

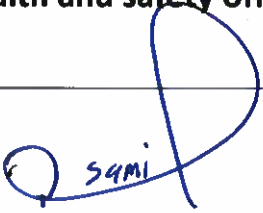
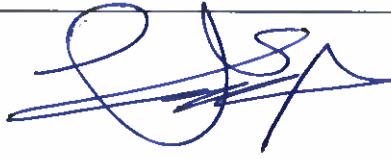
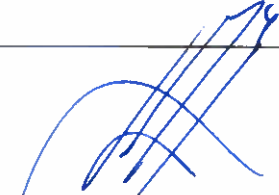
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شركة عُمان لتطوير المنطقة الاقتصادية الخاصة بالدقم
Oman Company for the Development of Special Economic Zone at Al-Duqm

EMERGENCY RESPONSE PLAN

| DOCUMENT | | |
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1. Introduction

All the efforts made in the emergency response program to take care of the emergency situation arising in the Tatweer office and communicate to team about the requirement of this program. TATWEER a subsidiary company of SEZAD & understood the requirement of such program to address its employees for the requirements during their coexistence in office.

The type of emergency can be expected and how to report, how to monitor and control during the working day. This also guides the minimum requirements to meet the emergency situations in the office and reporting procedures in case of accidents and incidents.

2. Scope

This standing instruction applies to all employees working in Tatweer office and visitors.

Any accident /dangerous occurrence or near miss shall be notified to the HSE Unit.

All incidents shall be reported immediately to HSE Unit.

3. Definitions

a. Minor Accident / Injury – (First Aid Cases)

An injury resulting from an accident, which requires treatment, but does not affect the injured person's capacity to carry on with his normal work.

An injury that requires significant attention from a qualified doctor and need treatments such as stitches, removal of embedded matter etc.

b. Dangerous Occurrence

Any incident that may cause or may not cause any significant effect /damage to the employees or plant equipment's, material or environment.

c. Restricted workday injury

An injury that requires significant attention from a qualified doctor and need treatments and may not permit him to do the regular work what he was doing earlier and does some other job without absent. (Or being put on "light duties" and being unfit to carry out their normal job for more than 3 days.)

d. Lost Time Accident / Injury.

A lost time injury is a work-related injury resulting in the employee being unable to attend work on the next calendar day after the day of injury.

e. Fatal Accident (Reportable)

An accident, which results in death of an employee at works or away from and may or may not cause any significant effect /damage to the plant equipment's, material or environment.

f. Environmental Incident

An incident, which causes or having potential to cause damage to the natural/environment in the work place and surroundings.

h. Occupational Disease

Any abnormal condition to a person, caused by exposure in the work environmental, work postures, nature of job, associated with his employment. It includes acute or chronic illness or diseases, which may be caused by inhalation, absorption, ingestion or direct contact.

i. Dangerous Occurrences, Reportable Incidents

Any incidents come under the classification of Dangerous Occurrences / Reportable Incident or Environmental Incident must be reported to HSE Manager. HSE

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Manager will arrange for the investigation and shall submit the report to Head committee.

j. An Accident

- First Aid Accident:
 - In case of first aid accident, the injured shall report to the HSE Unit. After providing the first aid by the concerned person will then decide for further action. If the injured cannot move, the HSE shall refer to the nearest hospital.
 - After the medical attention given the injured is either declared to go for work or he may be transferred to another govt. hospital who will be decided by the medical officer.

- Serious Injuries:

HSE shall arrange an ambulance/emergency vehicle at Tatweer office to take the injured to the hospital. First aid is given by the doctor and then transferred to the nearest hospital.

- Fatal Accident:

The HSE will arrive to office with emergency vehicle and he will decide further action. NO ONE SHALL DECLARE DEATH UNLESS THE DOCTOR CERTIFIES IT.

