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Brief	1. Emergency response plan is designed for Emergencies related to Dangerous Goods.
Purpose	2.1 To standardize the Emergency Response Plan for Dangerous Goods in Hub -- kingdom wide. 2.2 To serve as guide / reference in handling emergencies related to Dangerous Goods. 2.3 To minimize injury, loss of human life and company resources. 2.4 To determine the responsibilities of each stakeholders in the process.
Scope	3. Applies to all emergencies caused by Dangerous Goods (DG) that may reasonably be expected to occur at any Hub Warehouse Facility.
Responsibilities	4.1 Emergency Response Plan Leader - Regional Operations Manager (DG Specialist) 4.1.1 Responsible for managing the Emergency Response Plan for Hub Warehouse Facility with DG Storage. 4.1.2 Shall determine the level of emergency. 4.1.3 Shall also maintain all training records pertaining to this plan. The Emergency plan leader is responsible for scheduling routine tests of the company's emergency notification system with the appropriate authorities. 4.1.4 Shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. 4.2 Emergency Response Coordinator: Area Manager / Supervisor (DG Specialist) 4.2.1 Responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. 4.2.2 Responsible to Check their designated area(s) and ensure that all personnel have evacuated the building. Once Checks have been made they must immediately proceed to their assembly point and confirming that their area is clear to the Emergency Plan Leader.

Bldg. Number/Section/Dept.	Position	Position
Station Area	Station Manager	Station Supervisor
Hub Area	Hub Manager	Linehaul Supervisor
Logistics Area (if applicable)	Logistics Manager	Logistics Supervisor
Warehouse Offices	Security Executive 1	Security Executive 2

4.3 Management

4.3.1 Provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency.

4.3.2 Ensure proper adherence to this plan through regular review.

	4.4 Supervisors 4.4.1 Follow and ensure that their employees are trained in the procedures outlined in this plan. 4.5 Employees 4.5.1 Employees are responsible for following the procedures described in this plan. 4.6 Contractors 4.6.1 Contract employees are responsible for complying with this plan, and shall be provided the training described herein by Emergency Plan Leader.
Definition of Terms	5.1 DG – Dangerous Goods 5.2 KSA / SA – Kingdom of Saudi Arabia 5.3 SMSA – Licensee of in Saudi Arabia 5.4 ERP – Emergency Response Plan
Details	6.1 Site and Hazard information: 6.1.1 / SMSA Warehouse Site KSA – Hub / DG Area 6.2 Plan of Implementation: 6.2.1 Reporting Fire and Emergency Situations caused by dangerous goods. 6.2.1.1 All fires and emergency situations will be reported as soon as possible to Emergency Response Leader by one of the following means: 6.2.1.1.1 Verbally as soon as possible during normal work hours; or 6.2.1.1.2 By telephone if after normal work hours or on weekends. 6.2.1.2 To eliminate confusion and the possibility of false alarms, only Emergency Response Leader is responsible in determining the extent of the incident if the company has the capability to control the incident, as to the level of available control materials and PPE the company has or needs an external help via the appropriate community emergency response group. 6.2.1.3 The Emergency Response Leader is authorized to contact the appropriate community emergency response personnel whenever the incident is internally uncontrollable. The telephone numbers and contact information for the emergency response personnel are: 6.2.1.3.1 Civil Defense / Fire: 998 6.2.1.3.2 Police: 999 6.2.1.3.3 Ambulance/EMS: 997

6.2.1.4 Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These Responses shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

6.2.1.5 In the event of internally controllable incident due to dangerous goods the Emergency responders / coordinators are the authorized personnel to control the incident other than the Dangerous goods specialist. See succeeding pages for details of Spill control procedures and refer to MSDS / DGD handbook for reference.

6.3 Informing Employees of Fires and Emergency Situations

6.3.1 In the event of a fire or emergency situation, Emergency Response Leader shall ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day). Emergency Response Leader shall provide special instructions to all employees via the public address system.

6.3.2 If a fire or emergency situation occurs after normal business hours, Emergency Response Leader shall contact all employees not on shift of future work status, depending on the nature of the situation.

