

إرشاد فني
TECHNICAL GUIDELINE
رقم (7) Number

تطوير إجراءات الاستجابة للحوادث المتعلقة بالبضائع الخطرة

**Development of Emergency Response
Procedures for Incidents Involving Dangerous
Goods**

يونيو - 2011 - June

Introduction:

Incidents involving dangerous goods are hazardous events no matter how small. They may affect workers, the public and the environment and often result in substantial economic losses.

Companies must formulate an effective Emergency Preparedness and Response Plan and mount an effective initial response. The guideline is not all inclusive. Companies must do their own Risk Assessment of possible and probable scenarios and prepare their plan accordingly.

The aim of an emergency plan is to ensure the safety of those on site, to reduce the impact of the incident on the facility and the environment and to ensure that the local authorities are called where necessary.

The Progress of an Incident:

1. Initial response phase: Follows immediately after the occurrence of the incident. Emergency services are not present. The primary consideration is the safety of personnel. Trained responders should evacuate the personnel, if required, and aim to combat the incident within the scope of their resources and training to limit its extent of damage. If necessary, emergency services (Civil Defense) should be called. This phase should be covered in the emergency response plan.

2. Emergency response phase: Begins when the emergency services arrive and take over from the local responders. This phase continues until all risks are mitigated. Management of the incident in this phase is under the control of Civil Defense.

3. Clean-up phase: Clean up commences once the risk is controlled. Disposal of hazardous waste requires approval from Environment Department.

Planning

a) Risk Assessment and Mitigation

The best way of gaining information is to carry out an audit of the location or the situations your emergency plan is to be designated to meet. This means more than an ordinary inspection. It should involve a systematic and objective assessment by experienced professionals.

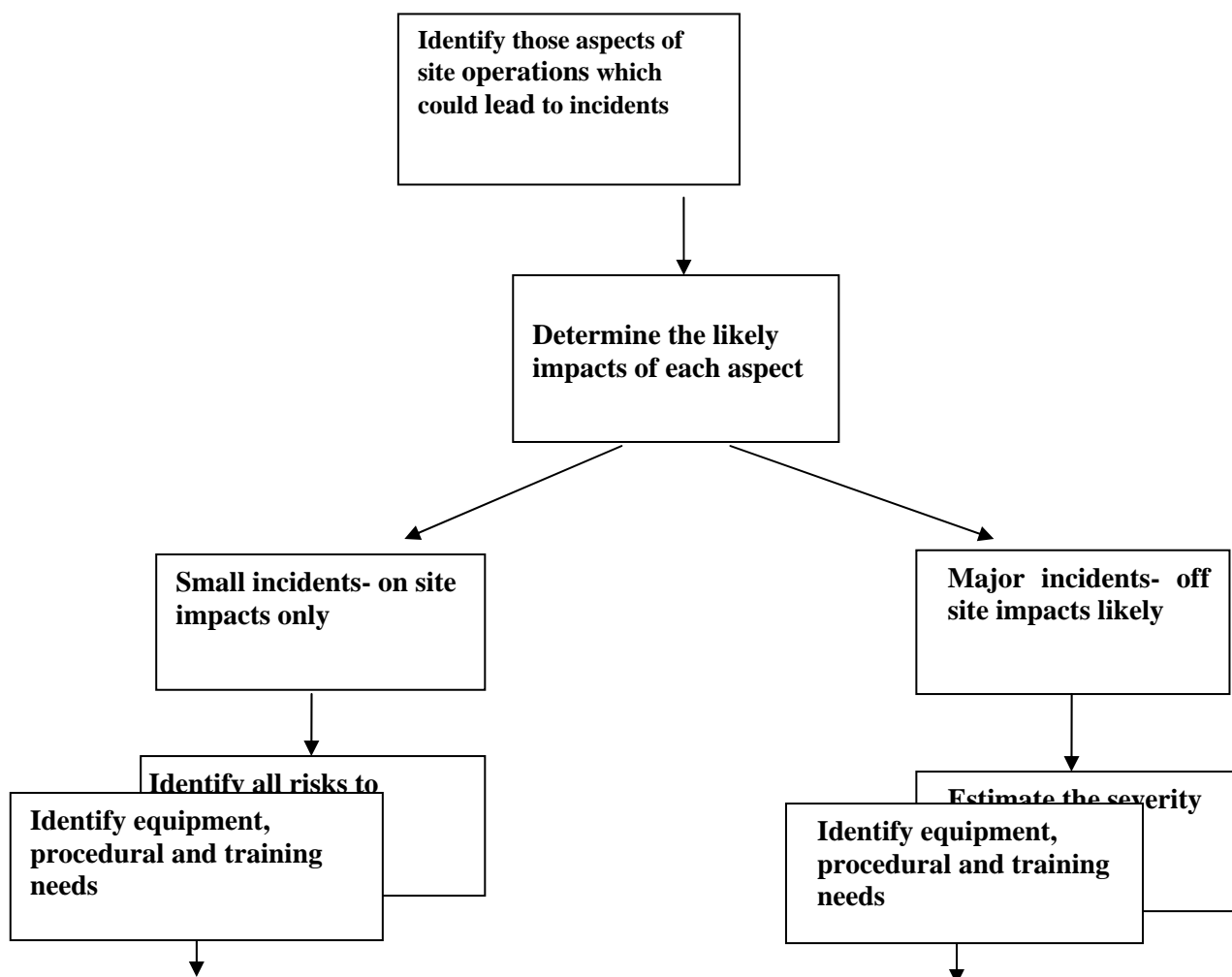
An initial assessment of your activities will provide information on the types of incidents which could occur and the likely severity of these. In the case of a major facility this activity may need to take the form of a full risk assessment with consultant assistance.

