Procedure:

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Procedure №

CDC-OP- PRO-032-15

Rev 13

01 September 2020

DOCUMENT INFORMATION SHEET

Title of Document	*:*	*Emergency Preparedness and Response Plan*
Type of Document	**:**	*Procedure*
Document Number	**:**	*CDC-COE-PRO-032-15*
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Business Unit	**:**	*Operations*
Prepared for	**:**	*CDC*
Date of Issue	**:**	*01 September 2020*

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DOCUMENT CONTROL SHEET

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Procedure CDC-OP-REP-001-13 Procedure Control of Documents.
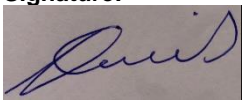
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REVISION CHART

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CHANGE CONTROL REGISTER

DATE	DOCUMENT VERSION	CHANGES MADE	AUTHOR
15/01/2018	11	Updated date and rev. no. on cover page	Dr Paul Martin
15/01/2018	11	Updated date on Document Information Sheet	Dr Paul Martin
15/01/2018	11	Insertion of Change Control Register.	Leeanne Winter
15/01/2018	11	Updated Table of Contents	Dr Paul Martin
15/01/2018	11	Updated page numbering, revision number and date in footer	Leeanne Winter
15/01/2018	11	Updated revision chart	Leeanne Winter
15/01/2018	11	Updated "A. Emergency Telephone Numbers"	Dr Paul Martin
15/01/2018	11	Updated "B. Summary of Emergency Preparedness & Response"	Dr Paul Martin
15/01/2018	11	Updated "1. Abbreviations & Definitions" – "5. Emergencies in buildings" page 1 - 4	Dr Paul Martin
15/01/2018	11	Updated "6. Fire: Vegetation / away from buildings" – "14. Review: General: - pages 5 - 11	Dr Paul Martin
19/02/2019	12	Include all the layout plans per floor indicating the escape routes	Viwe Biyana
01/09/2020	13	Updated change of roles and responsibilities.	Siseko Gwavu

EMERGENCY PREPAREDNESS AND RESPONSE PLAN
(Procedure)

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A. EMERGENCY TELEPHONE NUMBERS

EMERGENCY TELEPHONE NUMBERS		
CONTACTS	**TELEPHONE NUMBERS**	**TYPE OF EMERGENCY**
AMBULANCE-CARDIO LIFE	041 401 3321	Injuries
SAPS-FLYING SQUAD	10111	Security
CDC CONTROL ROOM	041 403 0604 / 041 403 0422	Security; Incidences
NMBM-ELECTRIC DEPT	041 374 4434	Electrical
NMBM-WATER DEPT	041 360 1330	Bulk system NMBM water leaks
I.O.D. CENTRE	041 373 7444 / 083 6400667	Injuries
LIVINGSTONE HOSPITAL	041 405 9111	Injuries
Port Elizabeth, Motherwell -Fire Station	041 508 5750	Fire & Related Emergencies
Port of Ngqura Fire Division	041 507 1672	Fire & Related Emergencies
Assistance with snakes & animals: Arnold Slabbert	082 3323660	Problem animals; Animal rescue
Vet: Trapped large mammals – Dr Jean Batt	082 099 4300	Mammals (requiring darting)
Zuko Mqhatu: Facilities Unit head	(041) 403 0488 / 082 854 6950	CDC Infrastructure
Sadick Davids	(041) 403 0480 / 084 570 2849	
Mandla Maqanda: CDC Facilities Manager	041) 403 0825 / 083 661 1976	CDC Infrastructure
Viwe Biyana	078 1347381	CDC Health, Safety & Environment
Effluent Service Provider – SRK Consulting Services	041 509 4800	Sewerage leaks & overflows
Effluent Removal Service Provider Oricol ES (honeysucker)	041 453 2918	Sewerage / polluted water removal

