	<b>Procedure</b>	<b>Eskom RoteK Industries</b>
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Content

	Page
1. Introduction .....	3
2. Supporting Clauses .....	3
2.1 Scope .....	3
2.1.1 Purpose.....	3
2.1.2 Applicability .....	3
2.1.3 Effective Date.....	4
2.2 Normative/Informative References.....	4
2.2.1 Normative.....	4
2.2.2 Informative .....	4
2.3 Definitions.....	4
2.4 Abbreviations .....	5
2.5 Roles and Responsibilities.....	6
2.6 Process for Monitoring .....	8
2.7 Related/Supporting Documents .....	8
3. Emergency Preparedness and Response.....	9
4. Acceptance .....	17
5. Revisions .....	18
6. Development Team .....	19
7. Acknowledgements .....	19

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## 1. INTRODUCTION

- 1.1 The purpose of the Emergency Preparedness and Response Procedure is to develop, implement and maintain a system for carrying out emergency preparedness and response actions within the premise of the business, with an intention to minimise the impacts of emergency situation on the environment, including risk and injury of employees, subcontractors, general public and other interested and affected parties.
- 1.2 This procedure is a working document and shall be updated every second year and/or as and when required.

## 2. SUPPORTING CLAUSES

### 2.1 Scope

#### 2.1.1 Purpose

- a) This procedure is applicable to all emergency situations which can have significant impacts to the environment, including occupational health, and safety risk to the employees and other personnel working for Eskom Rotek Industries (ERI) SOC Ltd.
- b) The scope of this procedure is limited to operations at Rosherville Premises and any adoption by any other ERI operations outside the Rosherville Premises shall be done in consultation with and after adequate assessment by the relevant management.
- c) ERI Operations outside the scope of this procedure as reflected on 2.1.1.b) should be integrated within a site specific emergency programme, addressing site specific risks, and providing emergency information that is relevant to the specific site.
- d) Site emergency response plans should consider external environmental factors such as natural disasters, planned and unplanned events.
- e) Due to the urgency often inherent in situations requiring the use of evacuation procedures, all ERI employees are expected to familiarise themselves with this procedure document and be prepared to adhere to the procedures.
- f) To define the procedure and action of personnel/detailed set of steps that has to be adhered to when evacuating the work environment during emergency situations.
- g) To ensure that ERI's Emergency Programme complies with the COVID-19 guidelines.

#### 2.1.2 Applicability

This document shall apply throughout Eskom Rotek Industries SOC Ltd including the Pole Yard and other Eskom sites at Rosherville where ERI has a Service Level Agreement to service the area.

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### 2.1.3 Effective Date 32-124

This document shall be effective once authorised.

## 2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

### 2.2.1 Normative

- a) ISO 9001:2015 Quality Management Systems
- b) ISO 14001:2015 Environmental Management Systems.
- c) ISO 45001:2018 Occupational Health and Safety Management Systems
- d) National Water Act (Act No. 36 of 1998).
- e) Disaster Management Act (57 of 2002).
- f) National Response Plan - NO. R. 399 of Government Gazette 43147.
- g) Guidelines for Symptom Monitoring and Management of Essential Workers for COVID-19 Related Infection - NO. R. 398 of Government Gazette 43148.

### 2.2.2 Informative

- a) Eskom Fire Risk Standard (32-124)
- b) ERI Spill Response Work Instruction (240-94027271).
- c) Occupational Health and Safety Incident Management Procedure (32-95).
- d) Hazardous Materials Management Work Instruction (240-94027483).
- e) Guidelines for the Containment/Management of the Corona Virus (COVID-19) (240-154240017).
- f) Guidelines on Management of Vulnerable Employees During Covid-19 Pandemic (240-155326818)
- g) COVID-2019 OHS Guide for Occupational Health Practitioners (240-155668403).

## 2.3 Definitions

Definition	Explanation
Emergency	An emergency refers to a situation that poses an immediate risk to health, life, property, or environment etc. and may require immediate actions.
Emergency Preparedness (EP)	Emergency Preparedness refers to the discipline of dealing with and avoiding both natural and man-made disasters.
Building Occupants	Building occupants refers to employee, contractor, visitor or any other individual who is inside Eskom Rotek Industries SOC Ltd.
Emergency Exercise	The controlled simulation of an emergency with the purpose of testing response and recovery actions.

