## DOCUMENT REVISION HISTORY

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1.0 OBJECTIVES

The purpose of this procedure is to establish and maintain a system for carrying out emergency preparedness and response actions within the premises of the company and areas of its operations, with the aim of minimizing the impacts of emergency situations on the environment, including risks & injury to employees, subcontractors, general public and other interested parties.

2.0 SCOPE

This procedure is applicable to all emergency situations which can have significant impacts to the environment, including occupational health & safety risk to employees and other personnel working for or in behalf of the ALMANSOORI SPECIALIZED ENGINEERING in conformance to its Integrated Management System; and the requirements of ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 standards.

3.0 DEFINITION OF TERMS

3.1 Incident – a work related event(s) in which an injury or ill-health regardless of severity or fatality occurred, or could have occurred.

3.2 Risk – a combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be cause by the event or exposure.

3.3 Nonconformity – a non-fulfillment of a requirement.

3.4 Corrective Action – any actions taken by the concerned department to eliminate the cause of the identified non-conformities in order to prevent its recurrence.

3.5 ERT – Emergency Response Team; a group of employees trained in responding and handling different types of emergency situations or scenarios.

3.6 PPE – Personal Protective Equipment.

3.7 IMS – refers to the “Integrated Management System”, which is a type of management system that addresses the requirements of ISO 9001, ISO 14001 & OHSAS 18001 standards.

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3.8 **MR** – Management Representative, a person appointed to manage and monitor the implementation of the organization’s IMS.

3.9 **MSE** – refers to AlMansoori Specialized Engineering

### 4. RESPONSIBILITIES & AUTHORITIES

4.1. The Chief Executive Officer is responsible for providing resources related to the effective implementation of the company’s emergency preparedness and response plan.

4.2. The MR and Corporate HSE Manager are responsible for ensuring that this procedure is executed consistently and effectively throughout MSE.

4.3. The Incident Commander is responsible for handling and managing the Emergency Response Team (ERT) and implementing the emergency response procedures.

4.4. Members of the Emergency Response Team (ERT) are responsible for ensuring proper implementation of the company’s emergency response plans.

### 5.0 PROCEDURE

#### 5.1 Emergency Scenario Identification

5.1.1 The Corporate HSEQ Manger, in co-ordination with other departments, shall identify all potential emergency situations or scenarios arising from the risk assessment associated with the company’s activities, operations and processes, including the means to eliminate, control and minimize the hazards and risk associated with it.

5.1.2 All identified emergency scenarios shall be developed, registered and maintained using the “Facility Specific Risk Register”, specifying the activities, operations and processes including the hazards, risks and appropriate controls.

#### 5.2 Emergency Response Team
5.2.1 An Emergency Response Team (ERT) shall be formed and maintained to ensure the company’s readiness in the event of incidents and other emergency situations affecting the environment and the health & safety of all personnel.

5.2.2 The ERT shall be headed by an assigned “Incident Commander” and shall be organized in accordance with Appendix 1 – “Emergency Response Team Structure”, which identifies the key emergency responders in the overall Emergency Preparedness & Response Plan (EPRP).

5.2.3 Members of the ERT shall be qualified and trained in matters related to emergency preparedness & response actions to mitigate severe impacts to the environment and its associated risk in the event of its occurrence. Emergency trainings shall be planned and coordinated by the Head of HSE Department with qualified trainers.

5.3 Emergency Classification & Notification

5.3.1 All emergency situations will be assessed by the Incident Commander and Corporate HSEQ Manager who shall determine the level of emergency according to the classification specified in Appendix 2 – “Emergency Classification”.

5.3.2 Appropriate communications shall be performed by the Head of the HSE Department with all relevant authorities depending on the classification level of emergency.

5.3.3 For Level 2 & Level 3, the Corporate HSEQ Manager shall notify Civil Defense, Mutual Aid Response Team Leader, Police and other concerned agencies. The notification should clearly identify the level of emergency scenario and sufficient information for any foreseeable assistance requirements.

5.4 Communications & Emergency Information Flow

5.4.1 Communication lines through radios, telephones and mobile phones shall be accessible, readily usable and maintained to facilitate proper communication with relevant authorities.
5.4.2 In addition, emergency contact numbers of key personnel, including ambulance, police and fire departments shall be posted for quick reference.