B. SUMMARY OF EMERGENCY PREPAREDNESS & RESPONSE

Emergency	Response	Contacts	Prevent / Mitigate / Equipment / Monitor
Animals: E.g. Snakes, Bees	a) 1st Aid b) Ambulance c) Identify species (photo, don't kill / handle) d) Service provider to remove / catch	Ambulance Service provider – Relay Emergency Service – 041 359 7019 (capture / remove)	• Do not try to catch / handle; • Awareness posters & training • Design infrastructure to not have holes where bees, rodents & snakes can enter as far as is practicable • Good waste management
Fire: CDC Building	a) Raise Alarm b) Fire Dept c) Evacuate	NMBM Fire - PoN Fire - 041 507 1672	• Fire extinguishers & hoses • Fire drills • Test hydrants & equipment
Fire: Tenant	a) Raise Alarm b) Fire Dept c) Evacuate	NMBM Fire PoN Fire - 041 507 1672	• Tenant compliance with OSHEMP • Tenant Emergency Plan • Ring Fire Main (operational, tested annually) • Test hydrants • Tenant 24/7 contact details
Fire: Vegetation / Outside	a) NMBM Fire Dept b) Facilities Management c) Alert nearby tenants d) Monitor spread of fire & act accordingly	NMBM Fire Facilities Manager	• No open fires • Tenant 24/7 contact details • PPE, equipment & training • Test fire hydrants
Plague / Disease Outbreak	a) Isolate patients b) Provide medical assistance c) Inform NMB & Provincial Health Outbreak Response Teams & NICD d) Identify source	CDC-SHE Project Manager	• Plague Outbreak & Response Plan for Coega IDZ • Provincial Outbreak Response Plan • Plague & rodent monitoring programme in IDZ

Emergency	Response	Contacts	Prevent / Mitigate / Equipment / Monitor
Pollution: Liquid / Hazmat	a) Assess risk & identify substance if possible – stay upwind, avoid contact b) Stop at source if practicable c) NMBM Fire d) Facilities Management e) Contain if safe & practicable f) Block stormwater outlets g) Clean-up; Service Provider	NMBM Fire PoN Fire Hazmat Service Provider	• Correct storage, handling & transportation; • MSDS of substances available • Methods to block stormwater culverts & exit of attenuation ponds; • Spill clean-up equipment & materials; • Hazmat drills • Tenants implement OSHEMP • Tenant Emergency Response Plans
Pollution: Stormwater system	a) Block stormwater outlets b) Identify source c) Stop at source d) Clean-up; Service Provider	Facilities Manager Service Provider	• CDC & Tenants to implement OSHEMP; • Design stormwater systems with separators & retention ponds in risk areas; • Methods & equipment to block stormwater culverts & exit of attenuation ponds; • Maintenance schedule to clean stormwater systems of solid waste • Drills: Block off stormwater systems • Quarterly water quality monitoring programme
Sewerage: Pump Station Failure / Overflow	a) Telemetry system notifies Control Room / Facilities Management b) Investigate cause c) Service Provider in place to do immediate repairs d) Prevent contamination of watercourses e) Clean-up	Facilities Manager Service Provider	• Design pump stations with backup pumping systems, emergency overflow ponds, telemetry warning systems; • Facilities Management & Service provider available 24/7; • Monthly testing of telemetry & back-up systems
Sewerage: Pipe Leak	a) Notify Facilities Management b) Service Provider in place to do immediate repairs	Facilities Manager Service Provider	• Design sewerage systems / use pipes that can be easily repaired; • Service provider always available

