



CNT RECORDS

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Subject :	Emergency Preparedness and Response (ERP) Plan Phase-3		

DOCUMENTS ATTACHED					
SR.#	ATTACHED BY	DOCUMENT NAME	DESCRIPTION	NOTES/REMARKS	In PMWeb Viewer
1	CHE - Branch of China Harbour Engineering Co Ltd.	00103_CHE_PLN_HSE_000007_231125_R00_Emergency Preparedness and Response (ERP) Plan (Phase 3).pdf	00103_CHE_PLN_HSE_000007_231125_R00_Emergency Preparedness and Response (ERP) Plan (Phase 3)		Comments Added

ENGINEER COMMENTS :
Below mentioned comments need to incorporate in the plan
1.submit plan for each phase separate with Evacuation drawing/ project route
2. Details of dedicated emergency team contact details
3.Add tentative schedule for mock drills
4. In section.8.1 instead of general emphasize on site specific trainings and reflect them during mock drill

FINAL DOCUMENT STATUS :
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Signature :		Signature :	
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Workflow Comments Log

Step #	Role Name	Action Date	Action Time	Action By	Action Type	Team Input Names	Comments	Pending Team Input From
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Infrastructure works for Riyadh SEDRA 3, 4 & 5 Project.

00103-CHE-PLN-HSE-000007

Rev. 01

26 May 2024

Emergency Preparedness and Response (ERP) Plan



فرع شركة شاينا هاربور إنجنيرنج كمنبي ليمتد
BRANCH OF CHINA HARBOUR ENGINEERING CO., LTD.
中国港湾工程有限责任公司沙特分公司

Infrastructure works for Riyadh SEDRA 3, 4 & 5 Project.

00103-CHE-PLN-HSE-000007

Rev. 01

26 May 2024

Emergency Preparedness and Response (ERP) Plan for PHASE-3




01	26-May-2024	HSE M. Phase-3	HSE.M	HSE.D	Issued for Approval
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Table of Contents

1. PURPOSE	4
2. SCOPE.....	4
3. ACRONYMS AND DEFINITIONS	4
3.1 Abbreviations.....	4
3.2 Definitions.....	5
4. REFERENCES:.....	5
5. EMERGENCY RESPONSE ORGANIZATION:	5
6. RESPONSIBILITIES.....	6
6.1 Project Manager	6
6.2 Construction Manager	7
6.3 Administration Manager:	7
6.4 Project HSE Manager:	7
6.5 Safety and Security Team:	8
6.6 Project Nurse:	8
6.7 First aid Coordinators:	9
6.8 Certified First aiders:	9
6.9 Fire and Rescue Team:.....	10
7. Procedure.....	10
7.1 General	10
7.2 Typical Emergency Procedure Contents:.....	11
7.3 General Precautions:	11
7.4 Resources for Emergency Response:.....	12
7.5 Emergency Reporting Instructions:	12
7.6 Response to Emergency Situations	13
7.7 Communications:.....	13
7.8 Emergency Case Communication Chart.....	13
7.9 Complete Site Evacuation:	13
7.8 Partial Site Evacuation	14
7.9 Fire and / or Explosion:.....	15
7.10 Single / Multiple Fatality.....	15
7.11 Medical Emergency:	15
7.11.1 Fire Fighting System.....	15
7.11.2 Detection systems	16
7.11.3 Fire extinguishers.....	16



7.12 Security Defense Incidents16

8 TRAINING:16

 8.1 Training Plan17

 Work Specific Trainings:.....18

 Trainings Data:18

9. DRILLS:.....19

10. Tentative Schedule for Mock Drills:.....19

 ROSHN HSE REQUIREMENT REFERENCE NO. :19

 ROSHN Guideline for Drills:20

 LOOK AHEAD PLAN for Mock Drills:.....20

EMERGENCY DRILL.....20

TENTATIVE SCHEDULE.....20

Fire and Evacuation Emergency Drill20

 May-2024.....20

 Heat Stress Management Drill20

 June-July-202420

 Electrocution Emergency Drill20

 August-September-2024.....20

 Chemical Spill Response Drill20

 October-November-202420

 WAH Rescue Drill20

 December-202420

11. REVIEW:20

12. RECORDS:20

 12.1 Emergency Response Organization and Contact Details.....21

 Nearest Hospital from SEDRA PHASE-321

 Google Map Diagram21

 12.2 Office location and Assembly point location, evacuation routes24

 Phase-3 Site Office Layout25

 12.3 EMERGENCY DRILL REPORT:26

 12.3.1 SAMPLE26

1. PURPOSE

This Emergency Response Plan has been developed, as a part of HSE program, at ROSHN to ensure a rapid and effective response to project related emergency situations on site. Limit the severity of such emergencies on personnel, property and the environment. Prevent the consequences of the emergency from escalating.

The Contents of this procedure provide the minimum emergency evacuation requirements include escape procedures and routes, employees accounting to follow an emergency evacuation, all the CHEC as well as sub-contractors employees and visitors who may be present at the project sites.

2. SCOPE

The document “Emergency Response Plan –ERP” applies to all CHEC's activities and its subcontractors on Infrastructure works for Riyadh Sedra 3 Project.

This plan specifically covers the following emergency situations:

- I. Site evacuation
- II. Fire or explosion (in office / site)
- III. Spillage
- IV. Single or multiple fatality
- V. Medical emergency (amputation, electrocution, fracture, multiple Injuries etc.)
- VI. Security threat
- VII. Security defense incidents
- VIII. Bomb threat
- IX. Riots
- X. Disaster involving civilians
- XI. Extreme meteorological conditions
- XII. Natural disaster, earthquake, flood, strong wind)

This plan, however, has been established to provide guidelines in handling most of the emergencies that may reasonably occur during construction of Project.

3. ACRONYMS AND DEFINITIONS

3.1 Abbreviations

DCC	: Disaster Control Center
ECC	: Emergency Command Center
ERO	: Emergency Response Organization
ERP	: Emergency Response Plan
ERT	: Emergency Response Team
GAP	: General Assembly Points
HSE	: Health Safety & Environment
PPE	: Personal Protective Equipment

TCF : Temporary Construction Facilities

ICC : Incident Command Center

3.2 Definitions

Client	ROSHN Real Estate Company- KSA
Contractor	Branch of China Harbor Engineering Company LTD.
Emergency	An occurrence that threatens life or property requiring immediate action.
Disaster	Event that has escalated beyond the site's control capabilities, beyond the scope of plant resources, or it is threatening the safety of off sites surrounding facilities or population.
Risk	Potential harms (hazards) that may arise from some present process or from some future event. It is often mapped to the combination of the frequency (likelihood or probability) of occurrence and severity of the consequence of a specified hazardous event.
Fire	The combustion of any material. Evidence of combustion shall be indicated by one or any combination of the following fire signs:
Explosions	A rapid increase in volume and release of energy in an extreme manner, usually with the generation of high temperatures and the release of gases.
Incident/ Accident	An undesired and unplanned event that results in harm to person, property, or the environment. Incidents are classified in three categories: e.g. Major Incident, Moderate Incident, and Minor Incident.
Evacuation	The act or process of withdrawal or removal of employees from office, camp or site.