5.4.3 All occurrences of environmental and OH&S emergency situations and incidents shall be communicated immediately to the Head of HSE Department, MR, and/or the Managing Director.

5.5 Emergency Drills

5.5.1 The Corporate HSEQ Manager, in coordination with the MR and Chief Executive officer, including all other departments in the organization, shall plan and conduct company-wide emergency drills at least once every 6 months.

5.5.2 Emergency drills shall cover all but not limited to different types of emergencies as follows:

- Evacuation;
- Fire fighting;
- First aid;
- Chemical spills/leaks.

5.5.3 Designated fire exits and evacuation areas (or “assembly points”) within or near the company premises shall be clearly marked and made clear to all personnel. Selected and assigned personnel (referred to as “fire wardens”) shall supervise the evacuation, including headcount.

5.5.4 Where appropriate, an evacuation plan and vicinity map or site layout shall be posted in strategic locations of the company premises for the general awareness of everyone. The maps should show evacuation routes, recovery routes, closest exits, fire protection equipment location, eye wash and shower station, spill control station and whatever is applicable. All employees should follow these instructions and be familiar with the evacuation map.
5.5.5 If planned results are not achieved, appropriate corrective actions shall be planned and carried out in accordance with “Corrective & Preventive Action Procedure”.

5.5.6 The HSEQ Department shall prepare and maintain records of “Emergency Drill Report” (F-644) duly signed by the MR and/or Corporate HSEQ Manager.

5.6 Emergency Equipment Monitoring & Inspection

5.6.1 The Corporate HSEQ manager shall ensure that appropriate emergency equipment is provided, deployed and easily accessible in strategic areas of the company premises, where a potential environmental emergency and associated risks could potentially occur.

5.6.2 Emergency equipment shall cover all but not limited to the following:
   - Fire Extinguishers
   - Fire Alarms
   - Fire Hose
   - Emergency Lights
   - Spill kits (in the event of chemical/oil spills)
   - First Aid Kit

5.6.3 The Corporate HSEQ manager and/or its assigned staff shall periodically check and monitor all emergency equipment using the “Emergency Equipment Monitoring Sheet”. Frequency of inspection and maintenance shall be specified in the list.

5.6.4 It shall be the responsibility of the Corporate HSEQ manager and his designated staff to ensure that all emergency equipment are in good operational condition and easily accessible in the event of an incident and other emergency situation.

5.7 Handling Chemical/Oil Spills

5.7.1 The guidelines below shall be used in environmental emergencies such as oil or chemical spills and leaks resulting from improper
handling, accidents and explosions that pose immediate danger to employees and environment:

a. For minor spills, clean the spills or leaks with absorbent materials and put the contaminated materials in a hazardous waste bin.
b. For major spills, call the ERT and report immediately the matter to Incident Commander and the Corporate HSEQ manager.
c. Then identify the type of chemical or oil spilled in the area and determine the source of all spills or leaks.
d. Use appropriate protections in handling spilled chemicals or oils.
e. Stop the source of leaks or spills.
f. Cover or dike drains to keep spilled chemicals out of the water supply.
g. Remove or block-off reactive materials in the area/floor.
h. Contain the spill or leaks using the techniques that best fit the situation.
i. For oil leaks, place an empty container under the source of the leak.
j. Tie-up the pipe or hose where a chemical comes out.
k. Replaced the defective pipe or hose.
l. Put the leaking container in a recovery or inside another container.
m. Rotate or shift the container to a position that stops the leak.
n. Use appropriate absorbent materials to remove the spills or leaks.
o. Limit the spill or leak to as small an area as possible.
p. Contain the spill chemicals within a salvage drum.
q. Remove the contaminated clothing & dispose them accordingly, then shower.
r. Decontaminate any tools used in the removal and clear-up of hazardous materials.

5.7.2 ERT shall ensure that appropriate PPE (Personal Protective Equipment) is used when handling chemical or oil spills.

5.8 Handling Fire Emergency
5.8.1 The person who discovered the fire shall promptly report the matter to any ERT member, Incident Commander and/or the Corporate HSEQ manager through telephone, mobile phone or any other means of communication.

5.8.2 In the event of fire, the following guidelines shall be as follows:

a) Call the ERT and report the location of fire.
b) Use the nearest fire extinguisher.
c) Wait for announcement.
d) Move out of the affected area.
e) Press the fire alarm.
f) Or shout “fire, fire, fire!”