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Definition	Explanation
Emergency Situations	Exposure to unplanned and uncontrolled contingencies which may threaten or have a negative impact on human life, the environment, security, assets or on the continuous rendering of strategic and essential services.
Emergency Preparedness Coordinator	A person designated in writing with the assigned duty of compiling and implementing an emergency action plan.
EMS First Responder	A person medically trained and equipped to provide ILS/ALS medical care to a person during a medical emergency; person shall be registered at an accredited body to perform such duties as to preserve human life.
Environment	The surroundings within which humans exist and that are made up of: <ul style="list-style-type: none"> <li>• The land, water and atmosphere of the earth;</li> <li>• Micro-organisms, plant and animal life;</li> <li>• Any part or combination of the above and the interrelationships among and between them; and</li> <li>• The physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and wellbeing.</li> </ul>
Pandemic	An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people". The classical definition includes nothing about population immunity, virology or disease severity. By this definition, pandemics can be said to occur annually in each of the temperate southern and northern hemispheres, given that seasonal epidemics cross international boundaries and affect a large number of people. However, seasonal epidemics are not considered pandemics.
Epidemic	A widespread occurrence of an infectious disease in a community at a particular time.

## 2.4 Abbreviations

Abbreviation	Explanation
ERI	Eskom Rotek Industries SOC Ltd
NEMA	National Environmental Management Act 1998 (Act No. 107 of 1998)
COVID-19	Corona Virus Disease-19
EMS	Emergency Medical Services
ILS	Intermediate Life Support
ALS	Advanced Life Support
CoJ	City of Johannesburg

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## 2.5 Roles and Responsibilities

### 2.5.1 Building Occupant Responsibilities

- a) You are also responsible for your own safety.
- b) Stay calm - avoid panic and confusion.
- c) Know the locations of emergency fire extinguishers and other Safety equipment.
- d) Know how to report an emergency to Internal Security by dialing extension 4325.
- e) When the fire alarm sounds, make sure other occupants in your immediate area are aware of the alarm.
- f) Inform visitors of pertinent information about evacuation procedures.
- g) Close but DO NOT LOCK doors as you leave. Items that need to be secured may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
- h) Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and evacuate the building.
- i) While evacuating the building, employees must use the hand sanitizers to sanitize their hands after using the hand rails during the evacuation.

**NOTE:** Do not use the elevators during a fire-related emergency!

- j) Go to your assigned area of assembly outside the building and report to the Evacuation Co-ordinator. Do not leave the area unless you are told to do so. (Areas of assembly should be at least 500m from the building and clear of emergency vehicle access).
- k) Occupants needing special assistance must leave the building and proceed to and remain in an assembly point. Occupants should ask evacuating persons to notify Internal Security and Emergency Personnel of his/her location. Fire Personnel can evacuate occupants needing special assistance from the building.
- l) Do not re-enter the building until you are notified to do so by the Authority Having Jurisdiction. Emergency Personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.

### 2.5.2 Managers and Supervisors

- a) All Managers, Supervisors of respective work areas shall ensure that plans are in place to manage emergencies that may have an impact on the environment.
- b) All Managers and Supervisors shall ensure that the plans are appropriate to scale and magnitude of the emergency and potential impact.

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**2.5.3 Emergency Preparedness (EP) Advisor**

- a) Overseeing the development, implementation and maintenance this procedure. Emergency Preparedness Advisor shall further ensure that this procedure is communicated to all relevant internal and external stakeholders.
- b) Communicate and relay applicable information to personnel and occupants through Security Control Room.
- c) Facilitate and coordinate emergency evacuation exercises.
- d) Ensure that an exercise report is compiled and shared amongst EP Team.

**2.5.4 Workers Outside Buildings**

- a) Ensure that they complete the attendance register when entering the site so that they can be accounted for during an emergency through roll call.
- b) Ensure that they complete COVID-19 screening forms before entering the building/ site.
- c) All employees to be temperature screened and any employee found to have a temperature beyond 37.8 degrees celcius shall not be allowed to enter the building or site.
- d) Avail yourselves for any induction sessions provided by the client/ employer to ensure that you know exactly what to do in case of emergency.
- e) Stop any work performed and walk to assembly point as soon as you hear an emergency alarm or horn sounded.