6.4 Corporate Notification

6.4.1 Emergency Response Leader shall contact the department head as soon as possible.

6.4.2 Emergency Response Leader shall contact the Human Resources Manager and Quality and Risk Management as soon as possible with information on employee injuries and/or loss of life, property damages, theft, or cargo losses.

6.5 Emergency Contact Information

6.5.1 Emergency Response Leader shall maintain a list of all employees' personal emergency contact information and shall keep the list in Designated Area for easy access in the event of an emergency.

6.6 Evacuation Routes

6.6.1 Emergency evacuation escape route plans are posted in Designated Areas throughout Company Location. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by Emergency Response Leader, all employees shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the Designated Assembly Area. Employees with offices shall close the doors (unlocked) as they exit the area.

6.6.2 Mobility impaired employees and their assigned assistants will gather at the Designated Area within the building to ensure safe evacuation in the pre-

determined fashion.

6.7 Securing Property and Equipment

6.7.1 In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned

6.7.2 All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment have been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the Designated Assembly Area.

6.8 Advanced Medical Care

6.8.1 Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, or Designated Person(s), who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

6.9 Accounting for Employees/Visitors After Evacuation

6.9.1 Once an evacuation has occurred, Emergency Response Leader shall account for each employee/visitor assigned to them at the Designated Assembly Area. Each employee is responsible for reporting to the appropriate Emergency Response Leader so an accurate head count can be made. All employee counts shall then be reported to the Emergency Response Plan Manager as soon as possible.

6.10 Re-entry

6.10.1 Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

6.10.2 All employees shall remain at the *Designated Assembly Area* until the fire department or other emergency response agency notifies Emergency Response Leader that either:

6.10.3 The building is safe for re-entry, in which case personnel shall return to their workstations; or

6.10.4 The building/assembly area is not safe, in which case personnel shall be instructed by Emergency Response Leader on how/when to vacate the premises.

6.11 Sheltering in Place

6.11.1 In the event that chemical, biological, or radiological contaminants are

released into the environment in such quantity and/or proximity to company premises, authorities and/or Emergency Response Leader may determine that is safer to remain indoors rather than to evacuate employees. The Emergency Response Plan Manager shall announce Shelter in Place status by public address system or other means of immediate notification available at worksite.

6.11.2 Emergency Response Leader shall immediately close the business. If there are customers, clients, or visitors in the building, they shall be advised to stay in the building for their safety.

6.11.3 Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.

6.11.4 Emergency Response Leader shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.

6.11.5 Emergency Response Leader shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. Emergency Response Leader familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially those systems that automatically provide for exchange of inside air with outside air. If there is a danger of explosion, Emergency Response Leader shall close the window shades, blinds, or curtains.

6.11.6 Emergency Response Leader**)** shall gather essential disaster supplies (i.e., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at Designated Location, and shall take them to the Shelter In Place Location(s) within the building. [Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting rooms with mechanical equipment like ventilation blowers or pipes. These should be avoided because this equipment may not be able to be sealed from the outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]

6.11.7 All employees, customers, and visitors shall move immediately to the Shelter. In a Place / Location(s) within the building. Emergency Response Leader shall seal all windows, doors, and vents with plastic sheeting and duct tape.

6.11.8 Emergency Response Leader shall write down the names of everyone in the room, and call the designated emergency contact outside of the building to report who are in the room, and their affiliations with Company Name (employee, visitor, client, customer).

6.11.9 Emergency Response Leader shall monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

6.12 Register the accident, injury or Incident in a form.

6.12.1 Details of Accident / Incident / injuries

6.12.1.1 Name

6.12.1.2 Detail information of the subject

6.12.1.3 Signature of the subject

6.13 Accident Investigation Reporting

6.13.1 Details of Accident / Incident / injuries

6.13.1.1 Key Contributory Features

6.13.1.2 Immediate Causes

6.13.1.3 Underlying causes

6.13.1.4 Recommendation

6.13.1.5 Responsibilities

6.14 Training

6.14.1 Employee Training

6.14.1.1 All employees shall receive instruction on this Emergency Response Plan as part of New Employee Orientation upon hire. Additional training shall be provided:

6.14.1.2 When there are any changes to the plan and/or facility;

6.14.1.2.1 When an employee's responsibilities change; and

6.14.1.2.2 Annually as refresher training.

6.14.1.3 Items to be reviewed during the training include:

6.14.1.3.1 proper housekeeping;