Emergency	Response	Contacts	Prevent / Mitigate / Equipment / Monitor
	c) Prevent contamination of watercourses d) Clean-up		
Water Leak	a) Notify Facilities Management b) NMBM or CDC leak? c) Service Provider in place to do immediate repairs	Facilities Manager Service Provider	• Design water systems / use pipes that can be easily repaired • Service provider always available
Weather: Floods; Wind	a) Stop risky activities (e.g. high level work) b) Take shelter in a safe area c) Do not travel in severe conditions – wait until conditions ameliorate d) Clean-up / repairs once severe weather is over	NMBM Fire Facilities Management	• Keep infrastructure out of flood prone areas where possible; • Design infrastructure for heavy rains and strong winds; • Equipment & materials to be stored in a manner such that they are not affected by strong winds / heavy rains; • No high level work in windy / adverse conditions; • Sandbags available for flood prone building entrances

1   OBJECTIVES

The procedure stipulates actions to be taken to prevent, mitigate and respond to emergency situations likely to cause illness, injury, trauma, property damage or adverse environmental impacts.

2   SCOPE

This procedure applies to activities, land and property under the control of CDC and to persons working under CDC's control within the Coega Special Economic Zone.

3   ISO 14001:2015 and ISO 45001:2018 Requirements

a) **ISO 14001:2015 and ISO 45001:2018**

The ISO 14001:2015 Standard Section 8.2 Emergency preparedness and response requires CDC to establish implement and maintain the processes needed to prepare for and respond to potential emergency situations, including those that can have an environmental impact.

CDC shall:

    a. Prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;

    b. Respond to actual emergency situations;

    c. Take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;

    d. Periodically test the planned response actions, where practicable;

    e. Periodically review and revise the processes and planned response actions, in particular after the occurrence of emergency situations or tests;

    f. Provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under CDC's control;

CDC shall maintain documented information to the extent necessary to have confidence that the processes are carried out as planned.

4 Animals (e.g. Snakes, Bees)

a) Planning

- Service provider to catch / remove problem animals always available

b) Response

- Provide 1st aid if victim bitten / stung / injured
- Get patient to a medical facility
- Obtain photographs of the animal for identification purposes if this can be done without further risk
- Contact Facilities Management who shall contact the service provider to remove the problem animal(s) if necessary

c) Prevent / Mitigate

- Awareness training to construction and operational staff
- Do not try to catch, handle or kill potentially dangerous animals – move away from them to a safe place
- Design infrastructure to minimise holes where rodents, snakes and bees can enter
- Implement good waste management so as not to attract problem animals

d) Test

- Regular call-outs to the service provider provide adequate testing of the efficacy of capture and removal of problem animals

e) **Review**

- Monthly reports from the service provider
- Incident report to be prepared and recommendations for improvement to be analysed / incorporated into the Emergency Plan if an injury occurs

f) **Information & Training**

- Induction to include problem animals
- Construction toolbox talks to include problem animals for high risk areas
- Awareness and Identification posters (e.g. snakes) to be displayed on high risk sites

5   Emergencies in Buildings

Fire – break glass system

Upon detecting smoke or a fire the relevant person will use the break glass system to   activate the evacuation of the CDC Business Centre

Only a trained person first on the scene will assess the fire with a backup person and take action accordingly if required

Fire – fire detection system

Upon automatic fire detection the evacuation alarm will go off in the security command room only.

The command room will dispatch security personnel to inform the relevant emergency controllers and investigate and evaluate the legitimacy of the alarm. Pending the findings, security may request the command room to sound the alarm so that CDC Business Centre Employees / visitors / contractors can evacuate the building.

The emergency controller will assess and take the necessary actions with respect to:

- Evacuate the building following the relevant escape routes (indicated depending on the type of evacuation required) to the assembly point
- Instructing relevant emergency team members to assist their fellow disabled people
- Get printed copies of access controlled areas from security in order to conduct a headcount
- Report to your designated Wing Marshal
- Nature of the emergency
- Number of Injuries

All Staff:

- On hearing the alarm, IMMEDIATELY evacuate from the building through appropriate routes to the designated assembly point(s);

- Do NOT stop to pick up personal effects.

- Close all windows in your vicinity as you leave and switch off all gas and electrical supplies, if feasible.