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4. Emergency Services at Tatweer office

Emergency Equipment

HSE unit will be facilitated with safety and emergency related equipment, including but not limited to: -

- First Aid Boxes
- Fire Extinguishers
- Firefighting equipment like fire blanket.
- C.B.R

5. PROCEDURE FOR REPORTING AN INJURY / ACCIDENTS

(I) In Case of Electrical Shock

- Immediately put off the power supply and ensure there is no live line contact. (remove the injured from the live conductor circuit with the help of a dry piece of wood or cloth)
- Remove the injured from the location and provide adequate ventilation. (If required)
- Render artificial respiration to the injured immediately either through mouth or through resuscitators and massage the hand palm and chest. (if he is unconscious)
- Inform to the HSE unit.
- Report the accident case to the HSE officer for finding the root cause and investigate in details

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(II) In Case of Fire.

- Shout 'Fire' 'Fire' to get other help / attention and make other to alert. Operate nearest fire alarm.
- Use firefighting equipment kept in the area. (Ensure no Power live line in the zone)
- Start evacuating personnel from the affected area.
- Communicate by telephone to the civil defence, Tel; 9999or Duqm 23410145.
- If fire is in electrical equipment / system / appliances, telephone to the sub-station and ask them to switch off the power. Never use water, water-based fire extinguishing media on the fire of live electrical equipment or system or appliances. Use DCP or CO2 fire extinguishers.

(III) HSE UNIT

- HSE will Reach to the location with medical aid.
- If the treatment in via First Aid is not advisable, he will rush the injured to an identified hospital.

(IV) SERVICES & SUPPORT SECTION

- S&SS to arrange the required First Aid, etc. through timekeeper for the concerned persons and also fulfil the legal and statutory requirements.
- Inform the family of the injured/ deceased person.

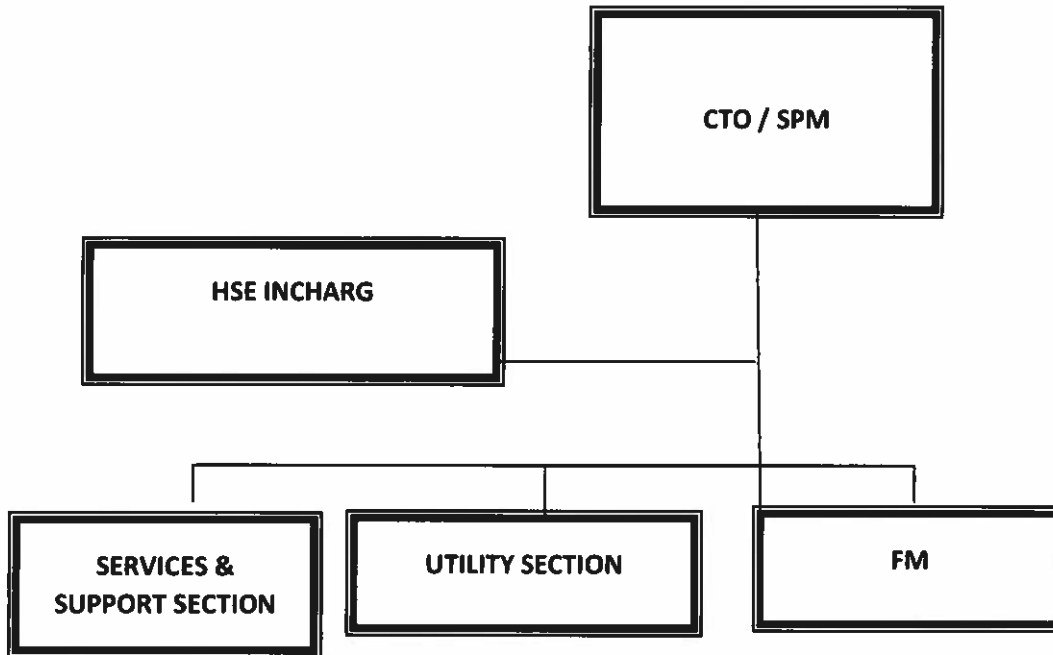
(V) Evacuation in case of Fire

The objective of this fire evacuation procedure to ensure that all personnel in office reach safely to assembly points in case of fire.