4. REFERENCES:

- ROSHN HSSE Manual
- NFPA1620, Recommended Practice for Pre-Incident Planning
 - NFPA 101, Life Safety Code

5. EMERGENCY RESPONSE ORGANIZATION:

An Emergency Response Organization (ERO) shall be established in the project to deal with all foreseeable emergencies. (Attachment No. 2)

The Emergency Response Organization is led by the Emergency coordinator (Project Manager), who shall be the On-Scene Commander and staffed with trained individuals, some of whom are present at or maybe required to travel to the incident scene, if required, to mount and sustain at-the-scene, hands-on response operations.

The generic structure of the Emergency Response Plan is provided in Attachment 3 - Emergency Response Organization. It shall be noted that the organizational structure of the Emergency Response

Organization may vary from time to time depending upon the nature and complexity of the response operations.

6. RESPONSIBILITIES

The following section specifies the roles and responsibilities of key personnel within the Emergency Response Organization. The roles and responsibilities listed here shall be adopted in accordance with the type of emergency and the nature of response.

6.1 Project Manager

1. Assume overall command of the emergency response operations on sites.
2. Incident Commander's aims are as follows:
 - a. Save or remove danger to human life.
 - b. Save or prevent further damage to the environment.
 - c. Protect property.
3. The Incident Commander's initial actions should be:
 - a. Take charge of the incident.
 - b. Account for personnel.
 - c. Evaluate the incident as a Major or Minor Emergency and build a picture.
 - d. Contain the incident.
 - e. Establish a "Command Aim" and brief Emergency Team.
4. In addition the Incident Commander should do the following as appropriate for a Major or Minor Emergency:
 - a. Ensure that local emergency services have been called.
 - b. Consider possible counter pollution measures.
 - c. Continually review and reassess the situation to determine the continued direction of the emergency response.
 - d. Liaise with the Police and Fire Services, as to the possible effects of the incident on the immediate and communicate with local authorities as necessary.
 - e. Where necessary keep neighboring businesses and industry informed.
 - f. Give due consideration to relief of personnel and catering facilities if the emergency situation is prolonged.
5. Oversee resources of the problem, if possible.
6. Ensure appropriate documentation is compiled and maintained.
7. Report the progress of the emergency response operations to the client and Engineer
8. Assesses and ensure that the threat imposed by the emergency situation has been eliminated prior to stand down.
9. In case of major emergency, PM may decide to evacuate all personnel from the work site and provide resources accordingly.

6.2 Construction Manager

1. Assume any duties delegated by the On-Scene Commander.
2. Ensure that the Incident Control Center (ICC) is set up and made operational in timely manner.
3. Ensure that each function within the ERO has been organized and set up in a timely manner.
4. Assist the On-Scene Commander in the analysis of the incident and its corresponding recovery measures.
5. Assist the On-Scene Commander in ensuring that emergency response operations are carried out in a manner with ROSHN and CHEC policy.
6. Focus on communications and address communications problems as they arise.
7. Facilitate the conduct of any meetings that are organized to deal with the emergency situation.
8. Chair the meetings if instructed by the On-Scene Commander.
9. Follow up on the actions that arise out of such meetings.
10. Provide the On-Scene Commander informal briefings, as necessary, on nature and status of incident and emergency response operations.
11. Ensure that response operations are closely coordinated, and resolve any conflicts that may arise between the operations.
12. Consider the need for back upper sonnel for extended coverage during response operations.

6.3 Administration Manager:

1. Assume any duties delegated by the On-Scene Commander.
2. Assist the On-Scene Commander in compiling and maintaining appropriate documentation.
3. Assist the On-Scene Commander and establishing contact with management for reporting of serious incidents etc.
4. Be ready to summon external resources / agencies in responding to emergency situations onsite. (Police, hospital, toxic waste collection companies etc.)
5. Support the ERO in the event of any emergency which requires medical evacuation.
6. Support the Site Manager in establishing contact with project management and Security Management in the event of any possible medical evacuation out of the Kingdom.
7. Ensure that the patient's documentations such as passport etc. are prepared before any evacuation out of the kingdom in a timely manner.

6.4 Project HSE Manager:

The Site HSE Manager shall function as the Incident Coordinator and assist the On-Scene Commander in coordinating all emergency response efforts. In the absence of the Site HSE Manager, the Site HSE Supervisor shall stand as the Incident Coordinator. The primary responsibilities of the Incident Coordinator are as follows:

1. Report to the On-Scene Commander on the nature of the emergency situation.
2. Assist the On-Scene Commander in defining the isolation perimeter and in determining the need to evacuate non-respondents from the isolation zone.
3. Receive guidance from the On-Scene Commander on problem to be addressed, solution to the problem and task to be performed,
4. Work with the On-Scene Commander to institute personnel accountability system at incident scene.
5. Characterize hazards in area where tasks are to be carried out before tasks initiated.

6. If necessary, organize and manage a site entry task to carry out "on-site" characterizations. It means behalf of absent employee in ERT team, The Project HSE Manager carry out additional responsibilities and controls the emergency situation accordingly.
7. Ensure that the site entry team is adequately staffed (.i.e. "buddy" and backup equipped and briefed.
8. Monitor work of site entry team
9. Determine the type of PPE that should be worn by the Emergency Response Team prior to dealing with the emergency situation.
10. Work with the On-Scene Commander to establish procedures specific to the type of the emergency.
11. Characterize hazards in area where tasks are to be carried out before tasks initiated.
12. If necessary, organize and manage a site entry task to carry out "on-site "characterizations.
13. Ensure that the site entry team is adequately staffed (.i.e. "buddy" and backup equipped and briefed.
14. Monitor work of site entry team
15. Determine the type of PPE that should be worn by the Emergency Response Team prior to dealing with the emergency situation.
16. Work with the On-Scene Commander to establish procedures specific to the type of the emergency.
17. Report the progress so the emergency response operations to the client representatives and consultant HSE Manager.

6.5 Safety and Security Team:

The Safety and Security team is led by the Project Security Supervisor. During an emergency situation the primary responsibilities of the security team under the guidance of the security supervisor is to:

1. Work with the Incident Coordinator and Deputy on-scene commander to identify security needs and priorities.
2. Arrange for security in the isolation zone and at site security posts.
3. Ensure that the main site access roads are not obstructed and passable to emergency vehicles.
4. Maintain orderliness in the site facilities during emergency situations.
5. Ensure that authorized personnel have rapid access to secured facilities.
6. Do not allow visitors or other personnel, except emergency support services, to come into the site during emergency situations.
7. Acts as liaison with local police forces for security to prevent loss of equipment and to control unauthorized access to the site. This shall be carried out only if instructed to do so by the ERO.