- Alert First Aiders to assist injured personnel to evacuate

- Report to your designated Wing Marshal

- Inform your wing marshal if you need first aid.

- Do not leave the Assembly Point or re-enter the building until told to do so by the Emergency Controller(s)

Potential Security incidents and Response

- On hearing the alarm the Security will report to the CDC control room

- The controllers immediately despatch, T.R.T and Supervisors for assistance to provide support on evacuating the building

- The controllers must wait for the Site Commander to identify the scene before they call the emergency vehicles.

- If the scene is not under control the controllers must phone the emergency services

- For response on incidents Ref to (CDC-PRM-072-13)

Preparedness Security incidents

The Incident Report form is to ensure that all incidents, non-conformances and/or complaints are acknowledged, recorded and dealt with to the satisfaction of the

- CDC. Accordingly all occurrences are to be recorded in the Site Occurrence Book, if applicable, before being dealt with in accordance with the Site/Incident report

First Aiders

- Collect the portable First Aid Box from your area.

- Evacuated through appropriate routes to the designated assembly point(s);

- Stop to assist injured personnel only if the area is deemed safe to do so

- Inform the wing marshal that you are not evacuating

- Ensure hazardous items are disposed of in the medical hazardous bins provided in the clinic i.e. blood spills.

Fire Team Members:

- Evacuated through appropriate routes to the designated assembly point(s);
- Stop to fight a fire after consulting the emergency.

Designated Fire Marshals:

- Ensure that all persons are evacuated through appropriate routes to the designated assembly point(s);
- Ensure that windows in the building are closed (if doing so does not pose a risk);
- Take note of injured personnel who cannot be safely evacuated
- Complete the Emergency Evacuation Record
- Report to the emergency coordinator

Emergency Controller

- Coordinate responses; Issue instructions as necessary to address the emergency
- Ensure the necessary actions are taken to mitigate environmental impacts; e.g. directing run-off to the most appropriate area (in consultation with the Fire Dept.)
- Contact the necessary service providers if required.

Executive Manager SHEQ OPERATIONS BU

Ensure implementation of this procedure throughout the organization by:

- Identifying and advise potential emergency scenarios;
- Approval of appropriate emergency response plans;
- Approve the acquisition and maintenance of emergency equipment where reasonable;
- Approve periodic testing of emergency response plans and effecting corrective action.

Emergency Team

The main functions are to evacuate personnel, asses the emergency and take appropriate action including crowd control.

Armed Robbery and Bomb Threat Response Plan

Classified information and the documented plan are kept with security.

6   Fire: Vegetation / Away from Buildings

a) Planning

- Fire service to be available 24/7
- PPE & equipment (e.g. goggles, fire extinguishers) to be available
- 24/7 contact details of tenants and contractors in IDZ

b) Response

- Contact NMBM Fire Service
- Notify CDC Facilities Management
- Facilities Management to:
  - Assess fire & attempt to put it out if practicable
  - Monitor fire's spread and intensity
  - Alert tenants and contractors as applicable
  - Monitor for flare-ups once fire is under control
  - Contact service provider to rescue animals (e.g. tortoises) if safe and practicable

c) Prevent / Mitigate

- No open fires in the IDZ
- Awareness training to construction and operational staff
- Staff trained in fire-fighting with appropriate equipment and PPE
- Fire hydrants to be operational and tested at least annually (developed areas)

d) Test

- Periodic vegetation fires provide adequate testing of response times and efficacy

g) Review

- Incident report to be prepared for each fire (date, time, location, response time, equipment deployed, date & time extinguished, area affected, damage report, establish possible cause, successes & failures, recommendations). Recommendations for improvement to be analysed / incorporated into the Emergency Plan & operations as necessary

h) Information & Training

- Induction to include actions to take in a fire / emergency, no open fires
- Construction & Security Staff toolbox talks to include no open fires, avoiding sparks, cigarette butts, etc in high risk areas
- Fire-fighting training, PPE & equipment for identified personnel

