Procedure for Emergency Preparedness (Kurita AquaChemie FZE -KAFE)	Doc No.: HSEP-02
	Rev: 05
	Date: 01-04-2025

Prepared by:	QHSE Manager
Reviewed by:	Regional Operations Manager
Approved by:	Regional Operations Manager

Notice

All rights reserved. These materials are confidential and proprietary to ***Kurita AquaChemie.*** No part of these materials should be reproduced, published in any form by any means(electronic or mechanical, including photocopy or any information storage or retrievalsystem), nor should the materials be disclosed to third parties without the express written authorization of any of the companies of ***Kurita AquaChemie.***

TABLE OF CONTENTS

0. *Amendment History* 3
1. *Purpose* 3
2. *Scope* 3
3. *Roles & Responsibilities* 3
4. *Abbreviations/ Definition* 4
5. *Procedure* 4
   - *5.1 Communication* 4
   - *5.2 Information* 5
   - *5.3 Training* 6
   - *5.4 Emergency Drills* 6
   - *5.5 Corrective Actions* 6
   - *5.6 Revision of ERT* 6
   - *5.7 Mutual Aid* 6
   - *5.8 ERT Leader Roles and Responsibilities*
   - *5.9 Raising the alarm and plan activation* 7
   - *5.10 Emergency Communication* 7
   - *5.11 Action during Emergency* 8
   - *5.12 Emergency Classification*
   - *5.13 Spill Emergency response* 9
   - *5.14 Environmental Accident* 9
   - *5.15 Severe Weather* 9
   - *5.16 Robbery/ Assault* 9
   - *5.17 Gas Leak Evacuation Procedure* 9
   - *5.18 Road Traffic Accident* 10
   - *5.19 Pandemics – Covid-19*
6. *Records* 10
7. *Appendix A – Evacuation map*

0. Amendment History

Rev#	Date	Page #	Section	Nature of Amendment
01	01-04-2021	All		Incorporating the new company (Kurita AquaChemie FZE) name, its scope and all other information
02	01-04-2022	All		Annual Revision
03	01-02-2023	All		Annual Revision + KASA and KAFE procedures are separately documented.
04	11-05-2023	4	5.0	KAFE First Aiders 2023 trained list added and procedure updated
05	01-04-2025	4	5.1	KAFE ERP team member 2025 list added and procedure updated

1. Purpose

The objective of this procedure is to furnish the guidelines for the people working at Kurita AquaChemie FZE offices and warehouses for developing their awareness and preparedness during emergencies and to react positively to minimize losses and recover in minimum time. This document provides necessary guidelines to develop specific ERT after looking at the hazards, assessing risks and then prioritizing them.

The purpose of this procedure is to ensure the implementation of response measures like procedures, roles and responsibility are clearly defined, to protect the people andthe environment.

2. Scope

This standard procedure is applicable to the Kurita AquaChemie FZE operations atworksite.

3. Roles & Responsibilities

It defines the responsibilities of key persons who will play vital role in handling emergency situation. This will ensure who will do what at the time of emergency without wasting time.

ERT Team Leader and his team are responsible for the overall effectiveness of this procedure.

4. Emergency Preparedness

HSE: Health Safety and Environment
ERT: Emergency Response Team
MSDS: Material Safety Data Sheet
ETF: Emergency Task Force

Typical Emergencies:

Medical, Fire/ Explosion, accidental leakages of poisonous/ Combustible gases, accidental releases of combustible or other hazardous substances, accidental leakages of fluid from pressurized vessel, Accident, Natural Disaster, Sabotage, Strikes, War, Epidemic.

Resources:

It defines the availability and allocation of internal resources whether human or material, to be utilized during emergency. Adequate emergency equipment must be made available and competent and trained persons must be assigned. Dedicated staff like fireman/ safety watchman/rescuers may be appointed assessing the situation or as required.

External Resources:

Like city fire stations and specialized emergency services are explored and contracts/ agreements made with external parties to seek support when needed.

5. Procedure

5.1 Communication

Line of communication, chain of command and modes of communication are defined in order to get effective and timely response of concerned persons in Kurita AquaChemie FZE.