6.14.1.3.2 fire prevention practices;

6.14.1.3.3 fire extinguisher locations, usage, and limitations;

6.14.1.3.4 threats, hazards, and protective Responses;

6.14.1.3.5 means of reporting fires and other emergencies;

6.14.1.3.6 names of Emergency Response Plan Leader and Coordinators;

6.14.1.3.7 individual responsibilities;

6.14.1.3.8 alarm systems;

6.14.1.3.9 escape routes and procedures;

Type of Spill	Amount	Examples
extremely flammable liquids	1 pint	rubber cement
flammable liquids	1 quart	Toluene
combustible liquids	1 quart	mineral spirits
toxic, volatile liquids	1 quart	Ammonia
concentrated acids	1 gallon	sulfuric acid
concentrated alkalis	1 gallon	lye solution
poisonous, reactive materials	any	cyanides, sulfides
oxidizing agents	1 pound	conc. nitric acid,
leaks from gas cylinders	uncontrolled	oxygen, acetylene

6.14.1.3.10 emergency shut-down procedures;

6.14.1.3.11 procedures for accounting for employees and visitors;

6.14.1.3.12 closing doors;

6.14.1.3.13 sheltering in place;

6.14.1.3.14 Emergency Response Plan availability.

6.15 Fire/Evacuation Drills

6.15.1 Fire/Evacuation drills shall be conducted at least annually, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

6.16 Training Records

6.16.1 Emergency Response Leader shall document all training pertaining to this plan and shall maintain records.

6.17 Standard Spill Control Procedures

6.17.1 Get away. The first person to notice the spill or leak should get away from the immediate area of the spill in order to evaluate the situation without exposing him or herself. Obviously, this might not be needed if the nature of the spill is known and is minor.

6.17.2 Identify the spill to the extent possible. Do so without being at risk. This includes identifying: a) the type of material spilled (e.g., from the label); b) the size of the spill and whether the leak has stopped; c) whether two chemicals are involved in the leak and could react with each other; and d) any unusual features such as foaming, odor, fire, etc. Is this an emergency? Leaks that can be cleaned up by personnel on the spot or by maintenance personnel are not emergencies. If this is not clear, consider it an emergency. The following are examples of spills and leaks that should be considered emergencies:

6.17.3 In addition, any fires involving hazardous substances (e.g. solvents, oxidizers, corrosive chemicals), or any spill or leak that causes any injury

		such as unconsciousness should be considered an emergency. If there is an emergency situation as defined above, initiate the emergency procedures defined in the Emergency Response Plan. The following steps might be part of the Emergency Response Plan. If the plan involves immediate evacuation, then do not proceed any further. Rather sound the alarm and assist evacuation.
	6.17.4	Get help for all but very minor spills. In emergency situations, the amount of training determines the degree of participation in the cleanup.
	6.17.5	Identify the material spilled. Is it flammable, combustible, toxic and volatile, toxic or corrosive and nonvolatile, or an oxidizing agent? The label and Material Safety Data Sheet for the product should give information on safe cleanup.
	6.17.6	Plan how to clean up the spill or leak. Procedures for common types of spills and leaks are discussed below.
	6.17.7	Obtain the proper spill control materials. This would include spill control materials and pillows, leak patches, spark proof tools, etc.
	6.17.8	Put on appropriate personal protective equipment. This can include respirators, gloves, goggles, etc., as needed.
	6.17.9	Stop the source of the spill or leak. This can include turning off the valve of a leaking gas cylinder, patching a leaky hose, or up-righting a knocked over container of liquid.
	6.17.10	Stop the spill from spreading. This can include use of appropriate spill control pillows or other spill control materials for spilled liquids to build a dike, shutting down ventilation systems to keep gases and vapors from spreading, and plugging drains to prevent contamination of the water supply.
	6.17.11	Flammable liquids in the sewer system, for example, can be an extreme explosion hazard. Allowing hazardous chemicals to enter the sewer system may also be a violation of EPA, state, or local disposal regulations.
	6.17.12	Clean up the spill using the appropriate adsorbing materials and equipment. In general, paper towels or rags should not be used for liquids that evaporate quickly since they will not prevent further evaporation. For very small spills, you can use paper towels if they are immediately placed in a proper oily waste can.
	6.17.13	Dispose of contaminated materials properly. Contaminated spill control materials and disposable personal protective clothing must be disposed of as hazardous waste. Contaminated tools and non-disposable personal protective equipment should be safely decontaminated.
	6.17.14	File an incident report. The incident report should be filed with the health and safety officer in this case DG specialist for every spill, including non-emergency spills, detailing the nature of the spill, how it occurred, how it was cleaned up, any problems, and recommendations for preventing further spills of the type.
	6.17.15	The spill might also have to be reported to local authorities.

