Emergency Response Procedure
Status Page

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Section 1  Types of Emergency

The following are some of the most common situations that may lead to an EMERGENCY in the plant:

- Outbreak of fire
- Occurrence of fire
- Occurrence of serious accident and
- Damage to building and plant which endangers the safety of personnel

This procedure is applicable to all operations on all Gas Terminalling and Distribution Plants and Terminals.
The person who discovers a fire or any emergency shall immediately inform the Plant Manager in person giving him the exact location, type and seriousness or by pushing the automatic emergency alarm system to inform all personnel on the plant.

The reporting person should proceed to fight the fire (ONLY PERSONS TRAINNED FOR FIRE FIGHTING ARE ALLOWED TO FIGHT FIRE) with fire fighting appliances while waiting for assistance, arrival of the plant manager or the fire fighting agency.

### 2.1 ACTION DURING AN EMERGENCY

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| **Plant Manager**  | On receiving the information of an emergency, the Plant Manager shall immediately proceed to the scene of the incident to assess the seriousness of the emergency. If an emergency is confirmed, he shall:  
  - Immediately raise the alarm and inform all employees as follows: Location of Emergency, Type of Emergency, and Seriousness of Emergency and proceed to inform the Terminals Manager and HSSE Manager. |
| **Terminals Manager** | Upon being informed:  
  - Assume duties of the Plant Commander (PC)  
  - Proceed to set up the Emergency Command Post  
  - Issue evacuation order to Plant Manager (PM)  
  - If necessary, Inform the Police Command (---) and Fire Department (---)  
  - Hand over Emergency Command Post to Fire Department when they arrive at the plant  
  Note: If Terminals Manager is not available the plant manager will take up the role. |
| **HSSE Personnel** | Upon being informed:  
  - Assume duties of the Assistant Plant Commander (APC)  
  - Proceed to find out the location of the emergency.  
  - Organise and lead the assembled personnel, first aiders and fire fighters to the Emergency Mustering Area.  
  - Remain in constant contact with the Terminals Manager and continuously keep him informed of the situation. |
| **Security**       | Ensure no unauthorised visitors are allowed to enter the plant. There should be no communication to other external agencies except to Fire Dept. |
| **Plant Supervisor** | Upon being informed:
- To organize 2 teams of plant worker to assume duties of Fire Fighters & First aiders (Only **IF TRAINNED** to undertake such responsibilities)
- Proceed to the Emergency Mustering Area beside and wait for instructions from the HSSE Personnel
- All First aiders will immediately proceed to collect the First Aid Boxes and report to the HSSE Personnel at the Emergency Mustering Area to receive further instructions.
- The First aiders will set up the First Aid Post at the Emergency Mustering Area and treat casualties. |
3.1 LPG GAS LEAK

- Avoid breathing vapour and contact with liquid or gas
- Close emergency shut-off valve
- Close all valves to stop the gas flow to the affected area. However, never operate any valves within the vicinity: Turning the wrong valve could create an emergency in another area worse than the one at hand and further endanger life or property.
- Move all personnel from area. Move upwind
- NO SMOKING, NAKED LIGHTS and don’t start the vehicle engine or other engines and/or operate electrical equipments
- Prevent spillage or entering underground drain by banking with sand or earth
- Phone fire brigade
- If gas leakage out of control, evacuate area and warn against entry.

3.2 FIRE EXPOSURE

- If LPG is burning outside, DO NOT attempts to extinguish the fire. However, if life is in jeopardy, extinguish the gas fire with a dry chemical at the base of the flame, and wet the surrounding area with fog to prevent re-ignition.
- Phone fire brigade and police (insert telephone number of local police and fire station)
- Whenever possible, close the upstream and downstream valves to stop the gas flow to the affected area. However, never operate any valves within the vicinity: Turning the wrong valve could create an emergency in another area worse than the one at hand and further endanger life or property.
- Check for gas accumulation in nearby building and sewers. Burning gas will not normally explode, but if the gas source is underground, do not assume that all escaping gas is being consumed by the fire. Gas detection instruments are required to check in, under and around surrounding buildings for presence of gas.
- Remove containers from vehicle not in area of fire, or remove other materials to prevent spread of fire
- Move people from area. Move upwind
- Follow fire-fighting instructions
- If fire gets out of control, evacuate area and warn against entry.
3.3 TANKER/VEHICLE ACCIDENT

- Shut off engine and any electrical equipment and leave "off" until vapour hazard is removed

- Move people from area. Move upwind

- Check for spills or leaks

- Phone fire brigade and police, tell them location, material and owner. Indicate condition of vehicle and any damage observed

- **NO SMOKING ,NAKED LIGHTS** and don't start the vehicle engine or other engines and/or operate electrical equipments

- If fire gets out of control, evacuate area and warn against entry.

- Close emergency shutoff valve

- Isolate power at main switchboard.
3.4 CYLINDER LEAK SUSPECTED

- Check the entire system for ANY indication of gas leak, such as smell or hiss.
- Test with soapy water solution, which will bubble at any point where gas escapes. NEVER use a match or flame to test for a leak.
- If the leak has been indoors, fully ventilate the room before further use of appliance.
- Do not interfere with any part of a fixed installation.

3.5 CYLINDER LEAK DETECTED

- If possible, stop the leak by shutting the cylinder valve.
- Ventilate the area thoroughly until the air is clear.
- If it’s not possible to stop the leak, remove the cylinder carefully to a safe outdoor location. Keep the leak uppermost so that only gas and not liquid escapes.
- Keep hands and face clear of any stream of escaping liquid.
- If the cylinder cannot be removed, disperse gas with fine water spray and provide maximum ventilation.
- Keep possible ignition sources at least 20 metres away until cylinders in empty. These sources could include open fires, non flameproof electrical appliances, camera flash, telephone, radio, vehicle engine and other equipment that can generate a spark.
Appendix 1     Emergency Communication Flow Chart

Follow Emergency Procedure

Emergency

Truck Emergency
Call Logistics Manager

Depot Emergency
Call Depot Manager

Warehouse Emergency
Call Warehouse Manager

Other Emergency
Call Line Manager

Call HSE Manager
Inform M.D/C.O.O

Call Hotline
Call 911 If serious

Call 911 If serious