans and business continuity plans are in place and tested, he is also responsible for ensuring the resources, training and materials/equipment are available for the implementation, execution and management of this procedure. Designate and train personnel who will take command of all emergencies.

5.2 Contractor and/or Contractor responsible (if applicable)

- Implement and manage all aspects of emergency response.
- Communicate the applicable sections of the procedure to all personnel involved.
- Support all identified emergency response arrangements.
- Manage and report on emergency response exercises.
- Provide suitable equipment and resources to effectively manage an emergency.

5.3 HSE Responsible

- Provide and develop emergency procedures.
- Initiate and provide information on training requirements and ensure execution and revision of training.
- Review procedures periodically to ensure they are adequate.



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- Initiate the procurement of equipment required to perform an emergency.

5.4 Emergency Response Coordinator

- Assigns Muster point locations and maintains the site specific emergency plan.
- Coordinates the equipment and resource requirements and may include training of personnel.
- Develops and maintains an Emergency Call-Tree.

5.5 Employees and Visitors

- Report all incidents and emergencies immediately.
- Obey all safety and information signs.
- Follow all instructions given by Wardens, which includes but not limited to the following:
 - Obey directions to provide aid at the scene.
 - Assist persons with disabilities when asked to do so.
 - Report to Warden at the assembly/muster Point for roll call.
 - Remain at the Muster Point until instructed to leave.

5.6 Incident Management Team

The Incident Management Team (IMT) consists of the appropriate management and technical expertise to quickly and effectively respond to emergency events. The size and roles of various members will depend on the size of the event. In which case certain personnel may assume multiple rolls.

The IMT is responsible to oversee the implementation of the following:

- Review strategies in place in managing emergencies.
- Review the effectiveness of emergency preparedness exercises and any need for improvement.
- Development and review of a Business Continuity Plan or equivalent.

The IMT is responsible during an emergency event for the following:

- Provide strategic direction.
- Determine response priorities.
- Ensure that emergency response operations are carried out in a safe manner.
- Provide guidance on tactical response matters better handled at IMT level.
- Take the lead in conducting long/ short term planning and reacting to changing conditions.
- Manage and log information.
- Arrange for services necessary to sustain emergency response operations.

5.7 Incident Warden

The Incident Warden (IW) leads the overall management of emergencies and is responsible for the following:

- Leads the IMT.
- Allocates the resources.
- Assigns duties to IMT.

6.0 PROCESS



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6.1 General Requirements

Depending on the scope of work, an emergency may result from, but not limited to, any one of the following:

- A gas fire.
- Explosion.
- Flood.
- Storm.
- Personal injury.
- Toxic release, or spill.

Personnel will be notified of an imminent or actual emergency, by the activation of an alarm system or equally effective system. An alarm system will be installed to warn of an emergency. Where applicable, a remote toxic vapour release alarm will be installed to warn of a toxic release.

6.2 Emergency Actions – General

All personnel are required to be trained and familiar with their emergency action responsibilities, namely:

- Use radios and/or telephone systems only for communication of specific instructions regarding the emergency.
- The line of communications.
- Locations of the areas assembly/muster points.
- First aiders
- Crowd control

Personnel that are not directly involved in the emergency will take note of the direction of the wind and proceed across/upwind to the nearest assembly/muster point. (Note: this action generally applies to toxic/spill release or fire emergencies. Await further instructions/directions from the assembly/muster warden after reaching this point. Assembly/muster points will be communicated by signage and familiarisation

6.3 Emergency Actions – Facility Specific Objectives

All facilities shall ensure that their specific Emergency Action Plan considers the following objectives:

- Protection of employees and public.
- Methods of controlling and containing the source or agents creating the emergency.
- Managing and mobilising support and resources.
- Protection of the emergency team.
- Preservation of life of care of any casualties.
- Protection of property.
- Reinstatement and returning to normal business.

6.4 Reporting the Emergency

- The Facility Specific Emergency Action Plan (See EOM-ZE0-PL-000001 to EOM-ZE0-PL-000006 - Emergency management plans for sectors) will include all the appropriate reporting and notification requirements. These should include specific names of individuals and the organisation/Department they work in. Their contact details shall be included in the plan for the following reasons but not limited to:
 - In case of a serious injury.
 - In case of fire or any hazards (e.g., explosion, gas leaks).

7.0 EMERGENCY PRE-PLANS

Plans shall be developed for the following types of emergencies:



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- Medical
- Toxic and Flammable Gas Release.
- Fire/Explosion.
- Structural Collapse.
- Extreme Weather.
- Failure of Utilities.
- Natural disaster.
- Unexploded Ordnance.
- Water Rescue.
- Rescue from height.
- Location Evacuation due to Threat and Hostilities.

For each of the emergency scenarios identified, the following protocol should be followed when developing Pre-Plans:

- Objectives of emergency – Secure personnel.
- Sound alarm.
- Evacuation areas
- Complete Assembly and accounting of Personnel.
- Recovery of casualties.
- Identify exclusion zones.
- Complete risk assessments relating to recovery/demolition or Investigation activities.
- Provision of additional resources.

The above is a selection of steps to be taken in an emergency. The process is to execute scenarios associated with an incident or emergency situations to ensure that emergency teams have the appropriate tools and equipment to effectively recover/assist personnel and for the protection of facilities and the environment.