6.17.16 Combustible Liquid Spills

6.17.16.1 Combustible liquids are not a fire hazard at normal room temperature since their flash point is above 100 F. In general, handle combustible liquid spills (e.g. mineral spirits) as a volatile liquid spill. However, if a spilled combustible liquid contacts hot surfaces, then heating of the liquid could result in a fire hazard and the spill should be handled as a flammable liquid spill.

6.17.17 Volatile Liquid Spills

6.17.17.1 Inhalation of vapors and possible skin absorption of the liquid are the major hazards associated with volatile liquid spills such as 111-trichloroethane, Methylene chloride, acetic acid and combustible liquids. Spills of solutions of gases dissolved in water such as ammonia, and bleach are also discussed here. Flammable liquids are treated separately. Spills of more than one quart should be considered emergency response situations. The following are procedures for cleaning up spills of volatile liquids:

6.17.17.1.1 Open windows and turn on any fans exhausting to the outside. Ventilation systems should be turned off to prevent vapors from spreading throughout the building.

6.17.17.1.2 Evacuate the immediate area as a precaution because of the health risk. In emergency response situations, trained emergency personnel would determine the degree of evacuation needed, unless the college has an immediate evacuation plan.

6.17.17.1.3 Wear gloves, goggles and air-purifying respirators for small spills (although minor spills might not require a respirator). Cleaning up large spills or unknown spills requires positive-pressure self-contained breathing apparatus (SCBA) because of high vapor concentrations that could be present. The fire department might be able to do this if no one in-house is qualified and trained with SCBA. Other protective clothing and equipment that might be needed for large spills include goggles and face shield, impermeable clothing, and boots.

6.17.17.1.4 Control the spread of large spills by diking with spill control pillows or similar materials.

6.17.17.1.5 Use appropriate spill control materials to clean up the spill. Dry clay or vermiculite will also work if

proper spill control materials are not available. Paper towels should not be used for more than tiny amounts of volatile liquids because the paper will aid evaporation.

6.17.17.1.6 Pick up contaminated spill control materials and place in approved waste disposal containers. This material must be treated as hazardous waste under EPA regulations. Flush affected area with water afterwards.

6.17.18 Acid and Alkali Spills

6.17.18.1 With acids and alkaline solutions, the concern is mostly skin contact due to the corrosive properties of concentrated acids and alkalis, and irritation from dilute solutions. Note that many concentrated acids react violently with water. Spills of more than a gallon of concentrated acids or alkalis should be considered an emergency response situation. All concentrated hydrofluoric acid spills should be considered an emergency and need special procedures. The following are recommended procedures:

6.17.18.1.1 Do not touch spilled material.

6.17.18.1.2 Wear protective clothing, gloves, goggles, and boots in order to avoid skin contact. For concentrated acids and alkalis, a face shield is needed in addition to goggles. For volatile concentrated acids, SCBA may be needed. The MSDS should be checked.

6.17.18.1.3 Control the spread of large spills of concentrated acids by diking with spill control pillows or similar materials for later disposal as hazardous waste.

6.17.18.1.4 Small acid spills can be neutralized with sodium bicarbonate or sodium carbonate and alkali spills with sodium bisulfate or citric acid. Commercial adsorbent spill control materials can also be used.

6.17.18.1.5 Neutralized acids and alkalis can then be mopped up, wringing out the mop in the sink or a pail with a wringer.