**2.5.5 Security Control Room**

- a) Ensure the receipt of any emergency communication message intended to be communicated to various emergency structures for the activation of emergency response.
- b) Ensure that emergency communication is dispatched at a central point.
- c) Ensure that timeous testing of emergency preparedness and response equipment takes place.
- d) Maintaining a log book on emergency testing.

**2.5.6 Training Department**

Ensure that relevant and suitable emergency preparedness and response training is provided to the EP Teams.

**2.5.7 Medical Centre**

- a) Attend to casualties resulting from an emergency incidents.
- b) Administering treatment as and when there is a need to do so.
- c) Referral of patients to hospital for further medical attention.
- d) Handling of COVID-19 patients in a manner that complies with CODID-19 guidelines.

**2.5.8 First Aider**

- a) Ensure that the first aid box which is assigned to you is stocked with the legally required contents and that you inspect these boxes on a monthly basis and record your findings.

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- b) Ensure that first aid boxes are properly safeguarded, that the position of such boxes is properly demarcated and that the names of aiders are conspicuously displayed on, or at, first aid boxes.
- c) First Aider has a responsibility to ensure that he/ she keeps his/ her first aid certificate current at all times for the duration of his/her appointment.
- d) Should the activities in his/ her area of responsibility involve the use of hazardous chemical substances he/ she must familiarise yourself with the Safety Data Sheet (SDS) for the particular substance(s), with particular reference to the first aid measures to be applied in case of an emergency.
- e) Be readily available during working hours/ shifts to administer first aid when required.
- f) He/ she shall treat all injuries/ illnesses in accordance with your training received.
- g) He/ she shall ensure that all treatments are recorded in the first aid book/record sheet.
- h) He/ she shall familiarise yourself with General Safety Regulation 3.

## 2.6 Process for Monitoring

The Emergency Evacuation Procedure will be monitored by ERI's Internal Audit.

## 2.7 Related/Supporting Documents

- 2.7.1 Emergency Preparedness Co-Ordinating and Planning Committee Contact Numbers (Form No.: 240-94026469)
- 2.7.2 Emergency Preparedness Wardens, First Aiders and Fire Fighters (Form No.: 240-94026483).
- 2.7.3 Emergency Control Centre Equipment's (Form No.: 240-94026467).
- 2.7.4 Appointment Letter: Evacuation Warden (Form No.: 240-94026115).
- 2.7.5 Appointment Letter: Deputy Evacuation Warden (Form No.: 240-94026083).
- 2.7.6 Appointment Letter: First Aider General Safety Regulation 3 (Form No.: 240-94026119).
- 2.7.7 Appointment Letter: First Aid Leader (Form No.: 240-94026091).
- 2.7.8 Appointment Letter: Fire Fighting Leader (Form No.: 240-94026069).
- 2.7.9 Appointment: Fire Team Member (Form No.: 240-94026089).
- 2.7.10 Joint Consultation (Form No.: 240-114969993).
- 2.7.11 Checklist for Fire Situations (Form No.: 240-94026275).
- 2.7.12 Checklist for Evacuations (Form No.: 240-94026271).
- 2.7.13 Emergency Preparedness for Training and Development (Form No.: 240-94026491).
- 2.7.14 Register of Emergency Exercise/Situation (Form No.: 240-94026991).
- 2.7.15 Maintenance and Evaluation Evacuation Exercise Checklist (Form No.: 240-94026819).
- 2.7.16 Maintenance and Evacuation Exercise Checklist (Form No.: 240-94026825).

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- 2.7.17 Emergency Preparedness Evacuation Roll Call (Form No.: 240-94026481).  
 2.7.18 Internal Audit Reports (Form No.: 240-94026737).  
 2.7.19 Checklist for Disaster Management Programme (Form No.: 240-94026259).  
 2.7.20 Checklist for Injuries/Casualties (Form No.: 240-94026279).  
 2.7.21 Self-Screening Questionnaire (Form No.: 240-156291585).  
 2.7.22 Checklist for Bomb Threat (Form No.: 240-94026253).  
 2.7.23 COVID-19 Symptoms Screening Questionnaire (Form No.: 240-155588278).