If a fire detected in the office the following action shall be taken:

1. The person noticing the fire shall try to put it out using a suitable fire extinguisher if the fire is small and safe to do so.
2. Shout loudly "FIRE, FIRE, FIRE "and activate fire alarm alarm to alert others.
3. Others on hearing the alarm shall leave the office immediately.
4. Proceed to assembly point as indicated in the layout plan.
5. Dial emergency number & state the following,
 - a) Type of fire.
 - b) Place and exact location of fire.
 - c) Telephone number and name of the informer.
 - d) Hold the telephone till the message is clear
6. Do not leave the assembly points until the HSE in charge inform so.

6. EMERGENCY RESPONSE COMMITTEE



7. Role & Responsibility

An emergency response committee has been formed consisting key personnel of Tatweer organization. Refer organization chart above for the details of the emergency response committee. However, the CTO/SPM at his discretion shall nominate an emergency response Advisor and every one should follow his instruction in case of any emergency. While the committee members are assigned distinct individual responsibilities during emergency, other staff members and personnel shall assist the committee members as directed. An emergency Alarm shall be played to alert the employees in the office to assemble in the Assembly point. All are responsible to adhere to the caution issued by the emergency committee.

CTO/SPM

- As a CTO/SPM as head of the office they are responsible for activating the emergency plan and assuming overall command during the emergency situation.
- Immediately arrange for an informal on-spot meeting of the members to take stock of the situation and initiate necessary measures.
- Quick decision on the procedure to be adopted based on the type and extent of the emergency.
- Authorize committee members and other personnel to carry out the specified tasks as decided in the on-spot meeting.

SERVICES & SUPPORT SECTION

- On receiving information about an emergency try to communicate the same to CTO/SPM and other Emergency Response Committee members and call for an emergency response committee meeting.
- Attend the on-spot emergency meeting, ensure necessary first aid facilities, emergency vehicle/ambulance etc. are mobilized to the spot to meet the emergency.
- Ensure necessary arrangements for medical evacuation of injured and shifting to hospitals as recommended by the medical practitioner / HSE attendant.
- Coordinate with external agencies such as local police, fire station, district administration, embassy
- Shall be responsible for identifying a suitable person at the hospital throughout the emergency treatment of the patient. Shall complete the formalities (in case of surgical requirements) and coordinate with the HSE.

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HSE INCHARGE.

- On receiving information about an emergency try to communicate the same to CTO/SPM, S&SS and other Emergency Response Committee members.
- Act as a coordinator for the emergency response committee.
- Organizing of rescue team.
- Investigate the accident, protect the witness and scenario.
- Enquire the witnesses and prepare the accident report, recommendations to stop the reoccurrences and communicate to all the employees and HSE team.

