



EMERGENCY RESPONSE PLAN

Purpose

To ensure that Safety, Health, Environmental and other potential emergencies are identified and emergency plans developed and implemented which would minimize the occurrence and impact of injuries and losses during an emergency through effective management, transfer of information and mitigation of an incident.

Responsible for Implementation SHEs OFFICER

References

- ❖ Incident / Accident Investigation

Identification of Emergencies

- Risk assessments will be carried out for all of the required or specified Health and safety risks and will be documented in the site risk assessment methodology.

Development of Emergency Response Plan

- This Emergency Response Plan has been drawn up for key emergency scenario that has been identified, in consultation with the management of the relevant area.
- Staff for emergency response teams identified and receive relevant training in order that they may effectively and safely carry out instructions contained within the emergency response plan.
- Emergency equipment will be identified provided for and made available as required by the plans.
- The Emergency Response Plan will be tested according to legal requirements by means of fire / emergency drills at least on an annual basis taking into account that these drills shall be performed to cater for Truck Drivers schedules.
- These drills will be documented including date, time conducted, type of emergency scenario, and any irregularities noticed during the drill.
- A competent person or persons will test emergency equipment.



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Review of Emergency Plan

- Emergency Plan will be reviewed on an annual basis and any changes documented accordingly.
- Specific sections of the Emergency Plan will be reviewed after an emergency incident, near miss incident, criminal or any attack.
- A written report will be documented after emergency events occur to analyze causes and indicate required changes or improvement to the system.

Rehabilitation of the Environment

- Where damage to the environment occurs as a result of an emergency incident, appropriate minimization and rehabilitation measures will be undertaken to ensure the effects of the damage are mitigated and the environment is returned to its original condition.
- All rehabilitation will be carried out according to the requirements of the relevant authorities.
- Any environmental damage shall be reported to the relevant government authority.

Management of Major Spills

In the event of an accident /incident and there is spillage, A and B Logistics will contact **Pitbull Hazmat Spill Response Team**, a company registered and accredited by the Namibian authorities to carry out remediation and cleaning services.

- In the event of any product spillage, Pitbull will do remediation –ie restoring the site to its former condition as it was before the incident.
- In case of any rollovers of vehicles, Pitbull will do all recovery operations.
- Upon completion of the cleaning exercise, Pitbull shall submit an application of clearance to the relevant authorities.

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FIRE

General Preventative Guidelines

- Fire teams appointed and trained in basic firefighting skills use of firefighting equipment, fire prevention, fire extinguishment and evacuation procedures.
- Specific personnel trained in basic first aid in each area according to legal requirements. Sufficient First Aid trained staff available at any time to deal with an emergency.
- Refer to following checklist for evacuation preparedness.

Fire Emergency Procedure

- Notify the Manager to co-ordinate the emergency with the SHEs Officer, the internal fire marshals and external emergency services.

The SHEQ Manager / Officer:

- * Notify the Local Municipality Fire and Rescue Brigade of the incident and request assistance if necessary. This will include provision of necessary details such as extent of the fire, threatened areas as well as in the immediate vicinity.
- Direct the fire crew who will prevent the fire from spreading or attempt to extinguish the fire should it be within their level of competence and capability.
- Shut down procedure, in the event of the need for a full evacuation the most senior person at the time of the incident will initiate this procedure.
- Only key person(s) will remain to clear area and all other employees will be evacuated to the designated assemble points.
- First aid stations established and trained personnel to render first aid to injured workers if necessary.
- Notify neighboring premises of the fire.
- Notify relevant authorities.

Personnel responsibilities.

Responsibilities of Senior Management

- Assess the situation and take the appropriate action i.e., evacuation / partial evacuation.
- Direct emergency teams to initiate the rescue of persons from the threatened areas if necessary.
- Advise all HSE representatives / fire marshal of the nature and extent of the emergency, which areas need to be evacuated and safest escape routes.
- Arrange for additional service of outside assistance when required.
- Issue clear instructions to the emergency teams to effectively control the emergency prior to the arrival of the emergency services.