### 3. EMERGENCY PREPAREDNESS AND RESPONSE

#### 3.1 Potential Emergency Situations

Potential Emergency	Impact to the Environment and Property	Potential Health and Safety	Control Measures in Place
Uncontrolled fire	Loss of animals and plant life	Injuries of loss of human life	Fire engine and equipment available Good housekeeping
Electrical shock in the workplace-from electrical switch gear/ DB Boards, portable electric equipment	Burning electrical cables may result to Air pollution	Injuries of loss of human life	Safe work procedures Lock out procedures Compliance certificates obtained Statutory electrical equipment inspections
Falling from heights	N/A	Injuries of loss of human life	Safe work procedures in place
Snake bites	N/A	Injuries of loss of human life	Safe work procedures
Spillage of flammable liquids	Land, water and air pollution	Injuries of loss of human life	Bund walls and ventilation in place. Access to flammables is restricted
Flooding in pump stations- only applicable to pump stations below ground level	Lubrication tank filling up with water causing water displacement	Injuries of loss of human life	Activation of emergency alarm by operations personnel
Burst pipeline with raw water	Loss of animal and plant life	Injuries of loss of human life	Pipeline inspections are conducted
Motor Vehicle Accident	Fuel/ oil spillages on roadside / water ways Litter	Injuries and loss of life	Maintenance of vehicles Only licensed drivers are allowed to drive
Robbery in premises	N/A	Injuries of loss of human life	Various security systems in place

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Potential Emergency	Impact to the Environment and Property	Potential Health and Safety	Control Measures in Place
Theft and other crimes	Vandalism of transformer- oil spills, stealing electric cut off and left in the bush	Injuries of loss of human life	24 hour security in place
Medical emergencies	Contamination of environment - blood borne products/ illness/ disease	Injuries and/or loss of human life	Medical emergency responder contact details displayed (office hours) 3 <sup>rd</sup> party EMS contact details displayed (office and after-hours) Medical Centre contact details displayed (office hours)

### 3.2 Monitoring and Review

- 3.2.1 In order to ensure that this procedure is understood, pre-planning and routine drill exercises will be conducted. Simulating an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation and this will prepare the organisation for any eventuality. Scenarios such as but not limited to fire, gas leak, CCS and any events impacting on the environment will be defined for testing/ drill activities.
- 3.2.2 Planned and/or unplanned emergency drills may be conducted at least twice within the financial year.
- 3.2.3 Planned non-emergency testing shall be conducted on a monthly basis as per the EP alarm testing and training dates schedule.

### 3.3 Critical Operations Shutdown

- 3.3.1 In the event of an employee of ERI routinely performs one of the critical activities that require a delay in evacuation, the operation is to be reported to Emergency Preparedness Manager for review. Those employees have to ensure that activities that pose an additional hazard or threat to the evacuation or to emergency response if left unattended are reported to the Emergency Preparedness Advisor.
- 3.3.2 The activities will be assessed and subsequent procedures in the event an emergency occurs during operation will be developed. Some activities that require certain response measures to be implemented have been defined in procedure. This may require additional training for identified employees, including recognition of risk and when to abandon the operation and evacuate.

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### 3.4 Mass Communication

- 3.4.1 The EP team will communicate through the possible communication platform to the Rosherville Community directing the proceedings following the emergency situation. Communication shall also be extended to visitors, contractors, external emergency.
- 3.4.2 In case there is a delay in announcement either to evacuate or to remain in the premises, occupants are advised to assess the severity of the emergency and if it is life threatening, to evacuate the premises.