6.6 Project Nurse:

The project nurse is an active participant in the promotion and implementation of the health care and injury treatment program on the project. He shall competently perform the following duties and responsibilities. The primary responsibilities of the nurse include the following:

1. Medical examinations and administer prescribed treatment to patient or injured person.
2. Maintain a record of all cases attended to.

3. Keep all available MSDS in the Site clinic for first aid.
4. Maintain a file of all patients attended to and keep them in a locked filing cabinet.
5. Maintain an inventory of medicines dispensed and all equipment and supplies of the medical facility.
6. Ensure that instruments are autoclaved / sterilized in a proper manner. Instruments shall be disinfected or soaked in a prescribed soaking solution prior to use.
7. Ensure that patients kept in the observation room are closely monitored.
8. Inform to management all patients who have been referred to the local hospital.
9. Attend to cases limited only to the dispensing of analgesics / antipyretics, anti-diarrhea medications in the absence of the Physician. All other cases shall be referred to the hospital for further treatment and management.
10. Keep the medical facility in a hygienically sound condition and at the cleanest level at all times.
11. Prepare necessary emergency equipment, medications needed including ambulance, trauma haversack, etc. and be in an operationally ready state to respond to medical emergencies.
12. Stabilize the patient and perform necessary treatment for life threatening injuries.
13. Provide specialist advice to the Emergency Response Organization in the event of any emergency situations that involves medical cases.
14. Inform the Emergency Response Organization of the necessity to evacuate the patient to a medical facility outside of the project site if in the opinion of the medical doctor the patient cannot be treated in the medical facility at site.

6.7 First aid Coordinators:

1. Coordinate communication between first aiders in a work area
2. Allocate duties to first aiders
3. Help with first aid assessments for a work area
4. Maintain first aid kits, supplies and equipment and monitor associated recordkeeping
5. Liaise with the local HSE committee.

6.8 Certified First aiders:

1. CHEC shall provide an adequate number of personnel at each work site who are trained in first aid and BLS.
2. First aid is the initial care of the ill or injured. Always remember that the term 'First Aid' means exactly what its name implies.
3. It begins when the first aider arrives at the scene of an incident. The task as a first aider is to prevent things getting worse.
4. First Aid continues until the patient recovers, or medical aid arrives. Medical aid is treatment by a health care professional, registered nurse or ambulance paramedic.

Following are the series of roles and responsibilities that First Aider must adhere.

1. Provide first aid as needed, always working within their skill level
2. Record all treatment, however minor, in a first aid injury report
3. Arrange referrals for treatment as needed
4. Encourage staff to report workplace injuries on an incident report form
5. Maintain first aid kits and equipment and restock as needed
6. Can access information on an emergency bracelet or similar to attend to a casualty
7. Must keep information on casualties confidential apart from reporting requirements and giving medical information to medical staff.
8. Report any concerns about the first aid service to their first aid coordinator.

6.9 Fire and Rescue Team:

1. Report to the incident location when activated.
2. Take instructions from the Incident Coordinator during an emergency situation.
3. Undertake firefighting operations in accordance to the training received.
4. To be in a ready state to perform a rescue, if required.
5. Ensure that all equipment suitable for rescue (basket stretcher, ropes etc.) is brought along to the scene when activated.
6. Assist in handling the injured / sick patient carefully during loading and unloading into ambulance and during movements, if instructed to do so.

7. Procedure

7.1 General

The Site HSE Manager along with the project's medical staff will prepare a Site Emergency Response Plan to be followed in order to maximize evacuation efficiency and minimize harm or illness.

All emergencies shall be reported immediately to the CHEC site security gate.

In case of severe injuries, this plan specifies coordination of relevant information to all related persons to act upon the situation.

The plan includes but is not limited to:

- Emergency Training
- First Aid
- Persons to Contact (these numbers shall be kept current and posted at the job site different locations)

The said procedure shall consider the local status for external facilities such as:

- Owner's fire brigade, medical organization and ambulance services available at site.
- Distance, mean sand time of response of official fire fighting organization and services.

7.2 Typical Emergency Procedure Contents:

1. Emergency telephone numbers
2. Site / Premises Evacuation Plot Plan with evacuation routes, gates and assembly points
3. Acoustic emergency signals (lasting approximately 1minute)
4. Type and forms for emergency signal depend on client's emergency procedures typically specified as follows:
 - Evacuation Sign; in case of emergency
 - All Clear Signal

7.3 General Precautions:

The evacuation plan shall be explained to all employees in a language they understand. Evacuation plan shall be posted on all offices and site notice boards.

This plan shall reveal the following and will be submitted to the client for review. The items stated below will be finalized upon mobilization:

- The general layout of site
- The location of the assembly points allocated for the project's site.
- Emergency routes leading to the designated assembly points
- Emergency exits for the project site.
- Locations of fire extinguishers
- Emergency telephone numbers
- Location of first aid facilities at site

The Site Manager / Site HSE Manager / his designee will provide his home address and telephone number (including replacements) to the Client's Representative so that he may be contacted in case of an emergency beyond working hours to handle the emergency situation.

7.4 Resources for Emergency Response:

The site shall maintain an updated inventory of items to deal with specific emergencies such as:

1. Fire extinguishers located in strategic areas
2. Fire points equipped with a sufficient number of fire extinguishers at strategic locations.
3. Rescue equipment such as basket stretchers, tripods, ropes, etc.
4. Spill control kit.
5. Suitable PPE for Emergency Response Team personnel.
6. Portable air horns.
7. Wind socks installed strategically at suitable locations to indicate wind direction.
8. An inventory of the items shall be established and maintained by the Site HSE Manager.
9. Food, water, clothing, shelter other required resources should be provided by CHEC Administration when it's required.
10. The Site HSE Manager shall ensure that all emergency response items are replenished and maintained in a ready operation state.
11. CHEC will arrange resources for emergency response related to tank construction and electrical works in and out of the substations.
12. Ambulance.
13. Reflective vest
14. Emergency lights for nightshift.

7.5 Emergency Reporting Instructions:

In the event of an emergency situation (serious personal injury, fire, critical damage to operating equipment, etc.), any personnel on site shall immediately report to the emergency contact

Number.

When transmitting a message by telephone, radio or messenger, the messenger must be doing the following;

- Clearly say "This is an emergency!"
- Describe the incident location.
- Describe the incident
- Report injuries, if any.
- Give your name and badge number.
- Repeat the above information.
- Stay on the line until further instructed.

Any person reporting an emergency shall control his emotions for the receiver to understand the message clearly. Where necessary a person will standby or be available to direct the ambulance and fire truck to the point where it is required.