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Responsibilities of HSE Manager / Officer

- Notify the GM Ops and proceed to the emergency team assembly point to direct operations.
- Ensure that the fire alarm has been sounded / raised and that instructions are given to the firefighting teams. Ensure that instructions are being implemented.
- Provide assistance with the evacuation of personnel to designated assembly points.
- Ensure Security staff are at the main gate to escort emergency vehicles to the scene.
- No vehicles or pedestrians may enter or leave the site unless directed by management or the emergency services.
- Liaises with outside services (Fire Department, Ambulance Services)
- Direct all press representatives, relatives or anyone requiring information to the MD at the Head Office.

Sound the all-clear when instructed to do so by the relevant emergency personnel or the situation is back to normal.

- Provide senior management with details of the emergency and casualties.

Guidelines for Safety Representatives / Fire Marshalls

- Direct personnel not required for essential duties to the relevant fire exits and assembly points outside. **Take extra care to assist disabled staff.**
 - Proceed to the emergency response team assembly point and await instructions from the relevant Manager.
 - Carry out first aid / fire-fighting instructions from the SHE Manager / Officer.
 - Ensure that all windows and doors are closed and that all electricity **other than lighting and essential process machinery** is turned off, where safe to do so.
 - Ensure that air-conditioning and ventilation is switched off.
 - Account for and locate any missing personnel by means of a roll call at the assembly points.
 - Inform the HSES Manager /Officer of developments or changes in the fire situation.
 - Request assistance required through the HSES Manager /Officer staff member coordinating the emergency response.
 - Hand over firefighting duties to the fire department on their arrival and give information to the senior fire officer as to where possible damage or spread of fire will occur and render assistance to the emergency services as required.

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SPILLS

General Preventative Guidelines

- Obtain material safety data sheets from suppliers or internal material safety data sheet data base. Copies will be available in the master and section files where applicable.
- Ensure availability of suitable and sufficient spill control equipment (brooms, clean dry containers, plastic shovels) and suitable personal protective clothing to deal with accidental spillages. Protective clothing shall comply with the manufacturer's specifications for handling individual substances.
- Emergency teams shall be trained in the hazards associated with dangerous goods and dealing with uncontrolled releases or spillages. The emergency team members shall be familiar with the use of absorbent materials and spill control equipment present on site.
- Ensure each site has Material Safety Data Sheets (MSDS) displayed or easily accessible for all Dangerous Goods used or stored in that area. Hard copies kept at the Clinic and Security main office.
- Ensure chemical storage areas are branded in accordance with the legal requirements. Segregation of incompatible chemical substances shall be taken into account when storing chemicals substances.
- The spillage, collection and disposal procedure outline the actions to be taken.

INFORMATION MANAGEMENT CRISIS

- List, keeping the caller talking as much as possible by asking questions from the **Bomb Threat Check List**.

A co-worker should then immediately notify Security

- Notify your manager immediately after which an evacuation must take place.
- Security and emergency response teams will initiate an evacuation of the premises and congregate at the assembly point.
- Supervisors are then to take a roll call to check that everyone is present. They must then report to their manager.
- Assist the NAMPOLICE by remembering every detail of the phone call.

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Working at Height

- ❖ There are several risks associated with doing work at height, all of this work can only be conducted if all of the relevant procedures have been followed, this includes HIRA's, Pre-task risk assessments, a permit has been issued by a competent person.
- ❖ Where possible an extra safety measure of a safety net has been put in place together with a safety lifeline. Should an incident occur where a person falls and is left hanging from a safety lanyard

INJURY TO PERSONNEL

In the event of a serious injury (e.g., amputation), fatality and or vehicle accident, the procedure is as follows:

- * Contact the first aider / SHEs Manager immediately

Do not enter the scene of the accident if there is any danger to yourself or your fellow workers.

