EMERGENCY RESPONSE PROCEDURE

INTRODUCTION

An emergency is a serious, unexpected, often dangerous situation that requires immediate action.

Organizations are frequently required to have written emergency procedures in place to comply with legislative requirements, demands from their insurers, shareholders, stakeholders and unions to protect staff, the public, the environment, the business, their property and their reputation.

TITAN DRILLING has an intrinsic responsibility in ensuring that it is prepared and able to recover from emergencies that may arise thereby minimising and containing the impact of any personal injuries or illnesses and environmental or property damages.

This document is to be reviewed after an emergency so as to form part of a continual improvement process. The manual will be reviewed annually by management who may make changes for improvement to the document.

**PURPOSE**

This manual serves to outline procedures that will assist in protecting lives, property and operations through the effective use of the resources available to the company. It is intended to provide a frame-work of organizational and procedural means for managing emergencies.

**SCOPE**

These procedures will provide guidance for an emergency within the Titan Drilling areas of operation and will apply to the organizations management, staff, employees and visitors.

From the Baseline Risk Assessment we have identified areas that could lead to emergencies, namely:

1. Drilling operations
2. Health (Heart attacks, diabetes)
3. Vehicle accidents
4. Chemical explosions
5. Structural fires

**RESPONSIBILITIES**

Crew

1. In the event of an injury / illness, the crew are to assess the danger and remove further potential hazards.
2. A trained First Aider is to respond to the injured and apply First Aid accordingly
3. Contact with the Supervisor responsible should be made immediately and advised of the injury / illness at hand
4. Those present are to stay with the injured until medical assistance arrives

Supervisor

1. The Supervisor is to assess the condition of the injured
2. Supervisor is to then notify the Safety Officer & Project Manager providing as much information as possible including:
3. Who was injured / involved
4. What was the incident
5. What type of injury / illness
6. What is the current location
7. When did the incident take place
8. How was employee injured
9. Have precautions been taken to avoid this escalating
10. Supervisor is to arrange for transportation of the injured or ill to the medical facility designated for that area of the operation
11. Supervisor is to remain with the individual at the medical facility until the employee has been attended to and either admitted or discharged

Safety Officer

1. Safety officer is to liaise with the Supervisor regarding the condition of the injured / ill person and assist where required
2. Communication must be made with the Project Manager regarding the medical facility and what assistance may be required from the company
3. In the event that an evacuation is to be initiated, the safety officer will assist the Project Manager as may be necessary

Chief Executive Officer / Operations Manager / Project Manager

1. Project Manager is to notify the Titan Drilling Management of the incident / illness as per timeline stipulated in HSEC-PRO-10.2 Incident Reporting & Investigation
2. Upon receipt of the communication from the Supervisor, the Manager is to arrange for the Medical facility to accept the injured
3. In the event that an evacuation is to be initiated, the Manager will be responsible to lead the team. Assistance will be provided by the CEO and Safety Manager as may be required

**INJURIES / ILLNESSES**

In the event an employee is injured or is ill, the following precautions should be taken:

* The employee concerned is to notify the next most senior person(s) in his area of work of the injury or illness. Failing to contact the responsible person(s), contact must be made with an individual from the country offices to communicate the message to the CEO, Project Manager or Safety Manager.
* The responsible Manager is to arrange for medical attention to be administered at a hospital identified either below or as per the project Risk Assessment
* A report on the condition of the individual is to be given to the responsible person as soon as is available
* Based on the report, the responsible person is to make a decision on whether to:
  + admit the individual at that medical facility
  + transfer the individual to another medical facility or
  + initiate an emergency evacuation

Facilities that have been identified include:

|  |  |  |  |
| --- | --- | --- | --- |
| **COUNTRY** | **CITY / TOWN** | **HOSPITAL / CLINIC** | **CONTACT NUMBER** |
| ZAMBIA | Kalumbila | Mary Begg Clinic | +260 96 365 9664  +260 96 884 0476 (Emergency) |
|  | Solwezi | Hilltop | +260 96 348 5071 |
|  | Kansanshi | Mary Begg Clinic | +260 96 448 7739 (Main Clinic)  +260 96 195 1502 (Paramedic)  +260 96 799 9755 (Snr Doctor) |

Facilities will be updated as projects are mobilised.