7.6 Response to Emergency Situations

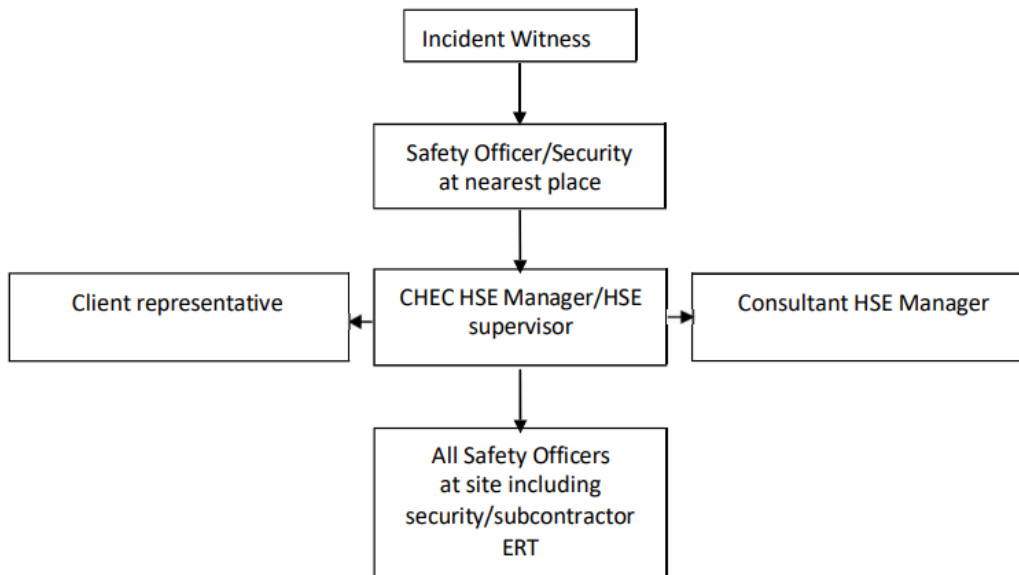
Follow local plans or instructions.

- Remain calm.
- Stop work.
- Proceed safely to assembly point.
- Stay on the line until further instructed.
- Remain at assembly area until All Clear.

7.7 Communications:

1. Upon receiving information of the incident, the On-Scene Commander or his designee will contact the ERO including the ERT.
2. The On-Scene Commander shall then assess the situation and decide if the ERO should congregate to develop the response measures.
1. The telephone will be the major communications mode and the walkie-talkie will be the auxiliary communications mode in the Emergency response procedure.

7.8 Emergency Case Communication Chart



7.9 Complete Site Evacuation:

- i. The Site HSE Manager shall instruct The CONTRACTOR HSE section to activate the site wide alarm (2 minutes blast -throughout the site) when instructed to do so by the On Scene Commander.
- ii. The Site HSE Manager shall instruct The CONTRACTOR HSE section to activate the site wide alarm (2 minutes blast -throughout the site) when instructed to do so by the On-Scene Commander.

- iii. This site-wide alarm should be in accordance with the site emergency protocol. This facility must have its own notification system.
- iv. All personnel on site shall immediately stop their works and make their work site safe (e.g. bring down loads from the crane, switch off machineries, keep access ways clear, stop their vehicles and park on road side and leave the car key in the ignition, leaving the car door open, etc.)
- v. All personnel shall proceed to the nearest/pre-determined assembly point in a cross-wind direction.
- vi. HR officers shall perform head count to account for the personnel in their assembly point and report back to the Senior HSE Supervisor periodically.
- vii. Fire marshal shall walk through their assigned area to ensure that no one is left behind and instruct personnel in the area to proceed to the assembly point (e.g. check into confined space, vehicles, cranes etc.)
- viii. All personnel shall stay in the assembly point in a calm and orderly manner.
- ix. The Senior HSE Supervisor shall consolidate all the head count reports and provide it to the Site HSE Manager to account for personnel.
- x. The fire marshal shall return to the assembly point and relay that his area is clear to the Senior HSE Supervisor through the fire warden.
- xi. All personnel shall wait for further instructions and / or until the 'All Clear' signal (30 Seconds continuous blast) is given by the ERO.

7.8 Partial Site Evacuation

The Site HSE Manager shall instruct the HSE section to activate the localized alarm (3 minutes air horn blast at affected area) when instructed to do so by the On-Scene Commander. Actions to be taken as follows for the total site evacuation.

7.9 Fire and / or Explosion:

The following instructions will be followed.

1. Person seeing the fire to report it by calling the emergency telephone number.
2. ERT to be activated to incident location
3. ERO to be activated, if required.
4. Evacuate personnel from the affected area.
5. Fire shall be contained and extinguished by the ERT if it is safe to do so.
6. To call for external support if fire is too large to extinguish.
7. Injured person to be sent to the medical center.
8. Fatalities, if any, shall be handled accordingly.

7.10 Single / Multiple Fatality

1. Fatality to be reported by calling the emergency telephone line.
2. ERT to be activated to incident location.
3. Nurse to check and confirm fatality
4. To inform client and local police
5. CONTRACTOR to assist local police in investigations accordingly
6. To establish incident as either work related, criminal or natural
7. Transfer the corpse to mortuary when instructed to do so by the police.
8. To arrange repatriation of the corpse to the next of kin

7.11 Medical Emergency:

1. Medical emergency to be reported by calling the emergency telephone number.
2. ERT to be activated at the incident location.
3. Nurse to stabilize the injured person.
4. To treat within the site first aid clinic for minor injuries (such as first aid cases, etc.)
5. To arrange for patient to be transported to the nearest hospital for injuries beyond first-aid.
6. Nurse to accompany the patient to the hospital.
7. Nurse to provide periodic update on condition of injured person.

7.11.1 Fire Fighting System

1. All Subcontractor will use and provide equipment adequate to comply with all requirements as stated in this plan& procedures,
2. CHEC and sub-contractor should have fire prevention inspection checklist.

7.11.2 Detection systems

Fire detection system consist of detection elements appropriate to the area, Manual Pull Stations in all buildings and outdoor areas and warning horns audible at any indoor or outdoor point.

The detection system consists of:

Fire detectors: has been installed in applicable area of the project e.g. battery operated smoke detectors,

Manual Pull Stations: Manual fire alarm boxes have been located within 1.5 m of the exit door way opening.

7.11.3 Fire extinguishers

Portable and mobile (wheel-mounted) chemical and carbon dioxide, fire extinguishers are provided at suitable locations throughout the Site to be used during early stages of a fire to prevent spreading. Wheeled fire extinguishers will be considered for hazard protection in areas in which a fire risk assessment has shown the following:

High hazard flow rate

Limited available personnel are present, there by requiring an extinguisher that has the following features:

High agent flow rate

Increased agent stream range

Increased agent capacity

Fire extinguishers are conspicuously located where they are readily accessible and immediately available in the event of fire.

7.12 Security Defense Incidents

1. In case of a security threat, all personnel must abide by the project's security procedure.
2. The general response to a security incident threat would be to:
 - i. Comply with the immediate wishes of armed persons where lives are at risk.
 - ii. Inform the appropriate Project Officials and Military Authorities at the earliest opportunity.
 - iii. Where terrorist or hostile power activity resulted in fire or explosion, site emergency services would respond in accordance with established procedures while the HSE department maintains liaison with the civil and military authorities.