There are many guidelines or models on risk assessment. Probability, severity and likelihood are typical factors to consider in risk assessment.

In the case of a smaller facility, a site risk audit can be undertaken. This should result in two types of information. Firstly, the likely incidents and secondly, the control

measures which can be employed to reduce the risk of these incidents occurring. These control measures should be adopted as targets under the emergency plan and implemented as soon as possible.

Planning Procedure



b) MSDS' and Manifests

1. Companies must obtain material safety data sheets for all dangerous goods held on-site and use these as a basis for the planning of incident response.
2. Pollution hazards to the environment may be a foreseen risk of an emergency and should be discussed with the Environment Department of the Dubai Municipality in advance.
3. The company must maintain an up to date manifest of all dangerous goods held on-site. This should be stored in a location which is available for use by emergency services during an incident. This is often a locked cabinet in the guardhouse or security room.

4. Information which must be retained and updated include plot plans of storage facilities clearly showing the quantity and location of chemicals stored on site, location of fire detection and prevention devices, and the building layout.

c) The Incident Plan Management System

The incident plan is a documented procedure for assigning responsibilities for emergency response, planning actions and to form the basis for training. The key parts of the plan are:

- Personnel and responsibilities
- Incident types
- Equipment inventory
- Training
- Communication

1. Personnel and Responsibilities

1.1 The plan must assign a management representative as emergency coordinator and also designate responsibilities for all other activities defined under the plan. It is best to work out the command structure before the incident occurs. This may not be the general manager, but it must be stressed that this person should be trained and must be given control in the emergency situation.

1.2 All staffs are part of the plan and all must clearly know their role.

1.3 The choice of personnel to perform specially designated functions under the plan is very important to any emergency procedure. The number of personnel required to carry out the procedure, their fitness and suitability are of equal importance. In selecting personnel, remember that they may be called to work under conditions of physical and mental stress.

1.4 Companies must maintain a complete staff lists as well as current shift register to assist police and ambulance services to identify injured persons.

2. Incident Types

2.1 Procedures should be specified in the plan for each type of identified incident. Examples of incidents include: leaking drums or storage tanks; fires; vehicle accidents in the company; equipment failure resulting to damage or injury; ruptured hoses and lines; dangerous occurrences.

2.2 Plans for each incident should cover the response strategy, communications, when to contact authorities, equipment needed, and hazard mitigation measures.

2.3 All staff affected by the plan must receive training.

3. Equipment Inventory

3.1 All needed response equipment must be available at the site where it is to be used.

3.2 A responsible person must be nominated for periodic inspection to ensure that all

equipment and resources are maintained.

4. Training

4.1 Training both theory and practical, including simulated exercises should be given to all staff who's work may impact on any incident or who may be affected by an incident. 4.2 All staff on site should be given training in evacuation procedures.

5. Communications

5.1 Communication is the most important element of any good emergency procedure. When formulating the system keep it as simple as possible. It will be more easily understood and less likely for a problem to occur if it is kept as simple as possible.

5.2 List of emergency contact numbers must be kept up to date on a regular basis **(it is too late to find out the number has changed when an emergency is in progress)**

5.3 Your plan should nominate which senior personnel are authorized after assessing the circumstances to declare an emergency. However any such list should make sure that there is no unnecessary delay in identifying a major emergency.

6. Post Incident

6.1 Damage Assessment on the Environment shall be conducted ASAP.

6.2 Immediate measure shall be conducted to prevent or mitigate pollution on land, air, or water.

6.3 Disposal of waste shall be on DM approved sites and with approval and coordination from DM.

Reference:

Section 11 of "**The Code of Practice for the Management of Dangerous Goods in the Emirate of Dubai**"

For further information please visit

www.dm.gov.ae

or call

Environmental Control Section

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