EMERGENCY RESPONSE PLAN

Company: Hateen Tech. Cont. L.L.C.
Document No.: HTC-HSE-ERP-001
Revision: 00
Effective Date:
Project: _____
Location: _____

1. Purpose

The purpose of this Emergency Response Plan is to establish a clear and coordinated system for responding to emergencies at the project site, protecting personnel, property, equipment and the environment, and minimizing the consequences of an emergency.

2. Scope

This plan applies to all employees, subcontractors, suppliers, visitors and other persons working at or visiting the project site.

3. Potential Emergencies

The following emergency situations shall be considered:

1. Fire or explosion
2. Medical emergency / serious injury
3. Electrical shock or electrical accident
4. Fall from height
5. Equipment or machinery accident
6. Crane/lifting accident
7. Structural collapse
8. Gas leak
9. Chemical/fuel spill
10. Severe weather
11. Flooding/water ingress
12. Vehicle accident
13. Missing or trapped person
14. Security emergency
15. Evacuation of the project site

4. Emergency Contact Information

The project team shall display current emergency contact information at site offices, notice boards and other designated locations.

Emergency Service	Contact
Police	**999**
Ambulance	**998**
Fire / Civil Defence	**997**
Electricity Emergency	**991**
Water Emergency	**992**
Project Manager	_____
HSE Officer	_____
Site Engineer	_____
Security	_____
Nearest Hospital / Clinic	_____

Emergency numbers should be verified against the applicable UAE emirate/project requirements before final issue.

5. Emergency Organization

Project Manager

- Overall emergency coordination.
- Liaise with client/consultant and authorities.
- Ensure adequate emergency resources.

HSE Officer

- Coordinate site emergency response.
- Raise alarm and initiate evacuation where required.
- Coordinate first aid and emergency services.
- Record and report the incident.

Site Supervisor

- Stop work and make the area safe.
- Account for workers.
- Assist with evacuation and emergency access.

First Aider

- Provide first aid within the limits of training.
- Assist ambulance personnel upon arrival.

Security

- Control site access.
- Keep emergency routes clear.
- Direct emergency services to the incident location.

All Personnel

- Follow instructions.
- Stop work when instructed.
- Proceed to the designated assembly point.
- Do not return to the affected area until authorized.

6. GENERAL EMERGENCY PROCEDURE

Emergency Identified
↓
Stop Work / Raise Alarm
↓
Notify HSE / Site Management
↓
Assess Situation from a Safe Location
↓
Call Emergency Services if Required
↓
Evacuate / Isolate Hazard
↓
Proceed to Assembly Point
↓
Head Count / Personnel Accountability
↓
First Aid / Emergency Response
↓
Emergency Services Take Control Where Applicable
↓
Incident Investigation & Corrective Action
↓
Management Review & Closeout

7. Fire Emergency

When fire or smoke is discovered:

1. Raise the alarm immediately.
2. Stop work and isolate equipment if safe to do so.
3. Call the Fire/Civil Defence emergency service.
4. Use a suitable fire extinguisher only if trained and the fire is small and safe to approach.
5. Evacuate through the designated emergency route.
6. Proceed to the assembly point.
7. Do not use lifts/elevators during a fire emergency.
8. Do not re-enter the building/site until authorized.

8. Medical Emergency / Serious Injury

1. Stop work and make the area safe.
2. Notify the HSE Officer/site supervisor.
3. Call ambulance services where required.
4. Provide first aid by trained personnel.
5. Do not move a seriously injured person unless remaining in place presents an immediate danger.
6. Keep access clear for emergency responders.
7. Preserve the incident scene where practicable.
8. Complete the required incident report and investigation.

9. Electrical Emergency

1. Do not touch a person who may still be electrically energized.
2. Isolate the electrical supply if this can be done safely.
3. Call emergency medical assistance where required.
4. Provide first aid/CPR only by appropriately trained personnel.
5. Secure the area against unauthorized access.
6. Have the electrical system inspected before restoring work.