8 TRAINING:

The ultimate success of the emergency response depends on members of the ERT in being able to perform their tasks in a safe and expeditious manner. As such, training is important in elevating the knowledge, competency and attitude of the ERT members.

The ERT shall be trained to assist in all foreseeable emergencies to ensure that each member of the ERT unit is well aware of his role and expectations.

The Site HSE manager shall establish suitable trainings to ensure that all ERT members are well versed and fully competent in performing their duties. Such trainings shall be conducted at least once a month and a report shall be given to the Site Manager in the Monthly HSE Report. The training shall be included in HSE training plan.

All personnel on the site shall also be briefed on the contents of the Emergency Response Plan as part of the Safety Orientation course and thereafter periodically during toolbox meetings, mass safety briefings etc.

8.1 Training Plan

CHEC will educate employees about the types of emergencies that may occur and train them in the proper course of action. The size of Work place and workforce, processes used, materials handled, and the availability of onsite or outside resources will determine training requirements. Be sure all employees understand the function and elements of emergency action plan, including types of potential emergencies, reporting procedures, alarm systems, evacuation plans, and shutdown procedures. Discuss any special hazards may have onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances. Clearly communicate to employees who will be in charge during an emergency to minimize confusion.

General safety training for employees should address the following:

- Individual roles and responsibilities;
- 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; and
- Emergency shutdown procedures.
- Train employees in first-aid procedures, including protection against blood borne pathogens; Respiratory protection, including use of an escape-only respirator; and methods for preventing unauthorized access to the site.

Once reviewed emergency action plan with employees and everyone has had the proper training, it is a good to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible.

After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of plan and work to improve it.

Review plan with all employees and consider requiring annual training in the plan. Also offer training when do the following:

- Develop initial plan;
- Hire new employees;
- Introduce new equipment, materials, or processes in to the Work place that affect evacuation routes;
- Change the layout or design of the facility;
- And Revise or update emergency procedures.

Employees may need personal protective equipment to evacuate during an emergency. Personal protective equipment must be based on the potential hazards in the workplace. Assess workplace to determine potential hazards and the appropriate controls and protective equipment for those hazards.

PPE may include items such as the following:

- Safety glasses, goggles, or face shields for eye protection;
- Hard hats and safety shoes for head and foot protection;
- Proper respirators;
- Chemical suits, gloves, hoods, and boots for body protection from chemicals;
- Special body protection for abnormal environmental conditions such as extreme temperatures;
- Any other special equipment or warning devices necessary for hazards unique to the worksite.

Work Specific Trainings:

During the execution of the project it's the responsibility of the Management to identify the critical work related Hazards and prepare the team and workforce for the Emergency Response through conducting daily job specific trainings, meetings and via bulletin boards and daily TBTs and furthermore the Mock drills should also be covering the major issues response the work area site have at that time.

Trainings Data:

Attaching the data of our site trainings of previous two weeks, for better understanding, that our total emphasize is on job specific Safety Trainings. And our Mock Drill plan also emphasize the same.

工作清单 Task Items	责任人 Responsible Person	计划开始日期 Start Date	计划截止日期 Completion Date	是否闭合 Closed or No	本周工作计划事项 HSE Task for this Week	本周计划完成情况及存在问题 HSE Task Completed for this week	下周工作计划事项 HSE Task for the Next Week
1.TRAINING							
Fire prevention	HSE Team	2024/5/19	2024/5/24	Yes	inspection will be conducted at site	Completed	EXCAVATION
DUST Control	HSE Team	2024/5/19	2024/5/24	Yes	inspection will be conducted at site	Completed	SMOKE EMISSION CONTROL
LIFTING	HSE Team	2024/5/19	2024/5/24	yes	inspection will be conducted at site	completed	FIRE SAFETY
HEAT STRESS	HSE Team	2024/5/19	2024/5/24	yes	inspection will be conducted at site	completed	Emergency Response
Hazardous waste	HSE Team	2024/5/19	2024/5/24	yes	inspection will be conducted at site	completed	Mental Health
Managing violence	HSE Team	2024/5/19	2024/5/24	Yes	inspection will be conducted at site	Completed	Safety Awareness
2.Inspection							
Housekeeping	HSE Team	2024/5/19	2024/5/24	yes	inspection will be conducted at site	completed	Excavation inspection
Vehicles Inspection	HSE Team	2024/5/19	2024/5/24	yes	inspection will be conducted at site	completed	LOTO inspection
3.Others							
Warehouse Safety Measures	HSE Team	2024/5/19	2024/5/24	yes	inspection will be conducted at site	Completed	Fire Response Emergency Drill
							HSE Awareness Meeting

9. DRILLS:

Emergency response drills shall be conducted 08 in a year to ensure that personnel on site are able to react accordingly during emergency situations. A site wide emergency evacuation exercise shall be conducted annually and medical response emergency drills shall be conducted at least one time in a period of two month. The Site HSE Manager shall at his discretion plan for other emergency drills.

The Site HSE Manager will organize critique meeting.

The Site HSE Manager circulate a planned EMERGENCY DRILL PLANNING AND CRITIQUE de brief report after each successful conduct of the Emergency Response Drill.

The drill debrief report shall highlight the success of the drill as well as any shortcomings and its corresponding recovery measures.

10. Tentative Schedule for Mock Drills:

'Tentative schedule' is correct and can be used. You can use this phrase when you want to refer to a plan or schedule that is subject to change. For example, "We have a tentative schedule for the Drill next week, but it may need to be adjusted based on how many people sign up."

ROSHN HSE REQUIREMENT REFERENCE NO. :

Reference	Title
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00018	General Safe Working Practices
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00039	Access Control
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00040	Traffic Management
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00023	Office Safety
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00017	Fire Prevention & Protection
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00034	Environmental Monitoring
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00030	Working at Height
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00019	Hot Works
RRE-HC-HC1-A00-NSP-RRE-HSE-PRO-00029	Temporary Electrical Safety

ROSHN Guideline for Drills:

Document Number: RRE-HC-HC1-A00-NSP-RRE-HSE- MAN-00001	HSSE Requirements for Contractors	 روشن
Revision Number: 0		September 2021

Emergency Response Plan

14.4 Contractor shall develop an Emergency Response Plan to cover all potential emergency situations relating to HSSE that could occur during the life of the construction project, and develop procedures to address these emergencies; this may be included as an Appendix in the Construction Phase OH&S Plan, or as two (2) separate documents (one for OH&S and one for Environmental). Development must include the following considerations:

- Hazard identification/assessment;
- Emergency resources;
- Communication systems;
- Administration of the plan;
- Emergency response procedure;
- communication of the procedure;
- Training of Initial Response Team;
- Debriefing procedure;
- Record-keeping details.