Step 1

- If anyone notices an incident or any sickness, follow one of thesesteps:
  - Raise emergency alarm if you are inside the building or
  - Inform through telephone.
  - Shout (if there is no alarm / telephone facility)

Designation	Name	Mobile No.
ERT TeamLeader	Harshal Bhoge	056 605 7376
ERT Teammember	Ashokbabu Alagarsamy	
ERT Teammember	Vinod Parab	056 413 0305

First Aider	Harshal Bhoge	056 605 7376
First Aider	Sam Mathew	052 379 6179
First Aider	Vinod Parab	056 413 0305
First Aider	Maya Krishnan	052 852 1950

Step 2

- Stop all the jobs.
- Shut down all machineries and isolate all electrical and electronicsequipment.
- Do not lock any doors.
- Go to assembly point near your work location (Refer: Appendix A- EvacuationMap)

Step 3

- Does not return until authorized by the supervisors or emergencycoordinators instruct.

Step 4

- In the meantime, supervisors or HSE officer/ representative or securitypersonnel or any responsible personnel will take action as follows:

➢ **If it is minor incident**

- Call the first aider and give first aid

➢ **If it is major incident**

- Necessary communication routing shall be taken asmentioned below during office hours

Contact:

Police - 999

Fire Department - 997

Ambulance - 998

Electricity - 991

Water - 992

Emergency Control Centre (ECC)- 04-8833111

- If you are confident and trained, extinguish the fire withthe help of firefighting equipment available nearby.

5.2 Information

MSDS will be the source of information on hazardous materials, their potential impact on the environment, and the measures will be taken as instructed inthe event of accidental releases.

5.3 Training

Training of workforce to develop awareness regarding probable emergency situations and their expected response to deal with emergencies and come out of such situation as quickly as possible.

Emergency evacuation routes and gathering area will be clearly defined and communicated to all. Boards shall be displayed at conspicuous locations to guide people during emergencies.

5.4 Emergency Drills

Emergency drills will be conducted regularly in order to assess the effectiveness of ERT and preparedness of workforce to handle emergencies and to make workforce realize their roles and responsibilities during emergency.

5.5 Corrective Actions

Any discrepancy observed during emergency drills will be reported to the ERT Team Leader/Team member ERT Corrective actions will be taken and decisions made in HSE committee meeting. Recommendations for amendments in ERT will be given.

5.6 Revision of ERT

ERT will be revised on regular basis in order to incorporate any change in system and any recommendation from HSE committee. Revised copies of ERT will be circulated and provided where needed.

5.7 Mutual Aid

Other organizations in surrounding area can be contacted to know about their capacity and resources to meet emergencies. Agreements can be made with them to help each other at the time of need.

Contact numbers and persons to be contacted must be included in ERT for current reference.

5.8 ERT Team Leader Role and Responsibilities

5.8.1 ERT Team Leader will assess the scale of emergency and issue the directions to the emergency response team (if

declared and notified already) for mobilization.

5.8.2 Ensure the consistency in communication with the team leader for instructions till the end of emergency.

- He will ask other members of the ERT team for mobilization of additional resources if required to adequately deal with the situation.
- Ensure all escape routes and assembly areas in Kurita AquaChemie FZE are clearly marked by respective safety signs in the field as indicated onthe site plan.
- Ensure arrangements for head counting in the assembly area
- Identification and training of emergency team along with Teamleader is performed.
- Setting up the schedule for emergency and evacuation drills
- Schedule of inspection for firefighting and other emergencyequipment is set

5.9 Raising the alarm and plan activation

- Activate the alarm in case of emergency and inform the team leader
- Provide the following details:
  - Location of the Incident
  - Natures of incident e.g., fire, number of injuries, etc.
  - Identify yourself giving your name and telephone number

5.10 Emergency Communication

- Communication is a critical factor in handling an emergency. To control the situation by the earliest possible, any employee must be authorized to raise an emergency alarm
- Ambulance, medical staff, Fire team, Fire service, other emergency services shall be called if needed.

5.11 Emergency Classification

- An emergency could be a release, a spill, an explosion, destruction from natural disasters, an explosion or a fire. Levels of emergency can be tied to theactivation of particular emergency management functions.
- However, there are three levels of management and response to the emergencies of the industries. Depending on the magnitude of the emergency scenario, the level of desired emergency response will be activated; a higher level may be directly activated without precursors.

Level I Emergency

An emergency has occurred and can be controlled by the emergency

responseteam. Emergency notification to the relevant Emirate Authority is a must.

Level II Emergency

small area or to a fixed office and does not pose a threat of spreading to a larger area or off-office.

The emergency response team together with the Regulatory Authority Aid Emergency Team shall take necessary actions for controlling the situation. Regulatory Authority's Emergency Technical Team will also be present at the office.

Level III Emergency

An emergency has occurred and the situation is not under control and protective action may be necessary to protect the surrounding and the office area. An office area emergency involves events in process or which have occurred that result in actual or likely major failures of safety functions.