- Ensure that first aiders are informed to provide first aid to the injured workers and ensure that the emergency services are informed if required. If there is any doubt, please notify the relevant emergency services
- Evacuate workers to a safer location if they are endangered.
- Do not disturb the scene of the accident without permission from the relevant Manager.

Responsibilities of Senior Management

- Proceed to the scene of the accident.
- Arrange first aid treatment for casualties.
- Notify the relevant Manager.
- Ensure that casualties are removed and taken to the hospital.
- Establish the cause of the accident, record all relevant details, and provide senior management with details of the emergency and casualties.
- In conjunction with the HSE, Manager/ Officer will submit reports in terms of the Namibia OHS ACT after the incident and advise senior Management.
- Record details of all casualties.
- Information must be given to the next of kin through the HR or responsible.
- Names of casualties may not be released to any source until the next of kin has been notified.

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Responsibilities of HSE Manager/ Officer

- Notify Relevant Authority
- Summon an ambulance if required.

Inform the Hospital of the numbers of casualties and other relevant information (office

- hours).
- The HSES Officer will notify Management on seriousness of incident.
- In the event of a fatality the HSE Manager or HSE Officer, Fire Officer is to ensure that the NAMPOLICE are notified, and that the scene is not disturbed where possible.

Guidelines for HSE Safety Representatives / Fire Wardens.

- Proceed to the scene of the incident.
- Eliminate any consequential dangers as far as possible (if safe to do so).
- Establish as many facts about the incident as possible.
- Notify the HSE Manager and or relevant Manager of any danger to be eliminated.
- Advise relevant Manager / HSES Manager of the cause of the accident and any photographs that need to be taken.
- In the event of a fatal accident, care must be taken not to disturb any objects involved before the arrival of the inspector. Objects may only be moved to prevent any further accident or to rescue persons from danger.

HEALTH AND DISEASE OUTBREAK

- Annual medical test done to all staff to identify any health / potential health and disease outbreaks, which may affect the business / community.
- OSH Health Risk assessment to be in place and relevant.
- Once the outbreak / potential outbreak has been identified, it is communicated to the HSE Manager/ Officer, who will inform the General Manager Operations.
- The General Manager Operations, in consultation with the Medical Services, will make a decision and formulate an action plan to prevent the spreading of the disease.

INCIDENT REPORTING

All incidents shall be reported as per the standard set by the Company incident reporting procedure.

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Below is a list of phone numbers, In case of an emergency

EMERGENCY SERVICES	
WALVIS BAY	
POLICE SERVICE	064 – 219 000
PRIVATE HOSPITAL	064 – 218 911
STATE HOSPITAL	064 – 216 300
AMBULANCE SERVICES	081 707 / 081 922
FIRE DEPARTMENT	081 922 / 081 122 0833
PITBALL HAZMAT RESPONSE TEAM	081 600 6000

HAZMAT OFFICIAL – WALVIS BAY MUNICIPALITY

NAME	DESIGNATION	TELEPHONE NO.	CELL PHONE NO.
RIAAN ARCHER	HAZMAT OFFICER	064 – 201 3376	081 129 5017

SWAKOPMUND

POLICE SERVICE	064 – 402 431
PRIVATE HOSPITAL	064 – 412 200
STATE HOSPITAL	064 – 410 6000
AMBULANCE SERVICES	081 924 / 081 922
FIRE DEPARTMENT	081 922 / 081 122 4653
TRAFFIC DEPARTMENT	081 122 4679

A&B MANAGEMENT

NAME	DESIGNATION	CONTACT NO.
BRIAN HWALIMA	MANAGING DIRECTOR	+260 977 846 535
RAUL DE JESUS FRANCISCO	ACCOUTABILITY AGENT	+264 81 205 0472
FRANK NYIRENDA	SAFETY & SECURITY	+260 953 510 470

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