7   Plague / Disease Outbreak

a) Planning

- Plague Outbreak & Response Plan for Coega IDZ that dovetails with the NMBM and Provincial Outbreak Response Plans

b) Response

c) Prevent / Mitigate

d) Test

e) Review

f) Information & Training

8   Pollution: Liquid / Hazmat

a)   Planning

- Fire service to be available 24/7
- Facilities Management to be available 24/7
- Tenants and Construction sites to have, and be able to implement, Emergency Response Plans
- Hazmat response capacity / service provider to be available for risk areas
- PPE, safety equipment & clean-up equipment to be available for risk areas
- 24/7 contact details of tenants and contractors in IDZ

b) Response

- Assess risk and identify substance if possible (stay upwind, do not make contact with the substance)
- Secure the area & keep people away, avoid sources of ignition
- Stop the source of pollution only if practicable and safe to do so
- Contact NMBM Fire Service
- Notify CDC Facilities Management
- Contain the spill and block stormwater culverts if safe and practicable to do so
- Clean-up the spill (using emergency services, in-house or service provider as appropriate)

c) Prevent / Mitigate

- Ensure correct labelling, storage, handling and transportation of hazardous substances
- Tenants must implement the OSHEMP
- Tenants must have and implement emergency response plans

- Construction Sites to have emergency response plans and spill kits available
- Awareness training to construction and operational staff
- Staff trained in spill response with appropriate equipment and PPE
- List and MSDS of hazardous substances to be available
- Methods to contain spills, block stormwater culverts and close the exit pipes of stormwater attenuation ponds

d) Test

- Annual hazmat response drill
- Audit tenants and construction sites for emergency response plans and response capacity

e) Review

- Incident report to be prepared for each incident resulting in lost-time injuries or at least moderate environmental impact (date, time, location, response time, equipment deployed, date & time cleaned-up, area affected, environmental / infrastructure damage report, establish possible cause, successes & failures, recommendations). Recommendations for improvement to be analysed / incorporated into the Emergency Plan & operations as necessary

f) Information & Training

- Induction to include actions to take in an emergency
- Construction toolbox talks to include hazmat emergencies
- Training, PPE & equipment for identified personnel

9 Pollution: Stormwater System

a) Planning

- Design stormwater systems with separators & / or retention ponds in high risk areas and debris traps and exit shut-off systems
- Comply with the relevant sections (best practise tables) of CDC's Stormwater Masterplans
- Service provider to be available to assist with clean-up
- Have a maintenance schedule for cleaning solid waste from CDC's stormwater channels and ponds

b) Response

- Block the exit pipe of the stormwater attenuation / retention pond, or block the stormwater culverts, as applicable
- Identify the source of pollution
- Stop the source of pollution

- Clean-up (usually a service provider will be required to e.g. suck up the effluent, remove solid waste)

c) Prevent / Mitigate

- CDC & Tenants to implement the OSHEMP, that includes compliance with the relevant sections (best practise tables) of CDC's Stormwater Master Plans
- Have available methods, equipment and materials to close off stormwater culverts and the exit pipe of stormwater attenuation / retention ponds
- Implement a maintenance programme to regularly clean CDC's stormwater channels and ponds of solid waste

d) Test

- Annual drill to close off stormwater culverts and exit pipes of stormwater ponds
- Annual environmental audit of CDC's stormwater channels and retention ponds

e) Review

- Analyse the outcomes of the annual stormwater system audit, water quality monitoring reports, annual drill to close off stormwater culverts / exit pipes and any incident reports to identify problem areas and improve responses.

f) Information & Training

- Training, PPE & equipment for identified personnel
- Quarterly water quality monitoring programme and reports to be in place
- Annual audit of CDC stormwater systems (in conjunction with the audit of the DWS Water Use Licence for the Core Development Area).