14.5 **The Contractor shall initiate regular exercise drills to review the effectiveness of the emergency response plan at intervals not less than 3 months; Employer or its Representative has the right to attend these emergency drills.**

LOOK AHEAD PLAN for Mock Drills:

EMERGENCY DRILL	TENTATIVE SCHEDULE
Fire and Evacuation Emergency Drill	May-2024
Heat Stress Management Drill	June-July-2024
Electrocution Emergency Drill	August-September-2024
Chemical Spill Response Drill	October-November-2024
WAH Rescue Drill	December-2024

11. REVIEW:

This Emergency Response Plan shall be reviewed by the Site Safety Committee under the guidance of the Site HSE Manager annually or earlier if required ensuring its continued relevance and applicability.

A review may also be carried out on the contents of the Emergency Response Plan after each emergency response operations to ensure its adequacy.

12. RECORDS:

The following records shall be maintained by the Site HSE Manager in an updated manner:

Updated site layout diagram (clearly indicating access routes, alternative routes, if any, hazardous substances, assembly points, etc.)

- Updated list of Emergency Response Organization.

- Emergency Contact Numbers.
- Updated inventory of emergency response items.

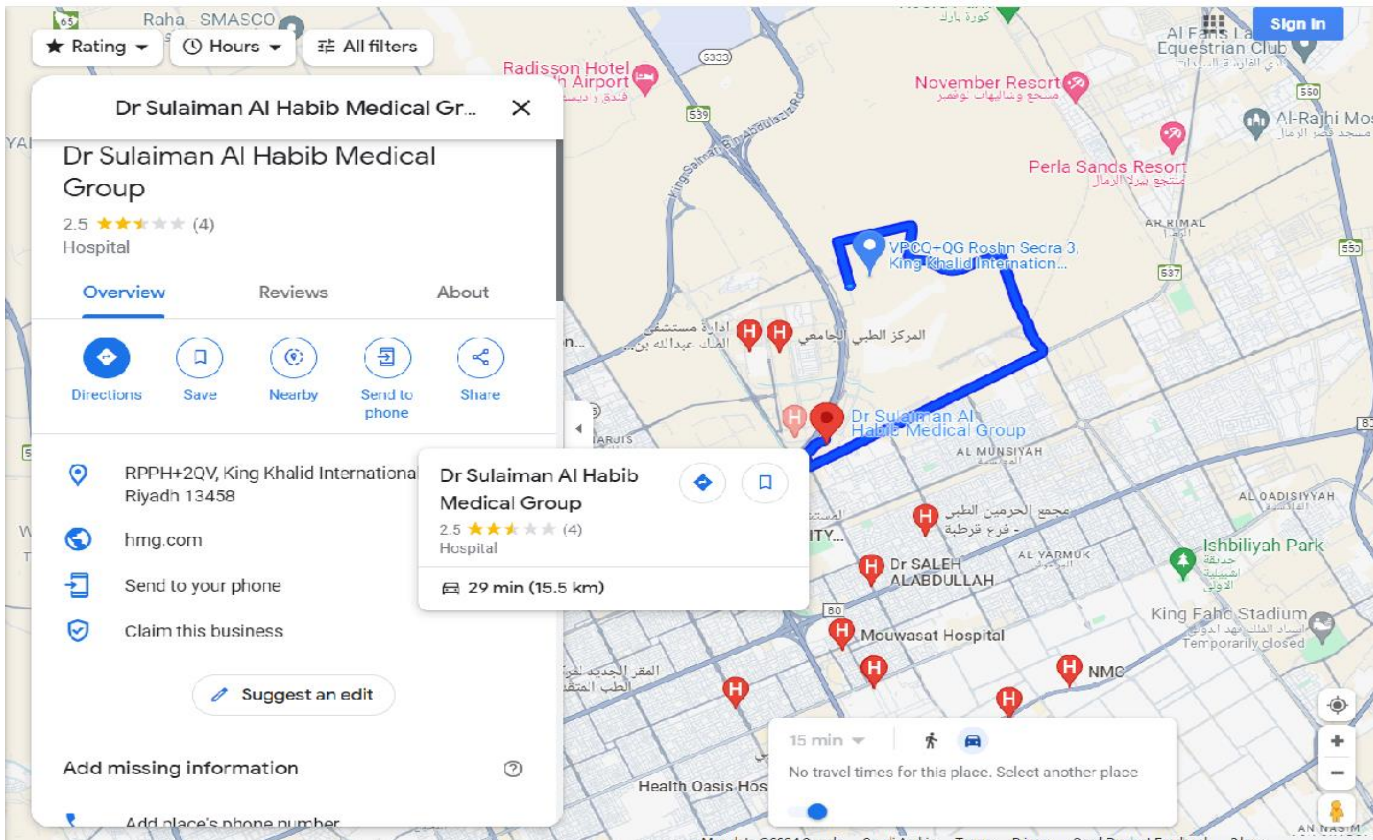
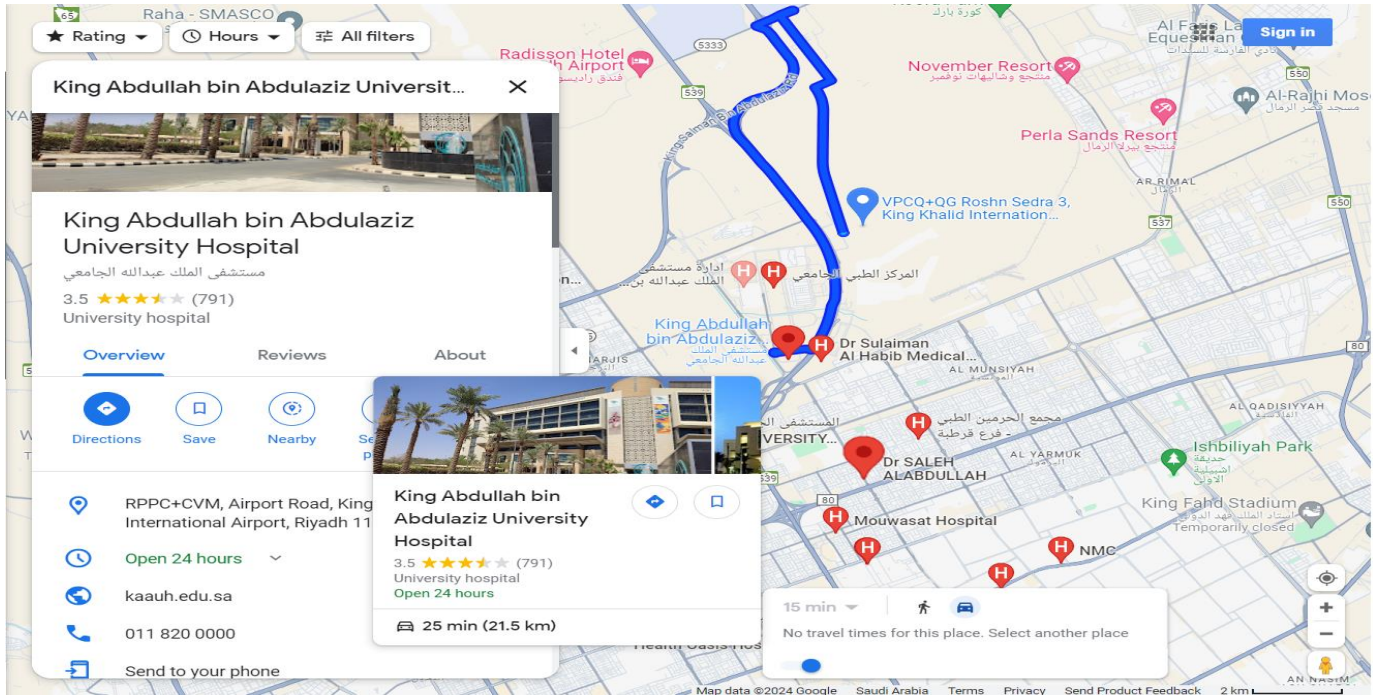
12.1 Emergency Response Organization and Contact Details