### 3.5 Evacuation Procedures

- 3.5.1 In case there is a need to evacuate the ERI premises, the following are the procedures defined herein shall guide the evacuation process.
- 3.5.2 All staff members are advised to follow these guidelines to ensure safe evacuation after the announcement by Internal Security and/or Authorities of the decision to evacuate.
- 3.5.3 Notify Internal Security/ Floor Wardens/ First Aider if you have information related to the emergency. Be ready to provide:
- a) Your Name
  - b) Emergency Location (Bldg.\_\_\_\_, Floor #\_\_\_\_, Room #\_\_\_\_)
  - c) Size and Type of Emergency
  - d) Any Additional Information Requested by the Operator
- 3.5.4 If the decision to evacuate has been taken and/or the nature of the emergency ERI for evacuation, please follow these procedures:
- a) Alert all occupants on your floor of the need to evacuate. Close doors if possible on your way out. Maintain orderly evacuation of occupants. Evacuate the building by the shortest emergency escape route possible. If the emergency is on your floor, move in the direction away from the emergency.
  - b) Whilst evacuating, alert other staff members especially those with special needs and if possible assisting with their evacuation. It is the responsibility of the Floor Wardens to meet with and brief all persons who have identified themselves as needing special assistance in the event of an emergency or evacuation.
  - c) If the emergency (in case of fire) is located on your floor and you are not in immediate danger, if you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. Do not place yourself or others in unnecessary danger.
  - d) Evacuate the building using the closest escape route. Do not use the elevators but staircase. Report pertinent information to Internal Security or Authorities. For example, evacuation status, location of persons with special needs, type and location of emergency.
  - e) During evacuation procedures, if a person or persons refuse to leave, do not take time to argue. Record their name(s) or description(s) and the room number they were last seen. Report their name and room number to the first emergency personnel you meet.

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- f) Evacuate the building by the shortest escape route possible. Evacuation wardens may not allow staff members to re-enter the building until it has been declared safe. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for staff members to re-enter the building.
- g) Proceed to your assigned area of Safe Assembly Point after evacuation.

### 3.6 Evacuation Assistance

- 3.6.1 Evacuation Co-ordinators/ Floor Wardens: One of the responsibilities of an Evacuation Co-ordinator/ Floor Warden is to ensure occupants have evacuated the floor. In cases where the Evacuation Co-ordinator identifies a person with a disability, or someone who needs evacuation assistance, he or she will direct or escort the person to an area of rescue assistance. If the person is unable to evacuate with assistance, the Evacuation Co-ordinator/ Floor Warden will immediately provide the name and location of the individual needing evacuation to emergency personnel and/or Internal Security/ Authorities.
- 3.6.2 Buddy System: Make use of a "Buddy System." An individual with a disability should identify one or more reliable persons who can provide limited assistance in case of an emergency. When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Only Emergency personnel who are properly equipped will then enter the building and evacuate the person.
- 3.6.3 Equipment: There is equipment available to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This requires the transfer of the person from their wheelchair to the evacuation equipment. This equipment also requires the assistance of two or more people who have been trained in transfer procedures such as emergency personnel. ERI has made evac-chair available during an emergency.
- 3.6.4 Mobile impairments: Individuals with mobility impairments may request being evacuated out of the building in case of an emergency. Only trained emergency personnel will execute this type of evacuation.
- 3.6.5 If you are not in immediate danger, notify Internal Security at (011) 629 4032 or ERI Emergency Red Phones and provide:
  - a) Your Name
  - b) Emergency Location (Bldg.\_\_\_\_, Floor #\_\_\_\_, Room #\_\_\_\_)
  - c) Size and Type of Emergency
  - d) Any Additional Information Requested by the Operator. If the alarm sounds immediately evacuate the building. Do not use elevators.

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**3.6.6 If you are trapped in the building and cannot find an escape route:****a) Shelter-in-Place**

i) Shelter-in-place is an occupant protection strategy used in situations involving severe weather, violent behaviour, fires, chemical releases and other situations where it is safer for building occupants to remain in a sheltered area of a building. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

ii) A shelter-in-place notification may come from several sources, including Internal Security, other ERI employees, or other authorities utilising the ERI emergency communications tools. If an incident occurs and the building you are in is not damaged, stay inside, seeking an interior room, until you are told it is safe to come out. If your building is damaged, take your immediate personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest Assemble point and/or area declared safe quickly. The basic steps of shelter-in-place will generally remain the same. The following steps are to be followed, unless instructed otherwise by Internal Security and/or Authorities:

If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest declared area quickly or follow instructions from emergency personnel on the scene.

iii) Locate a room to shelter inside. It should be:

- An interior room.
- Above ground level.
- Without windows or with the least number of windows.
- If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows and close exterior doors.
- Close vents to ventilation systems as you are able. (ERI staff will turn off ventilation as quickly as possible).

iv) Make a list of the people with you and notify Internal Security on (011) 629 4032/ 4325 and provide:

- Your Name
- Emergency Location (Bldg.\_\_\_\_, Floor #\_\_\_\_, Room #\_\_\_\_)
- Size and Type of Emergency
- Any Additional Information Requested by the Operator
- Make yourself comfortable

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### 3.7 Key Contact in Business

During emergency situations the Emergency Preparedness Team makes decisions and provides feedback to Senior Managers. For key contact details please refer to Appendix A.