5.8.3 Upon receipt of emergency call, the ERT shall respond immediately and shall act according to the following:

a) Use firefighting techniques.
b) Responds to emergencies as required.
c) Initiate orders and command activity with firefighting.
d) Call external Fire Department if the situation is out of control.
e) If situation is getting worse, evacuation shall be planned upon HSE’s recommendation and approval of the Chief Executive Officer.

5.8.4 The ERT and/or designated personnel (referred to as “fire wardens”) shall direct and lead all personnel/workers towards the designated evacuation area (or “assembly point”). Employees and visitors shall follow the following evacuation guidelines:

a) Proceed to the nearest exits or stairs.
b) Walk fast. Do not run.
c) Proceed to the designated evacuation area.
d) Do not go back to get personal items.
e) Wait for a further announcement.

5.8.5 The Corporate HSEQ manager, in consultation with the MR and Incident Commander shall make a recommendation if there is to be a
suspension of work, and shall take any necessary action if suspension is announced.

5.9 Handling Injury/illness of Personal

5.9.1 In case of serious injured:

a) Shout for help.
b) Recover the injured person and administer first Aid as per injury treatment.
c) Do not attempt to move the injured person if you are not aware of handling back or neck injuries.
d) Call the ambulance: 998 and report the accident to the management as well as to control room.
e) If the injured person conscious ask if can walk, transport him to the nearest hospital.
f) If injured person is unconscious wait for the arrival of the rescue team

5.9.2 In case of illness:

a) Inform the supervisor.
b) The Supervisor or first aid nominated person must transfer the sick person to the hospital for proper medical treatment.
c) If vehicle not available call : AMBULANCE: 998

5.10 Reporting & Meeting

5.10.1 The Corporate HSEQ manager, MR and other relevant personnel shall review and discuss any reported incident and shall plan corrective measures to avoid recurrence of the same environmental and OH&S emergency situation and incident.

5.10.2 Emergency procedures shall be reviewed and revised as necessary to reflect continual improvement on the company’s emergency preparedness and response plan.
5.10.3 All matters discussed shall be communicated to all employees, contractors and other person working for or on behalf of the company through meetings and bulletin boards for general awareness.

6.0 ATTACHMENTS

6.1.1 Table 1 – “Emergency Response Team Structure”.
6.1.2 Table 2 – “Emergency Classification”.
6.1.3 “Emergency Drill Report” [F 644].
6.1.4 “Emergency Equipment Monitoring Sheet”

Table 1
EMERGENCY RESPONSE TEAM STRUCTURE

- HSE OFFICER
- INCIDENT COMMANDER
- FIRST Aid Team
- FIRE EXTINGUISHING TEAM
- CHEMICAL HANDLING TEAM
- SECURITY

First Aid Team:
- Performs first aid to injured persons;
- Maintains first aid kit.

Fire Extinguishing Team:
- Performs fire fighting against accidents caused by fire.
- Maintains emergency equipment (e.g. fire extinguishers, fire hose, fire alarms, etc.)

Chemical Handling Team:
- Performs clean-up and containment action in the case of chemical/oil spills and leaks.
- Maintains emergency equipment (e.g. spill-kits)
Safety & Security Team:

- Secures the premises and company properties especially in the event of emergencies.

### Table 2 – EMERGENCY CLASSIFICATION

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<th>LEVEL OF EMERGENCY</th>
<th>DESCRIPTION</th>
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<tr>
<td>Level 1</td>
<td>An emergency has occurred and can be controlled by the company’s ERT.</td>
</tr>
<tr>
<td>Level 2</td>
<td>An emergency has occurred. However, the situation is not under control but is confined within facility premises. The emergency is confined to a small area or to a fixed site and does not posed a threat of spreading to a larger area or off-site. The company’s ERT shall take the necessary response for controlling the situation.</td>
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<tr>
<td>Level 3</td>
<td>An emergency has occurred where the situation is not under control and protective action may be necessary to protect the surrounding or offsite area. A site area emergency involves events in process or which have occurred that result in actual or likely major failures of plant safety functions. The company’s ERT together, Civil Defense, Police and other Agencies shall take the necessary response for controlling the situation.</td>
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