6.17.19 Cyanide and Sulfide Spills

6.17.19.1 Reactive materials such as cyanide and sulfide powders and solutions are potentially very hazardous because of the risk of producing extremely toxic hydrogen cyanide and hydrogen sulfide gases, especially if the spill also involves acids. Cyanide solutions may also be absorbed through the skin. All spills of cyanide, sulfide and other reactive materials should be considered emergency response situations. The following are

recommended procedures:

6.17.19.1.1 Do not touch spilled material.

6.17.19.1.2 Wear protective apron, goggles, gloves, and positive-pressure SCBA. For small powder spills, air-purifying respirators with a HEPA filter would suffice.

6.17.19.1.3 Scoop up powder with clean shovel or other tool, and place in a dry, container approved by the Department of Transportation.

6.17.19.1.4 Adsorb liquid spills with spill control materials. Do not allow spill to enter drains or sewer system.

6.17.19.1.5 Flush spill area with water.

6.17.19.1.6 Dispose of as reactive hazardous waste.

6.17.20 Oxidizing Agent Spills

6.17.20.1 Oxidizers such as Di-chromates, nitrates, chlorates, concentrated hydrogen peroxide, and concentrated nitric acid are strong oxidizing agents which can ignite solvents and other combustible materials. They are also skin and respiratory irritants and may have other health hazards. See Material Safety Data Sheets on individual materials for specific instructions on cleaning up spills. Spills of more than one pound of an oxidizing agent should be considered an emergency response situation. The following are general procedures for oxidizer spills:

6.17.20.1.1 Do not touch the spilled material. Keep away from combustible materials (wood, paper towels, oil, etc.)

6.17.20.1.2 Wear appropriate protective equipment (e.g. apron, goggles, gloves, respirators, etc.) For small powder spills, air-purifying respirators with a HEPA filter would suffice; for larger spills, SCBA is required.

6.17.20.1.3 Scoop up powder with clean shovel or other noncombustible tool, and place in a dry container approved by the Department of Transportation.

6.17.20.1.4 Adsorb liquid spills with spill control materials. Do not allow spill to enter drains or sewer system.

6.17.20.1.5 Concentrated hydrogen peroxide spills are not emergencies. The solution should be diluted with

water, and then allowed to decompose to ordinary oxygen. The residue can be poured down the drain.

6.17.20.1.6 Flush spill area with water.

6.17.20.1.7 Dispose of the adsorbed material as flammable hazardous waste.

6.17.21 Organic Peroxide Spills

6.17.21.1 Methyl ethyl ketone peroxide and benzoyl peroxide are hardeners used with various plastics resins and can be ignited by sparks, flames and heat. They are normally dissolved in solvents to make them less reactive. Spills of organic peroxides should be handled as flammable liquid spills.

6.17.22 Water-Based Paint Spills

6.17.22.1 Latex paints and other water-based paints are not an inhalation hazard even though they may contain small amounts of organic solvents. Even large spills of water-based paints are not considered emergency response situations. The following are basic procedures for clean-up:

6.17.22.1.1 Gloves and goggles should be worn for cleanup.

6.17.22.1.2 Wet mopping is the best method of cleanup.

6.17.22.1.3 The diluted paint can be flushed down the sewer if it does not contain lead, chromates, cadmium, or other toxic metals. If toxic metals are present, dispose of as hazardous waste.

