

EMERGENCY RESPONSE PLAN (ERP)

It is very important that the plant must have a fully documented Emergency Response Plan (ERP) in place. This is also required in terms of the Occupational Health and Safety Act for Hazardous Installations.

The ERP involves the following main processes:

1. The SHEQ manager must conduct a risk assessment of the plant to establish the likelihood of any identified risks occurring.
 - The following are typical risks that could be identified at the plant:
 - fire
 - physical injury (gunshot wounds, broken limbs, lacerations, burns, electric shocks, etc.)
 - medical emergencies (heart attacks, loss of consciousness, etc.)
 - riots or demonstrations
 - hexane & diesel spillage
 - robbery
 - bomb threats
 - Less common risks identified at some sites could involve the following incidents:
 - heavy storms & hail
 - insect /snake bites
2. The SHEQ manager must draw up an ERP to deal with each identified risk once it has occurred in order to minimize the negative impact and to prevent it from escalating or re-occurring.
3. An ERP must be tested at least twice per year for different scenarios.
4. It is the responsibility of the SHEQ manager to assess all the particular risks that could occur on site and must plan to deal with each one.
5. The ERP must be easily available on site for reference and a copy must be filed in a safe place.
6. Document control details and review dates for the ERP should be listed in this document.
7. A site map needs to be drawn up and displayed at visible points detailing the
 - firefighting equipment
 - escape routes
 - staff and truck drivers assembly points
8. A training program for handling all the emergency related actions must be drawn up and training must be provided to all related staff and contractors.

Explanations are given below of how each risk should be identified and the action to be taken.

Fire Emergency Response Plan

- Switch off all electricity
- Attempt to extinguish the blaze as soon as possible if it is not already too large
- Evacuate the entire plant
- Summon the fire brigade as soon as possible if the blaze cannot be immediately extinguished
- Keep onlookers away from the site.

Product spills and leaks

If there is a hexane spill, the following should be done:

- Switch off all electricity
- Ensure there is no smoking or welding in the vicinity
- Keep fire extinguishers approximately 5 meters away, ready for action
- Call the fire brigade
- Soak up the product spill with sand or sawdust or spill kit and remove to a safe place
- Do not use water as this will spread the product faster

Physical injury

In the event of physical injury the following should be done:

- Apply first aid techniques
- Phone doctor and / or hospital
- Take injured party to doctor / hospital or contact an ambulance service

Riot /Demonstration

When you see a group of protesters moving in on your site, you should take the following precautions:

- Telephone your local police station
- Ask staff or contractors to complete their tasks and quickly leave the plant in a direction away from the approaching / gathering crowd
- Lock all the buildings
- Switch off the power to the plant
- Switch off all electricity including lights
- Lock all gates and doors and assemble all staff in a back room out of view
- Unlock your first aid cabinet
- Keep fire extinguishers ready
- Ask your staff to remain calm and quiet
- In all instances adopt a non-confrontational approach with the protesters or the media

Practice these measures beforehand to ensure that you are properly prepared.

Robbery

If a robbery does take place, your staff should do the following:

- Give the robber what he demands
- Be calm, alert and observant
- Obey the robber and move slowly
- Remember his height, skin colour, his voice, his weapon, his vehicle and the registration number
- Write down the details of the robber as soon as possible as soon as he has gone
- Telephone the police and do not touch anything that might carry the robber's fingerprints
- Ask witnesses to remain on the premises until the police arrive or take down their names and addresses

Bomb threats

- Those inclined to plant bombs will carefully search for a target which will best serve their objective at the lowest risk to themselves.
- If someone should see a suspicious object, telephone the police. Do not handle suspicious objects but move people away from it to a safe area.

All sites are required to openly display at a number of locations the telephone numbers of emergency service providers such as:

SERVICE PROVIDER	TELEPHONE NUMBER
Police	
Hospital	
Fire Department	
Plant Manager	
Armed Response	
SHEQ Manager	
Spills response team	

Documented copy of the ERP:

Date: _____

SHEQ manager signature: _____

Plant manager signature: _____

Review ERP Date: _____

SHEQ manager signature: _____

Plant manager signature: _____

Review ERP Date: _____

SHEQ manager signature: _____

Plant manager signature: _____