### 3.8 Procedures for Persons Requiring Special Assistance

#### 3.8.1 Self-Identification

- a) An individual with a disability or medical condition may not be able to evacuate without special assistance. It is vitally important for the individual with a disability to be aware of his or her situation at all times and know what actions need to be taken if an emergency breaks out and to be prepared at all times with the knowledge of how to react.
- b) The individual with a disability is recommended to self-disclose and provide information about special assistance that may be needed during an emergency evacuation. Self-identification is voluntary and the purpose for the request is to provide information to the appropriate persons to assist in their safe evacuation in case of an emergency.

### 3.9 Adaptive Procedures for Individuals with Disabilities

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation.

#### 3.9.1 Mobility Impaired (Wheelchair)

Persons using wheelchairs should stay in place or move to an area of rescue assistance with their assistants when they are notified of an emergency situation. If a building evacuation is required, the assistant should then proceed to the evacuation assembly point outside the building and tell Emergency Personnel the location of the person with the disability. If the person with the disability is alone, the person should dial –extension 4032 and tell the Emergency Operator their location and that they need assistance. Never attempt to use an elevator unless instructed to do so by Emergency Personnel. Internal Security are equipped and trained to use a stair-chair to help with the evacuation of mobility impaired occupants.

#### 3.9.2 Mobility Impaired (Non-Wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If there is no immediate danger (detectable smoke, fire, or unusual odour) the person with the disability may choose to stay in the building, using the other options, until Emergency Personnel arrives. Never attempt to use an elevator unless instructed to do so by Emergency Personnel.

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### 3.9.3 Visually Impaired

All buildings are equipped with fire horns, strobes or bells that sound the alarm and/or flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently travelled routes. Since the emergency evacuation route is likely different from the commonly travelled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer help to the individual with visual impairment and guide him/ her through the evacuation route. Never attempt to use an elevator unless instructed to do so by Emergency Personnel.

### 3.9.4 Hearing Impaired

Most ERI buildings are equipped with either fire horns/ strobes/ bells that flash strobe lights simultaneously with an audible alarm to alert persons with hearing impairments. During office hours, a buddy or designated person may give a notice to an individual with a disability to evacuate the building.

### 3.9.5 Cognitively Impaired

Individuals with cognitive impairments can hear fire alarms and see visual indicators of the need to evacuate. Individuals with cognitive impairments may not have the ability to recognize, understand, and respond appropriately to fire alarms. Guidance will be provided during the evacuation to locate exits and leave the building.

## 3.10 Evacuation Options during an Emergency

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

### 3.10.1 Horizontal Evacuation

Move away from the area of imminent danger to the safest distance away from the situation as possible (i.e. another wing, adjoining building, opposite end of corridor, outside to ground level).

### 3.10.2 Vertical (Stairway) Evacuation

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

### 3.10.3 Shelter in Place

- a) Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Dial extension 4032 and the operator will give Emergency Personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

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- b) Based upon the disability or circumstances, the best alternative to evacuation maybe to Stay in Place or remain in a safe location until rescuers arrive. The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of rescue assistance” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire resistant door can be identified by a fire label on the jam and frame.

#### 3.10.4 Area of Rescue Assistance

If the person with a disability cannot get far away from the danger using the Horizontal Evacuation, then that person should seek an area of refuge away from danger. Such an area should be equipped with the following:

#### 3.10.5 Telephone Communication

- a) Sprinkler System
- b) Fire rated doors, walls, or ceilings if available

#### 3.10.6 In order to facilitate safe evacuation the following areas have been marked in-and-around ERI premises, the following areas has been marked:

- a) Assembly Point
- b) Emergency Evacuation Signs
- c) Escape Routes Signage
- d) First Aid Boxes Signage

**NOTE:** *On your way out, always hold on to the handrails. When evacuating, beware of tripping hazards. On your way home and at work, always buckle up. A suit is good for a wedding but for work, always wear the correct PPE. Observe and report unsafe acts.*

*Zero Harm... We make it happen!*

### 3.11 Management of Environment Emergencies

#### 3.11.1 Chemical and oil spills shall be managed as per the ERI Spill Response Work Instruction (240-94027271) and the Occupational Health and Safety Incident Management Procedure (32-95).