The HSE officer along with, Regulatory Authority Aid Emergency Team, Civil Defense, Police and other agencies will take necessary steps to curtail the situation.

5.12 Action during Emergency

5.12.1.1.1 On hearing an alarm all personnel shall vacate the work place. Before leaving, each person shall ensure that the area is as safe as possible by switching off welding machines, gas cylinders, running machines etc. Responsible persons shall take the lead to handle emergency before external help arrives. Warehouse will be handed over to emergency team on their arrival on site.

5.12.2 All personnel shall gather at the declared assembly point. The designated members of the HSE team shall provide guidance and assistance to reach the assembly point.

5.12.3 Every Supervisor shall ensure the following:

5.12.3.1 All work is stopped at once

5.12.3.2 All equipment is shut down and put in a safe place

5.12.3.3 All men are evacuated to a pre-determined assembly point in an orderly manner

5.12.3.4 Advise security to open the main gate for emergency vehicles

5.12.3.5 A roll call is taken and every man is accounted for, awaiting further instructions

5.12.3.6 Keep the zone, affected by the emergency, clear and remove any vehicles that could cause a restriction to the emergency team.

5.12.3.7 No one is permitted to return to work until notification has been

received from operations or from the companyrepresentative that it is safe to do so.

5.13 Spill Emergency response

5.13.1 Stop Operations & shut off equipment if safe, remove any sourcesof spark or flame

5.13.2 Ensure supervisor & fellow workers are notified

5.13.3 Stop the source of the spill if possible

Blocking flow (use spill pads, buckets, booms, absorbents, snow, or soil to make a berm). Use resources at hand to minimize the spread and impact of the spill until additional resources & expertise arrive. Use available equipment to create a barrier or beam Soak up all free product with available materials. Mix stained soil with loose absorbents or commercial bioremediation agents < 25 liters – low risk: Mop up excess fluids with spill pads/ booms and place in container/plastic bag for disposal > 25 liters – high-risk: Do initial mop up with available materials. Contact Spill specialist for further instructions.

5.14 Environmental Accident

Potential environmental accidents are spills, chocking of sewerage lines etc. In case of any environmental accident, call for help to inform ERT Leader at Kurita AquaChemie FZE. ERT Leader will secure the accident place with the help of ERT Team and if necessary, call the relevant external authorities.

5.15 Severe Weather

In case of heavy rain, dust storm, hurricanes etc. no one will leave the office until the weather condition becomes favorable.

5.16 Robbery/ Assault

During Robbery or assault:

5.16.1 Cool and calm

5.16.2 Alert neighbours and authorities (only if you feel that you and your colleagues are at a low risk)

5.16.3 Avoid quick or sudden movement

5.16.4 Do not offer resistance

5.16.5 Do not argue or shout at the robbers/ dacoits during the episode

5.17 Gas Leak Evacuation Procedure

Upon discovering or smelling a LPG gas leak from the gas cylinders, the following actions should be taken immediately.

- Inform the company Regional Operations Manager or representative.
- Operate the emergency siren to vacate the workplace.
- Close the valve of the leaking gas cylinder.
- Remove the other nearby gas cylinders.
- Keep away any source of ignition.
- Ventilate area.
- Investigate the incident.

5.18 Road Traffic Accident

Irrespective of the location of the road traffic accident, the company employees or drivers must comply with the following rules and regulations.

5.18.1 Do not move vehicle from the scene of accident until a clearance isobtained from the traffic police department

5.18.2 Inform the company Admin Assistant

5.18.3 Inform Police

5.18.4 Investigate accident and fill in ARF (Accident Report Form)

5.19 Pandemics - Covid -19

The planned reaction to a pandemic situation (e.g., Covid -19) is specified in our Kurita AquaChemie FZE published guidelines/ procedure - COVID-19 prevention at working site procedure & plan and this procedure gives guidelines to employees, on how to manage the risks arising from COVID-19 to protect work-related health, safety and well-being.

6 Records

Record	Record Ref No
Emergency Mock Drill Report	HSE-EP-F01
Emergency Numbers	HSE-EP-F02
First Aider List	HSE-EP-F03
Emergency Response Team List	HSE-EP-F04
Emergency Action Plan & Drill Rules	HSE-EP-F05
Inspection of Fire Equipment	HSE-EP-F06
First Aid Box List	HSE-EP-F07
Fire Extinguisher Check List	HSE-EP-F08
Hand tool check list	HSE-EP-F09
Monthly Grading Report	HSE-EP-F10

7.0 Appendix A

EVACUATION MAP