10. Fall From Height

1. Stop work in the affected area.
2. Prevent further falls or falling objects.
3. Call emergency medical assistance where required.
4. Do not move the injured person unnecessarily.
5. Preserve access for emergency responders.
6. Inspect the work-at-height system before restarting work.
7. Investigate the incident and implement corrective actions.

11. Chemical / Fuel Spill

1. Stop the source if it is safe to do so.
2. Keep personnel away from the affected area.
3. Eliminate ignition sources where applicable.
4. Use appropriate spill-control materials.
5. Prevent the substance from entering drains or watercourses.
6. Notify HSE/site management.
7. Dispose of contaminated materials in accordance with applicable requirements.

12. Severe Weather / Flooding

1. Monitor relevant weather warnings.
2. Secure loose materials, equipment and temporary structures.
3. Stop exposed or high-risk activities when instructed.
4. Move personnel to designated safe areas.

5. Isolate electrical equipment where flooding creates a hazard.
6. Resume work only after the area has been inspected and declared safe.

13. Evacuation & Assembly

The project shall have a clearly identified **Assembly/Muster Point**.

The assembly point shall:

- Be clearly marked.
- Be accessible from the site.
- Be away from immediate hazards.
- Allow personnel accountability.
- Remain accessible to emergency responders.

Personnel Accountability

Supervisors shall conduct a headcount of their teams and immediately report missing persons to the HSE Officer.

No person shall leave the assembly point without authorization unless instructed by emergency services.

14. Emergency Equipment

The following emergency equipment shall be provided as applicable to the project:

- Fire extinguishers
- Fire alarm / emergency communication system
- First-aid boxes
- Emergency lighting
- Emergency exit signs
- Spill kits
- Safety barriers
- Rescue equipment
- Emergency contact boards
- Torches
- PPE
- Eye-wash facilities where required
- Emergency access routes

All emergency equipment shall be inspected periodically and maintained in serviceable condition.

15. Emergency Drills

Emergency drills shall be conducted at planned intervals appropriate to the project risk profile.

Examples:

- Fire evacuation drill
- First-aid/medical emergency drill
- Electrical emergency drill
- Work-at-height rescue drill
- Spill response drill

Drill results shall be recorded, deficiencies identified and corrective actions tracked to closure.

16. Emergency Training

Personnel shall receive appropriate:

- Site emergency induction
- Emergency evacuation briefing
- Fire safety awareness
- First-aid awareness
- Toolbox talks
- Emergency contact information
- Specific emergency/rescue training where their duties require it

17. Incident Reporting & Investigation

Following an emergency:

1. Notify project management.
2. Secure and preserve the incident area where appropriate.
3. Record the incident details.
4. Collect photographs and relevant evidence.
5. Identify immediate and root causes.
6. Establish corrective/preventive actions.
7. Verify implementation.
8. Close the action after effectiveness is confirmed.

18. Emergency Records

The following records shall be maintained:

No.	Record
1	Emergency Contact List
2	Emergency Equipment Inspection Checklist
3	Fire Extinguisher Inspection Record
4	First-Aid Box Inspection Record
5	Emergency Drill Record
6	Attendance / Headcount Record

No.	Record
7	Incident / Accident Report
8	Investigation Report
9	Corrective Action Report
10	Training / Toolbox Talk Records

Emergency Response Flowchart

EMERGENCY
↓
RAISE ALARM
↓
STOP WORK
↓
MAKE AREA SAFE
↓
NOTIFY HSE / MANAGEMENT
↓
CALL EMERGENCY SERVICES
↓
EVACUATE IF REQUIRED
↓
ASSEMBLY POINT & HEADCOUNT
↓
FIRST AID / EMERGENCY RESPONSE
↓
AUTHORITIES / EMERGENCY SERVICES
↓
INCIDENT INVESTIGATION
↓
CORRECTIVE ACTION
↓
MANAGEMENT REVIEW & CLOSEOUT