6.17.23 Compressed Gas Cylinders

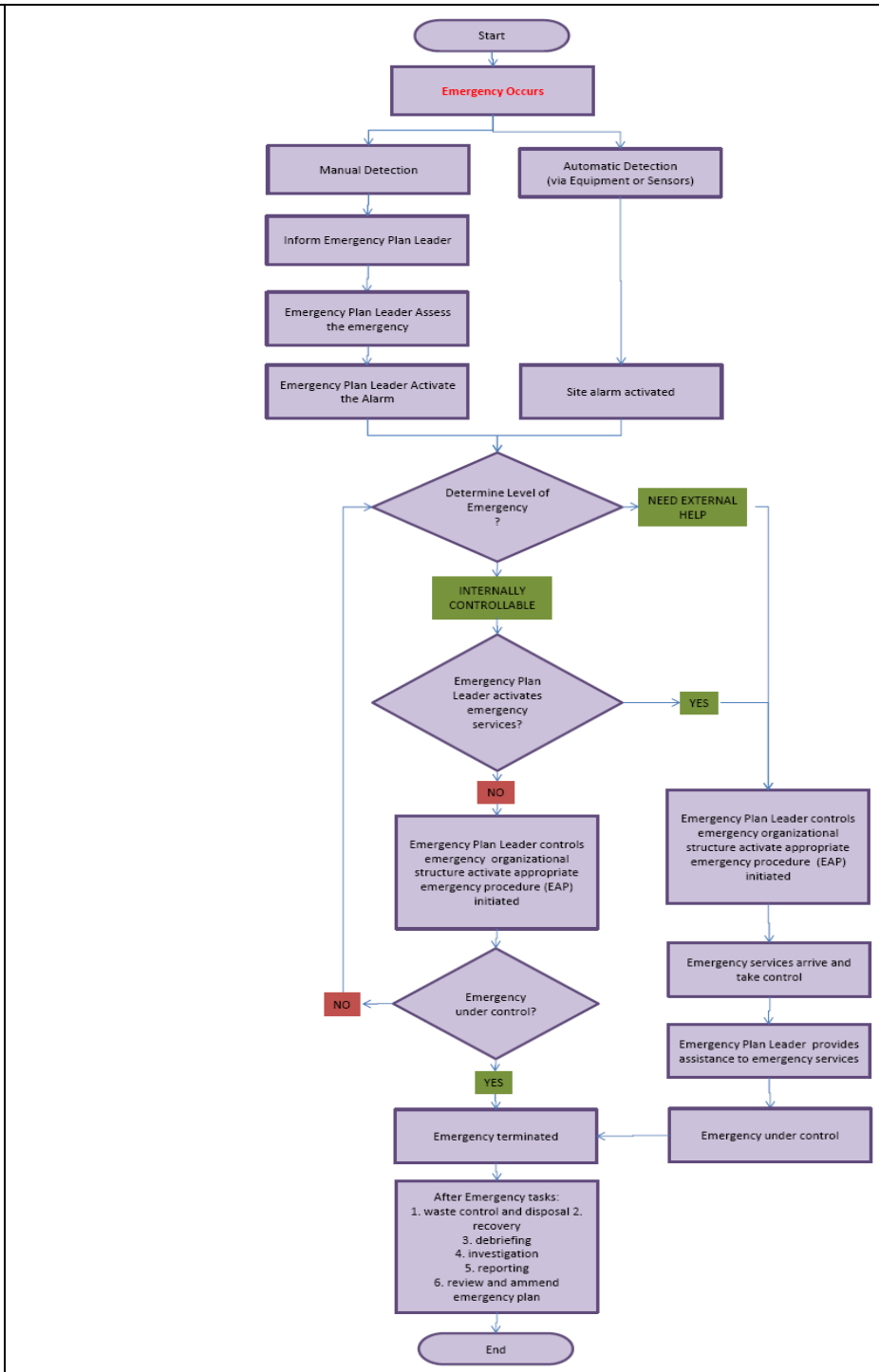
6.17.23.1 Leaking gas cylinders can be an emergency if the cylinder gas is oxygen (an oxidizer), a flammable gas such as acetylene or propane, or a toxic gas such as ammonia, and if the leak cannot be turned off by closing the cylinder valve. In this case, follow prescribed emergency response procedure. The following are recommended procedures:

6.17.23.1.1 If a leak is suspected, test with nonfat (detergent) soap or other leak detection solution. Do not use a flame.

6.17.23.1.2 If the leak cannot be stopped by turning off the cylinder valve, take the leaking cylinder outside well away from sources of ignition if the gas is oxygen or is flammable. (If the gas is toxic, wear positive-pressure SCBA.)

6.17.23.1.3 Try and temporarily stop the leak through the cylinder valve by attaching a regulator which is closed.

	6.17.23.1.4 Reopen the cylinder valve slightly to allow gas to escape slowly. 6.17.23.1.5 Clearly tag and secure the cylinder. Post a sign warning people not to approach within 20 feet with cigarettes or other sources of ignition. If necessary, post a security guard. 6.17.23.1.6 Contact the supplier or manufacturer, and follow their further instructions.
Flow Chart	7.1 Emergency Response Flowchart:



Related Documents	8.1 EAP Checklist

	 Appendix A-EAP-CHECKLIST.pc