10 Sewerage: Pump Station Failure / Overflow

a) Planning

- Design pump stations with backup pumping systems, emergency overflow ponds (if applicable), telemetry warning systems;
- Facilities Management & Service provider available 24/7
- Inspection and maintenance schedule

b) Response

- Telemetry system alerts Security Control Room / Facilities Management
- Facilities Management investigates cause within 2 hours
- Service Provider to do repairs to be on site within 4 hours of telemetry notification
- Prevent overflowing sewerage from entering water courses
- Repairs and clean-up

c) Prevent / Mitigate

- Monthly testing of telemetry and back-up systems
- Implement inspection & maintenance plan
- Methods and equipment available to prevent overflowing sewerage reaching water courses

d) Test

- Periodic sewerage pump failures provide adequate opportunity for testing responses
- Monthly testing of telemetry and back-up systems

e) Review

- Incident report required for each sewerage pump failure that results in an overflow of sewerage – root cause to be established and recommendations to prevent a re-occurrence

f) Information & Training

- Security Control Room and Facilities Management to be trained on responses following a telemetry or manual alert
- Inspection / testing schedule to be maintained

11   Sewerage: Pipe Leak

a) Planning
b) Response
c) Prevent / Mitigate
d) Test
e) Review
f) Information & Training

12   Water Leak

a) Planning
b) Response
c) Prevent / Mitigate
d) Test
e) Review
f) Information & Training
g)

13 Weather: Floods, Wind

a) Planning

- Keep infrastructure out of flood prone areas; Where this is not possible (e.g. linear infrastructure), flood-proof the infrastructure as far as is practicable
- Design infrastructure to withstand heavy rain and very strong winds

b) Response

- Stop risky activities (e.g. high level work during windy conditions)
- Take shelter in a safe area
- Do not travel in severe conditions – wait until conditions ameliorate
- Clean-up / repairs once severe weather is over

c) Prevent / Mitigate

- CDC Communications to warn CDC, Tenants and Construction Contractors of impending severe weather
- Upon receiving a severe weather warning / anticipating severe weather, ensure all equipment and materials are stored / tied down in a manner such that they are protected from strong winds / heavy rain / flooding.
- Sandbags to be available for flood prone building entrances

d) Test

- Audit severe weather preparedness annually (e.g. staff know what to do, equipment such as sand-bags available)

e) Review

- Incident reports required for lost-time injuries or property damage (e.g. >R10,000 in value) caused by severe weather

f) Information & Training

- CDC Communications to warn CDC, Tenants and Construction Contractors, visitors, emergency response services government authorities and the local communities of impending severe weather

14 Review: General

a) An incident report shall be completed for all emergency events that result in lost-time injuries to personnel or at least a moderate environmental impact (measured in terms of area affected, duration of impact and severity of impact) as determined by a CDC SHE Project Manager.

b) Incident reports shall be reviewed to determine whether emergency aspects and responses that have been identified in this plan require updating and/or whether additional emergency aspects and responses need to be included in the plan.

c) Test reports shall be reviewed to determine whether emergency aspects and responses require updating

d) This plan shall be reviewed at least annually to ensure that:

  i. All incident and test report recommendations have been considered and to determine whether any additional emergency risks are present in the IDZ (e.g. as a result of a new tenant).

  ii. Contact details are correct and up to date

6 REFERENCES

- ISO 14001   Environmental Management Systems
- ISO 9001   Quality management systems – Requirements
- ISO 28000   Security management for the supply chain
- ISO 45001:2018   Occupational Health and Safety Management Systems
- CDC-OP-SPC-004-10   Standard Environmental Specification for Construction
- CDC-OP-SPC-005-10   Standard Occupational Health and Safety Specification for Construction
- National Environmental Management Act 107 of 1998
- National Water Act of 1998

7 APPENDICES

a) Incident Report Template

b) Emergency Drill / Test Report Template

c) Specific Emergency Plans

  e.g. Plague Outbreak & Response Plan.