#### 3.11.2 Chemical and oil spills must be contained to prevent ingress to storm water drains, streams and dams to prevent pollution.

#### 3.11.3 The following measure can be done to contain chemical and oil spills

- a) Soil barriers;
- b) Sandbags;
- c) Bund walls; and
- d) Absorbent materials.

#### 3.11.4 Fires shall be prevented through proper management of operations and as well as installation and use of fire detection and suppression systems to extinguish fires that may have a detrimental impact on the on the environment.

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### 3.12 Management of Reportable Emergency Incidence

- 3.12.1 NEMA Section 30 Emergency Incidents refers to means an unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that causes, has caused or may cause significant harm to the environment, human life or property.
- 3.12.2 The NEMA Section 30 incidents are reportable to the National Department of Environmental Affairs.
- 3.12.3 National Water Act Section 20 refers to incident or accident in which a substance pollutes or has the potential to pollute a water resource; or has, or is likely to have, a detrimental effect on a water resource.
- 3.12.4 Responsible person who are the holder of the substance involved in the pollution of the water resource must report the incident to the following authorities;
- National Department of Water Affairs;
  - Police Service; and
  - The local Fire Department.
- 3.12.5 The Occupational Health and Safety Incident Management Procedure (32-95) provides guidance on investigation and the reporting process.

### 3.13 Stakeholder Analysis

Stakeholder	Internal or External	Needs and Expectation	Impact or Influence on the Business/Program
ERI Medical Centre	Internal	Sound emergency communication system Well-resourced Medical Centre Dispatch 3 <sup>rd</sup> party EMS response vehicle/ ambulance during office hours Stabilize medical emergencies until 3 <sup>rd</sup> party EMS response vehicle/ ambulance arrives during office hours	Providing swift medical attention to emergency casualties brought to medical centre during office hours by 1 <sup>st</sup> responders
EMS First Responders	Internal	Provide medical attention to medical emergencies during office hours until 3 <sup>rd</sup> party EMS response vehicle/ ambulance arrives	Providing ILS/ ALS medical care during office hours until 3 <sup>rd</sup> party EMS response vehicle/ ambulance arrives
Fire Department	Internal	Effective fire detection system	Urgent fire fighting response
COJ EMS	External	Sound working relationship guided by SLA	Providing further EMS service in case of emergencies

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Stakeholder	Internal or External	Needs and Expectation	Impact or Influence on the Business/Program
South African Police Services	External	Sound working relationship	Barricading of the emergency area Arresting those involved in any criminal activity
ERI Security Risk Management	External	Well maintained and operational control room Well-resourced security personnel and equipment	Provide high level security service during emergency situations

#### 4. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Tendani Ndwanise	Integrated Risk Manager
Gardner Mbowana	IRM Advisor
Simphiwe Makhathini	Risk and Resilience General Manager

#### 5. REVISIONS

Date	Rev.	Compiler	Remarks
13/06/2002	0	G. Small	Entire document was changed
26/07/2004	1	G. Small	Entire document was changed
29/07/2009	2	G. Small	Changed TTQ-E-41 to new Ref Number RQ-E-39
20/10/2010	0	F. Moletsane	Entire document was changed
21/05/2013	0	F. Moletsane	Changed RQ-E-39 to new Ref Number E-29
25/03/2015	0	P. Faloona	Entire document was changed
04/06/2015	1	T. Ngobeni	Reviewed the procedure
16/11/2016	1	T. Ngobeni	Aligned with Eskom's document standards with new document identifier: 240-94027449.

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Date	Rev.	Compiler	Remarks
12/12/2016	1	D. Sibeko	Incorporated Environmental emergencies.
10/12/2020	2	G. Mbowana	Aligning with ISO 45001 requirements

## 6. DEVELOPMENT TEAM

The following people were involved in the development of this document:

- T Ngobeni
- G Mbowana
- S Makhathini

## 7. ACKNOWLEDGEMENTS

- Labour
- SHE Representatives
- SHEQ BPs

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