8.0 COMMUNICATIONS

The Facility Manager of Contractor responsible to establish enough communication equipment to provide the team with enough hardware and information to handle incidents. The Facility Manager of Contractor responsible also to establish a suitable equipped Command Centre in an appropriate facility location. The Command Centre will be equipped with communications systems able to link directly to site response personnel. Radio telecommunications, two telephones (one dedicated to incoming calls) shall be incorporated into the plan.

An Emergency Action File is to be in the Command Centre at all times for reference, as a minimum it will include:

- Call-out lists.
- Emergency Services telephone numbers.
- Mutual-aid responders.
- Environmental Agency local contacts
- Roster of facility Emergency response personnel with level of training.
- An emergency lighting system.
- A copy of latest Emergency Procedures.
- Control message pads and Action Log Sheets.

Any Facility Security Staff will provide staff support for the Command Centre.

Emergency Alarms and signals will be used to alert employees of any emergency.

Codes may be utilized for different emergencies.

Alarm activation stations as well as horns/whistles (as applicable) will be installed across the Facility.

Emergency Assembly points will be arranged and clearly identifiable by instructions and signs.

The deputy will respond to all emergency calls. They will liaise with the Incident warden, and provide regular situation reports to the Control Center.



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9.0 DEVELOP RESOURCES

All Facility's shall ensure that proper preparedness has been assessed and that all resources required for any identified emergency are trained sufficiently and available. Consideration shall be given to the following:

- Command Center has been established in an appropriate location and is suitably equipped.
- Communication system is available and functional in the Command Center and emergency assembly points.
- Emergency Call-out lists available.
- Equipment, Materials and Transportation are available in the Command Center.

9.1 Equipment, Materials and Transportation

The following items shall also be considered based on Facility size and requirements and the results of the risk assessment(s):

- Mobile communications and signaling equipment.
- Firefighting requirements.
- Rescue equipment (stretchers, wheelchairs, blankets etc.).
- Self-contained Breathing Apparatus (SCBA), chemical protection suits and hoods.
- Emergency lighting requirements.
- Fully equipped ambulance or facility.
- Rescue craft.
- Independent VHF, UHF radio communications.
- Environmental Emergency Response requirements (carrying shovels, buckets, plastic bags, plastic sheets, absorbent materials, etc.).
- In addition, mobilization plans for cranes and other heavy equipment should be developed.
- All-terrain vehicles for prevailing weather rescues.
- Appropriate personal protective equipment (PPE).
- A list of staff, pool cars and buses should be kept current and drivers nominated for forced location evacuation.

10.0 EVACUATIONS

10.1 Emergency Assembly Points

The number, location and type of Assembly Points will be established based on the type and size of the facility. Emergency Assembly Points will be arranged and be clearly identifiable by signs. Employees will have been advised on the locations and the reporting procedures (head-count) during induction.

Options for evacuation from the assembly area should be prepared for the event, if the assembly area is exposed to a hazard, then additional shelter/resources are required.

10.2 Evacuations (other than medical emergency)

These requirements pertain to two types of emergency situations that can occur at the project requiring evacuation (other than medical emergencies):

- Fire, explosion, natural hazard, or other emergency that does not result in the release of toxic Vapours.
- Emergency situations that result in the release of toxic Vapours.

10.3 Non Hazardous Vapour Release

In emergencies not involving release of Hazardous vapors, communication will be made to all personnel. Personnel will then:

- Check the wind direction (flag, smoke).
- Listen to the alarm system codes to determine if their area is affected.
- If in affected area, move quickly out of affected area into an open area using extreme caution.



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- Travel by foot to the closest designated assembly area and report to a Muster Warden or deputy, and then wait for instructions from the Assembly Point Coordinator.

10.4 Hazardous Vapour Release

In emergencies involving release of toxic or hazardous vapors, communication will be established between all personnel. Personnel will then:

- Listen to the alarm system, as appropriate, to determine if their area is affected.
- If the affected area outside of your building, personnel shall remain in the building.
- Extinguish or turn off all ignition sources (welding or cutting machinery, vehicles, etc.)
- Check the wind direction (wind sock, flag, smoke, etc.)
- If the emergency in your area, evacuate crosswind or upwind to the designated assembly point as specified.
- Travel by foot to the closest upwind designated assembly area and report to the Muster warden or deputy, and then wait for instructions from the assembly point coordinator.

The Assembly Point Coordinator or designee is responsible for taking roll call, establishing the status of all personnel, and providing internal notification to the Command Center if applicable.

11.0 TRAINING

Each new employee will receive training on the basic requirements of this procedure upon mobilising to a Facility.

- There will also be Toolbox meetings to periodically emphasize the requirements of this procedure.
- Retraining will be required when there is a change to the Emergency Action Plan.
- Exercise and drills will be performed with all key personnel to ensure everyone is aware of their responsibilities which shall include evacuation routes, alarms, assembly points, and personnel accountability.
- Timing criteria will be established to measure effectiveness.

11.1 Selection/Training of Emergency Response Team

The management should select suitable personnel to train for supervisor rolls as emergency team members. Consideration shall be given to:

- Previous experience/training.
- Willingness to participate, (volunteer).
- Job duties/capabilities/knowledge.
- Physical fitness.
- Intelligence.