**EMERGENCY RESPONSE PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Aid and Medical** | **Response To A Fire** | **Response To A Spill** | **ROLES** |
| **STEP ONE**   * + If victim is conscious and oriented, the individual has a right to determine their own health care needs and response to those needs   + If the victim in unconscious and /or disoriented, see that they receive prompt first aid attention   + Keep the victim calm and comfortable until help arrives   **NOTES**   * In cases of minor injury or illness, basic first aid may be applied by the holder of a First Aid Certificate * Continue to monitor the vital signs of the victim until professional medical help is available * When notifying emergency services, provide the following information:  1. Name and location 2. Name of injured 3. Describe in detail the nature and severity of the injury or medical condition 4. Provide details of medical aid administered so far 5. Do not hang up until released   **This information will be treated with the highest confidentiality** | **STEP ONE**   * In the event of a fire shout “FIRE, FIRE, FIRE” * Shut of equipment and appliances   **STEP TWO**   * If fire is not large and an escape way is available, try to put out the fire using a portable fire extinguisher * If the fire is large, contact local emergency services or fire department   **STEP THREE**   * Evacuate the area, if necessary moving to the Emergency Assembly Point for a head-count * Assist persons who are unable to negotiate their way due to smoke inhalation or heat * Provide emergency crews with any information of persons unable to evacuate or any hazardous areas | **STEP ONE**   * Spill kit must be available   **STEP TWO**   * Minor spill may be controlled by person who works with substance and understands the hazards * Alert people in the immediate vicinity * Wear PPE * If chemical is flammable turn off all sources of ignition * Avoid breathing in fumes * Apply absorbent material from the extreme of the spill to the centre * Sweep shovel absorbent material and materials such as gloves brooms etc. and place in sealed container * Label and dispose of bag as hazardous waste * Alert persons in the area and close affected area   **STEP THREE**   * Attend to injured and remove from the exposure * Alert other persons in the area to evacuate and post a guard (if possible)   Notify local emergency services   * Provide: Your Name, Information on the spill and exact location * Stay on phone till released   **STEP FOUR**  Notify supervisor and/or project manager | **CREW**  1) Assess the danger and remove further potential hazards  2) Respond to injured and apply First Aid accordingly  3) Contact Supervisor and advise of injury  4) Stay with injured until medical assistance is available  **SUPERVISOR**  1) Assess the condition of the injured  2) Notify Safety Officer & Project Manager  3) Arrange for transportation to medical facility  4) Remain with injured at Medical facility  **SAFETY**  1) Liase with Supervisor regarding condition of injured  2) Liase with Project Manager regarding medical facility  3) Assist Project Manager with evacuation as may be necessary  **PROJECT MANAGER**  1) Notify Management  2) Arrange for Medical Facility acceptance of injured  3) Organise evacuation as may be required |

|  |  |
| --- | --- |
| **EMERGENCY CONTACT NUMBERS** | |
| **SUPERVISORS** |  |
| Jeff Masina | +260 96 574 9637 |
| Simon Banda | +260 96 416 6329 |
| Moses Mutale | +260 96 663 3016 |
| **ADMIN / LOGISTICS** |  |
| Allan Murrell | +260 96 802 1861 |
| **WORKSHOP / MAINTENANCE** |  |
| Troy Keetui | +260 96 859 7488 |
| Donavan Quinche | +260 96 018 2163 / +260 76 978 7526 |
| **SAFETY** |  |
| Johann Horn | +260 96 984 0575 |
| **LOCAL EMERGENCY NUMBERS** |  |
| Fire | 993 |
| Police | +260 95 018 0007 |
| G4S Security Manager | +260 96 352 1100 |
| G4S Emergency Centre | +260 76 157 7482 |

**ORACLE MED EVACUATION PROCEDURE**

This procedure is to be used in an emergency such as a serious accident or illness

* **DIAL THE INTERNATIONAL EMERGENCY NUMBER: +27 11 259 5075**
* This number will connect to OracleMed Health’s 24 hour Call Centre
* A decision will be made as to the most appropriate immediate treatment and stabilisation of the patient
* OracleMed Health’s medical team under the guidance of Dr Albie de Frey, the Medical Director together with the Medical Doctor at the in-country stabilisation centre will take full responsibility for the evacuation.
* The patient will be air-lifted by commercial airline or jet ambulance to the nearest facility or South-Africa, as appropriate.
* The patient will hereafter be transferred to a world class Hospital for immediate treatment
* Once the patient is discharged he/she will be returned on a commercial airline to the country of residence

**EMERGENCY NUMBER: +27 11 259 5075**

**AUTHORISING PERSONNEL**

The following staff are authorised to confirm an evacuation is to take place:

**Zambia:**

Mike Coulson

Wayne Lindsay

**GPS CO-ORDINATES**

The below are GPS Co-ordinates to be used in identifying the nearest airstrip should the need arise:

* ***ZAMBIA – TITAN DRILLING ZAMBIA***
* Kalumbila – S 12 15 33 , E 025 20 44
* Solwezi – S12 10 00 , E 026 22 00