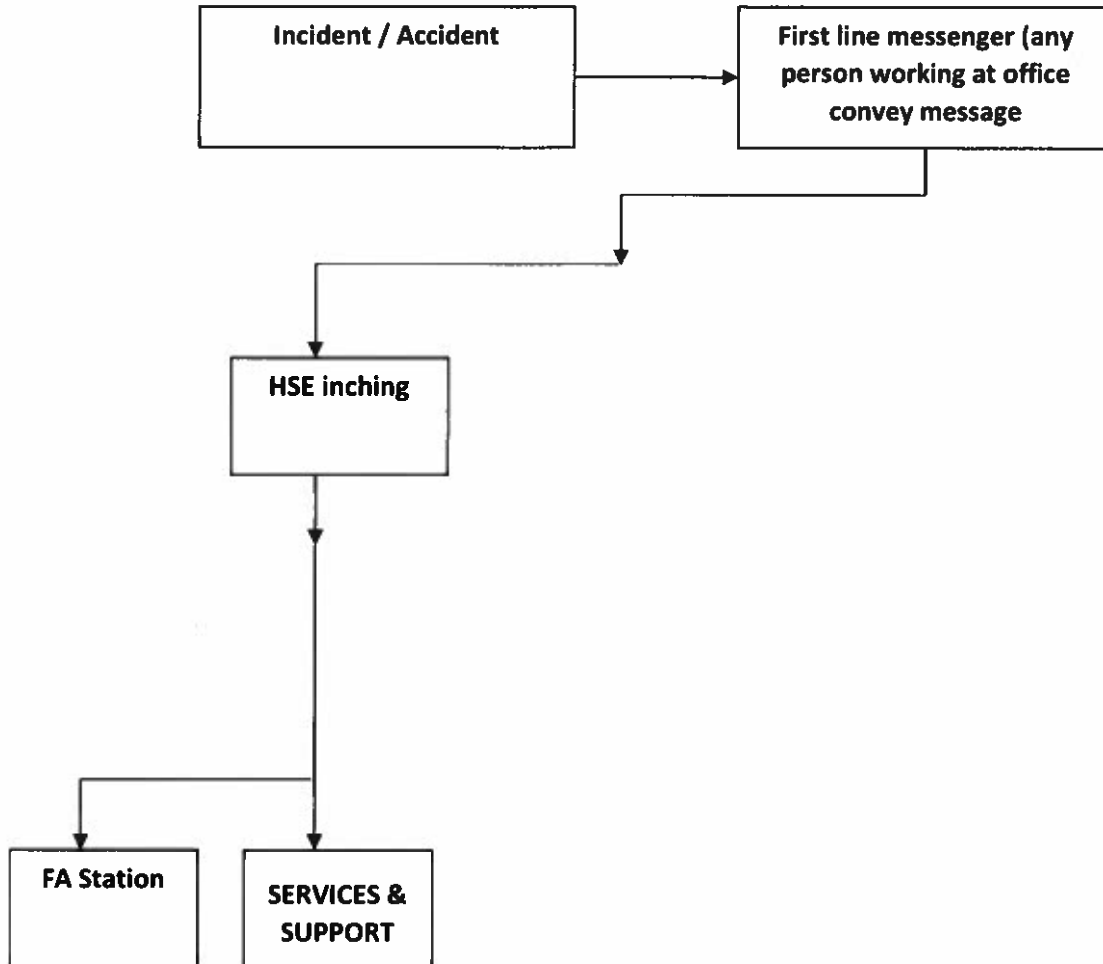
Evacuation Routes

Evacuation route maps shall be posted at each work area

The following information shall mark on.

- Emergency exits.
- Emergency Assembly Points (EAP).
- Primary evacuation routes.
- Locations of fire extinguishers.
- Fire alarm pull stations' point.
- First Aid Box.

8. EMERGENCY REPORTING PROCEDURE



9. Training

General training for all employees should address:

- Individual roles and responsibilities
- Information about threats, hazards and protective actions
- Notification, warning and communications procedures
- Emergency response procedures
- Evacuation, shelter and accountability procedures
- Location and use of common emergency equipment
- Drill or exercise conducted after training
- When responsibilities changes to each personnel
- After each Mock drill, summarise the recommendation for revision of the ERT
- When policies or procedures change

10. Disposal Method of Waste Generated After Emergency:

| SL. NO. | AREA | EMERGENCY | GENERATED WASTE | DISPOSAL METHOD/ MITIGATION PLAN |
|---------|-------------------|---|--|---|
| 1 | Office/ Onsite | Fire, smoke resulting air pollution | Burnt papers -Wrapped blades -Wooden pallets | -Remove all burnt/destroyed materials to the scrap yard/identified place For disposal. -Wash the floor with Plenty of water and transfer the water to Soak Pit through the Nearest drain. (THIRD PARTY) |