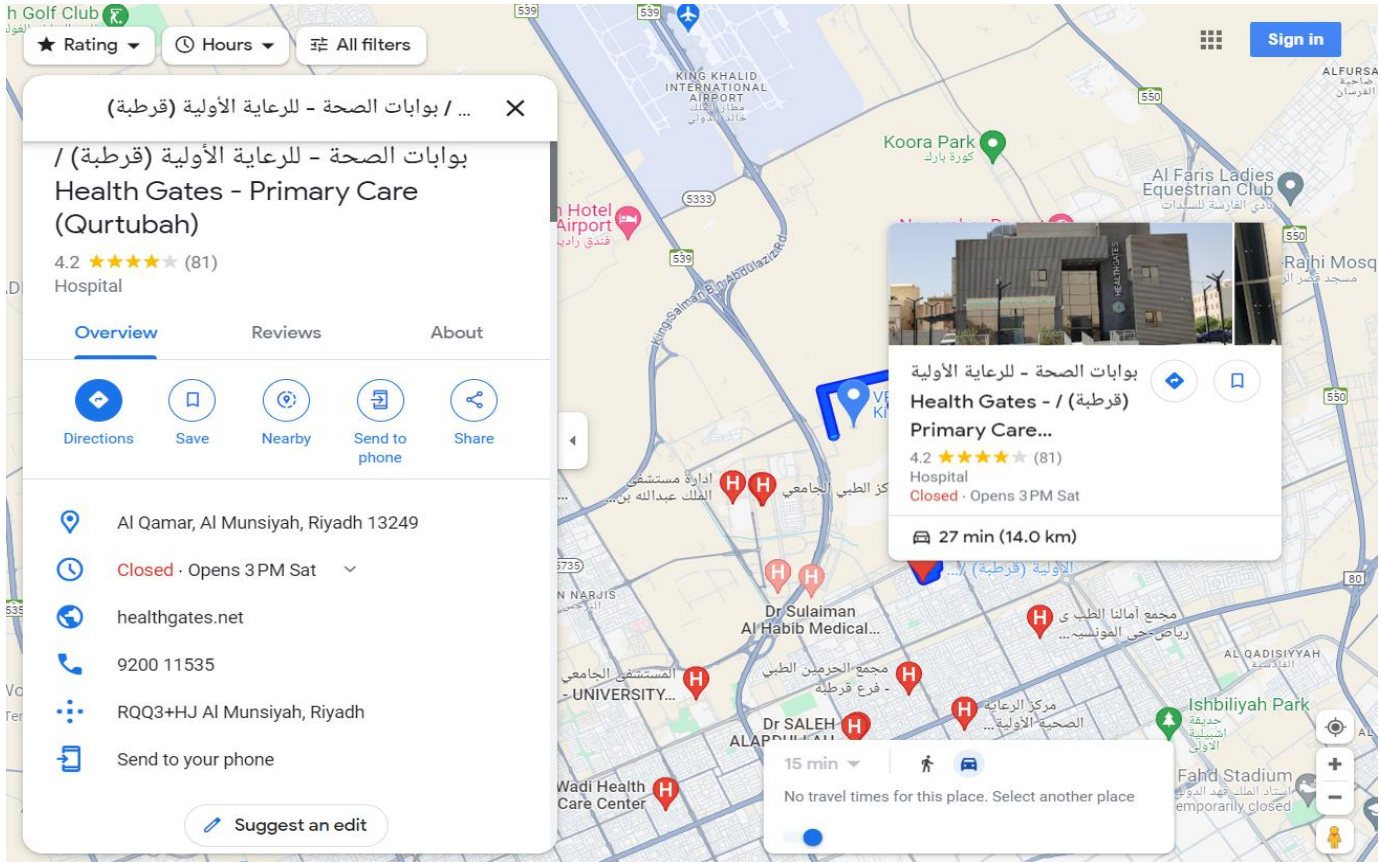
CHEC Emergency Contact Number			
SN	Name	Position	Contact Number
1	Ding Dapeng	Project Manager	0597945573
2	Liu Yiqiang	Construction Manager	0508137465
3	He Weiwei	Commercial Manager	0597244552
4	Jiang Daodong	Engineering Manager	0597323459
5	He Hao Xiang	HSE Manager	0597681269
6	Talal Akram	HSE Manager Phase-3	0593071680
7	Mohammed Riaz	HSE Coordinator	0570541367
8	Sulaiman	Security Manager	0531595754
Saudi Government Emergency Contact Numbers			
SN	Department Name	Contact Number	
1	Police	999	
2	Fire	998	
3	Ambulance	997	

Nearest Hospital from SEDRA PHASE-3

Hospitals	Distance in KMs.	Contact
King Abdullah bin Abdulaziz University Hospital	21.5	0118200000
Dr Sulaiman Al Habib Medical Group	15.5	+966 11 525 9999
Health Gates - Primary Care (Qurtubah)	14	920011535

Google Map Diagram





The image is a screenshot of a Google Maps search for "Health Gates - Primary Care (Qurtubah)". The search results panel on the left displays the following information:

- Search Query:** / ... / بوابات الصحة - للرعاية الأولية (قرطبة)
- Result Title:** / بوابات الصحة - للرعاية الأولية (قرطبة) / Health Gates - Primary Care (Qurtubah)
- Rating:** 4.2 (81)
- Category:** Hospital
- Overview:** Directions, Save, Nearby, Send to phone, Share
- Address:** Al Qamar, Al Munsiyah, Riyadh 13249
- Status:** Closed · Opens 3 PM Sat
- Website:** healthgates.net
- Phone:** 9200 11535
- Location:** RQQ3+HJ Al Munsiyah, Riyadh
- Action:** Send to your phone, Suggest an edit

The map view on the right shows the location of Health Gates - Primary Care (Qurtubah) in Riyadh, Saudi Arabia. A pop-up window provides additional details:

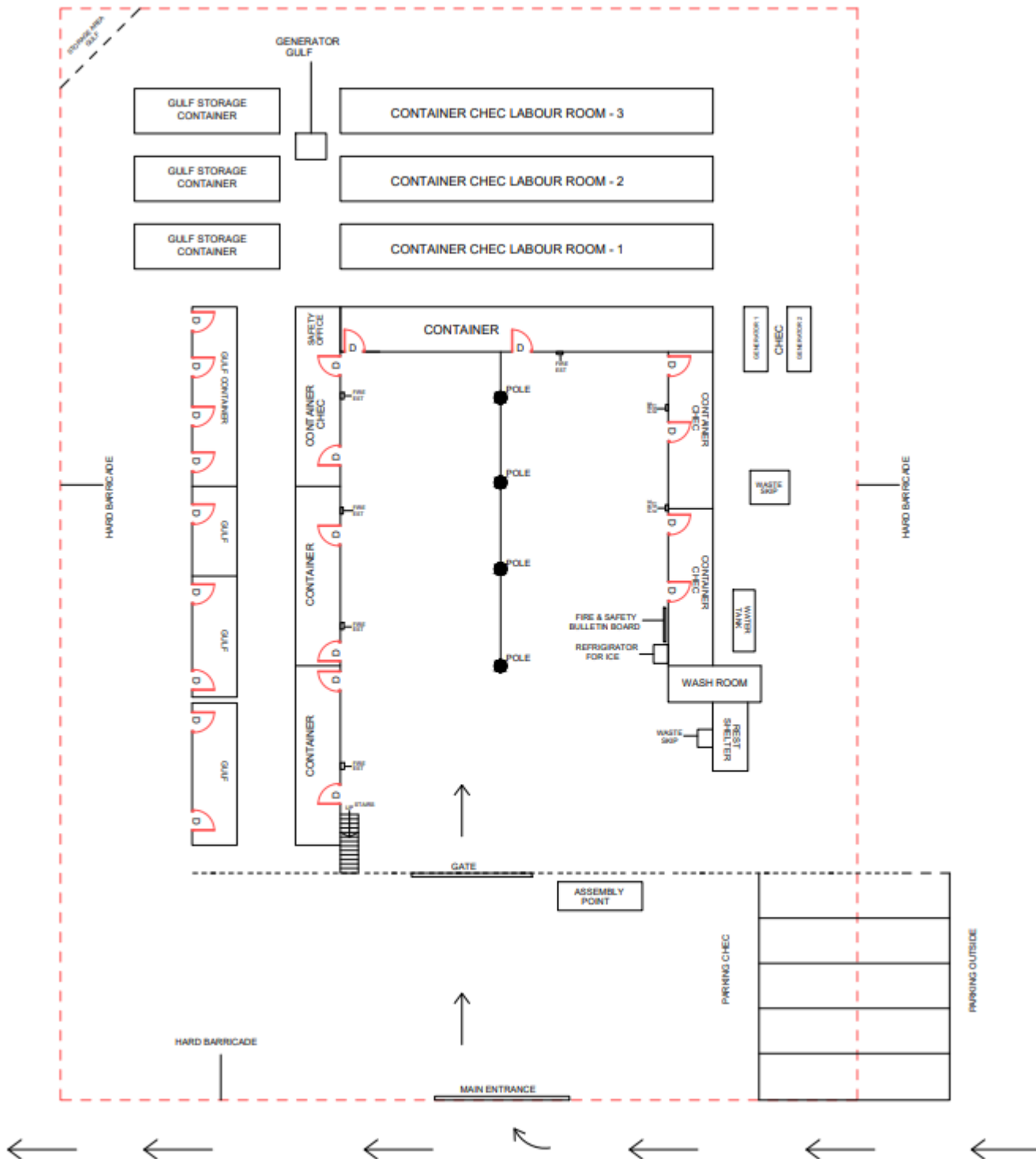
- Image:** A photograph of the Health Gates building.
- Title:** بوابات الصحة - للرعاية الأولية (قرطبة) / Health Gates - / (قرطبة) Primary Care...
- Rating:** 4.2 (81)
- Category:** Hospital
- Status:** Closed · Opens 3 PM Sat
- Travel Time:** 27 min (14.0 km)

Other nearby locations marked on the map include King Khalid International Airport, Koora Park, Al Faris Ladies Equestrian Club, Rajhi Mosq, Dr. Sulaiman Al Habib Medical, Dr. SALEH, Wadi Health Care Center, and Fahd Stadium.

12.2 Office location and Assembly point location, evacuation routes



Phase-3 Site Office Layout



12.3 EMERGENCY DRILL REPORT:

12.3.1 SAMPLE

MOCK DRILL REPORT				
Date:		Time:		Duration:
Description of Emergency Scenario:				
Evacuation Type: Partly <input type="radio"/> Fully <input type="radio"/> No evacuation				
Participants: All external and internal				
Observer: (Internal auditor) & (Safety Officer)				
1	Events sequence:			
SN	Activities	Information	Exact Time	Any information other
1.1	Exact time of incident occurrence	-	-	
1.2	Incident reported at security control center	-	-	
1.3	Time of declaring emergency	-	-	
1.4	Time of arrival of last person at assembly point	-	-	
1.5	At what time the injured person reached to the hospital (if required)	-	-	
1.6	Who called off the emergency	Security Officer	-	
1.7	Whether all clear siren was raised? If yes, at what time?	-	-	
2	Report			
SN	Check Points	Yes/No/N A	Remarks	
2.1	Is emergency declared as per the procedure?	-		
2.2	Had people gathered at assembly point after declaring emergency?	-		
2.3	Whether head count done?	-		
2.4	Difference in "Time of incident" and "Time of reporting"	-		
2.5	Difference in "Time of incident" and "Emergency declaring time"	-		
2.6	Time taken for controlling emergency	-		
2.7	Are all employees / participants aware of emergency procedure?	-		
2.8	Are all employees / participants aware of emergency declaring / siren protocol	-		

2.9	Are all employee / participants aware of evacuation procedure / routes / Assembly points / signages?	-	-	
2.1	Whether assembly points identified and known to all employee / participants?	-	-	
2.11	Are all employee / participants / EHS team aware of their roles and responsibilities in emergency response?	-	-	
2.12	Fire Extinguishers workability and appropriateness	-	-	
2.13	Medical Facilities like first aid box, Stretcher, Vehicle etc., first aider readily available?	-	-	
2.14	Whether any casualty? If yes, name of person & ID Number with company/dept. name.	-	-	
2.15	Did the workmen leave for their work place peacefully?	-	-	
3 Recommended Corrective actions :				
SN	Recommendations	CAPA	Responsibility	Target Date
1	-	-	Safety Officer	
2	-	-	Safety Officer	
Prepared by:		Reviewed by:		
Date:		Date:		
Signature: _____		Signature: _____		
(Safety Officer)		(ISO Coordinator)		