Health, Safety & Environment Management System

HSE Management Manual
Emergency Response Guideline

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For internal emergencies

Immediately call the Hotline Number.

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1. INTRODUCTION

"Safety is everyone's responsibility"

The safety of all employees and visitors of the **Saudi Motorsport Company (SMC)** in **Jeddah** is a top priority for senior management. Accordingly, the principles, guidelines, and procedures outlined in the approved Emergency Response Plan will be implemented and upheld by the designated staff, ensuring active participation in fulfilling the plan's safety requirements.
This plan was developed by the **Health, Safety & Environment (HSE) team at SMC**, with diligent efforts made to ensure the accuracy of its content and the effectiveness of its procedures.

Multiple references were utilized in the development of this Emergency Response Plan, including **OSHA standards**, the **Saudi Building Code**, and the **regulations of the General Directorate of Civil Defense**.

While the procedures outlined are highly recommended, common sense should remain the primary guide in emergency situations, as not all scenarios can be anticipated in advance.

2. BASIC INFORMATION FOR THE FACILITY:

#	Information	Details
1	Location	Jeddah - JCC
2	Number of employees	170
3	Normal working hours	9:00 AM to 6:00 PM
4	Unusual working hours	N/A
5	Number of shifts at the site	1 shift

" Employees of the SMC / consultants / contractors / visitors with disabilities Information: "

#	Challenges	Check		Need
		Yes	No	
1	Visual	☐	☒	• Braille signs or recorded audio messages for evacuation
2	Auditory	☐	☒	• Flashing lights
3	Physical	☐	☒	• Stair evacuation chair
4	Mental	☐	☒	• Personal escort procedures.
5	Heart	☐	☒	• Stair evacuation chair. • Special Procedures to be provided.
6	Other	☐	☒	N/A

3. DEFINITIONS

- **Evacuation**: The transportation of people from a hazardous/emergency area to the nearest safe place.
- **Safe Zone or Assembly Point**: An area at the end of the exit route that is protected from fire and smoke so that it is isolated from other areas of the premises through fire-resistant insulation for at least one hour.
- **Means of Egress**: The safe route that a person takes to escape from the premises to a place where he finds safety and security, which are the transportation paths that people in the premises take to move from any point in the premises until reaching the open air outside the building or to any safe place.
- **Hazard**: A source, condition, or potential act of harm that may result in injury, illness, harm, property damage, or possibly nothing and is collected as Hazards **rather than Risks.**
- **Risk**: The sum of the probability of a hazard occurring and the severity of the injury or harm caused by the incident.
- **Emergency:** A situation that cannot be handled internally and requires external assistance.
- **Available/Current resources:** It includes all services, systems, tools, manpower, training and expertise.
- **Horizontal evacuation:** It is an evacuation from one point to another point on the same floor.
- **Partial evacuation:** It is the process of evacuating from one floor to another floor or part of the headquarters.
- **Full evacuation:** A complete evacuation of the facility.
- **Extremely serious medical condition:** Any health/injury threat to human life.

4. PLAN OBJECTIVES:

This emergency plan has been prepared to deal with the potential emergency situations and its most important objectives:

- Pre-preparation and readiness to deal with emergency situations.
- Checking the readiness of the employees to follow safety instructions in relation to the emergency plan.
- Ensure that there are clear procedures for safe evacuation for everyone, including people with special needs.
- Ensure that the facility is being fully evacuated during emergencies.
- Prepare, train, and assign tasks to ensure that the objectives of the emergency response plan are achieved.

5. ROLES AND RESPONSIBILITIES (R&R)

Safety is everyone's responsibility, whether at work, at home, or anywhere else. However, it is important to define the roles and responsibilities so that team members can communicate clearly. The required roles and tasks are shown in the table below:

#	Roles	Responsibilities
1	Top management	• Final approval of the emergency response plan according to the table of authorities. • Assignment of evacuation officials. • Leadership support to ensure the implementation of the approved plan.
2	Health, Safety and Environment department	• Designing and reviewing the plan. • Coordinate with stakeholders and related parties. • Coordinate the necessary training on the emergency plan. • Oversee implementation. • Conduct hypothesis evaluation for continual improvement through an evaluation team. • Ensure the presence of all emergency response team members for all facility (safety representative, commander/deputy commander, evacuation team members and First aiders).
3	HSE Safety representative	• Educate and train evacuation team members on their roles. • Ensure that the Evacuation Deputy and evacuation team members are present at the facility on a regular basis. • Conduct virtual emergency response drills on a regular basis. • Internal communication **departments and divisions** and external communication **official bodies**. • Updating the list of First Aider on a regular basis.
4	Evacuation Commander/Deputy	• Selecting people with ability and a high sense of responsibility and nominating them to be evacuation champions among the organization's employees. • Coordinate the emergency response plan with the members of the evacuation team. • Updating the list of First Aider on a regular basis. • Implementing practical and theoretical training for the emergency response plan. • Internal **departments and divisions** and external **official bodies** communicate in **coordination with the safety representative if she/he is available.** • Providing an alternative in case any of the team members are absent. • Take the necessary measures if there are any changes to the emergency response plan. • Provide the necessary information to the external competent authorities upon their arrival at the facility about the location of injured individuals, people, those who were unable to leave the facility, and the main information of the facility.

#	Roles	Responsibilities
5	Evacuation team members	• Ensure that the evacuation maps distributed at the facility are in good condition and available. • Ensure that safety systems are effective and active. • Follow the directions of the evacuation commander or his deputy. • Attend awareness training sessions related to the ERT plan. • Inform the evacuation commander or his deputy in cases of absence and its duration to provide a suitable replacement. • Inform the evacuation commander or deputy when noticing any obstacles that affect the emergency response plan.
6	All employees / contractors	• Familiarize themselves with the emergency response plan at their facility. • Recognize the locations of safety systems in the facility: o Locations of fire extinguishers and how to use them. o Locations of the fire alarm (break glass / pull station) o Facility potential hazards. o Locations of all emergency exits - find a primary and secondary exit point. o Locations of first aid boxes. o Locations of other safety and emergency supplies (tools), if any. • Commit to following with evacuation instructions/guidelines outlined in the plan. • Communicate with the contact numbers according to the table mentioned in Item No. 7 when in case of emergency Presence/suspicion of any emergency. • Follow the directions of the evacuation team members. • Contribute actively during the implementation of the ERT plan or fire drills. • Instruct their visitors to follow the procedures of the Facility Emergency Response Plan.
7	First Aiders	• Inform the Evacuation Commander or his/her deputy in cases of absence and its duration to provide a suitable replacement. • Attend awareness training sessions related to the plan. • Ensure the readiness of first aid kits at the facility. • Respond immediately to the reported cases and implement the first aid procedures according to what has been trained for her/his location • The manpower requirement is one (1) certified First Aider for every 100 people.

6. INTERNAL AND EXTERNAL COMMUNICATION IN EMERGENCY SITUATIONS:

6.1 INTERNAL COMMUNICATION:

#	Internal communication	Name
1	Facility representative	Husni Sharaf
2	Evacuation Commander	Amro Samman
3	Deputy Evacuation Commander	Bandar Yasien

6.2 EXTERNAL COMMUNICATION:

#	Name of the organization	Contact number
1	Civil Defense	911
2	Red Crescent	

***External communication is through an external communication chain based on the R&R table.**

7. PROCEDURES FOR RESPONDING TO ANTICIPATED EMERGENCIES:

7.1 FIRE:

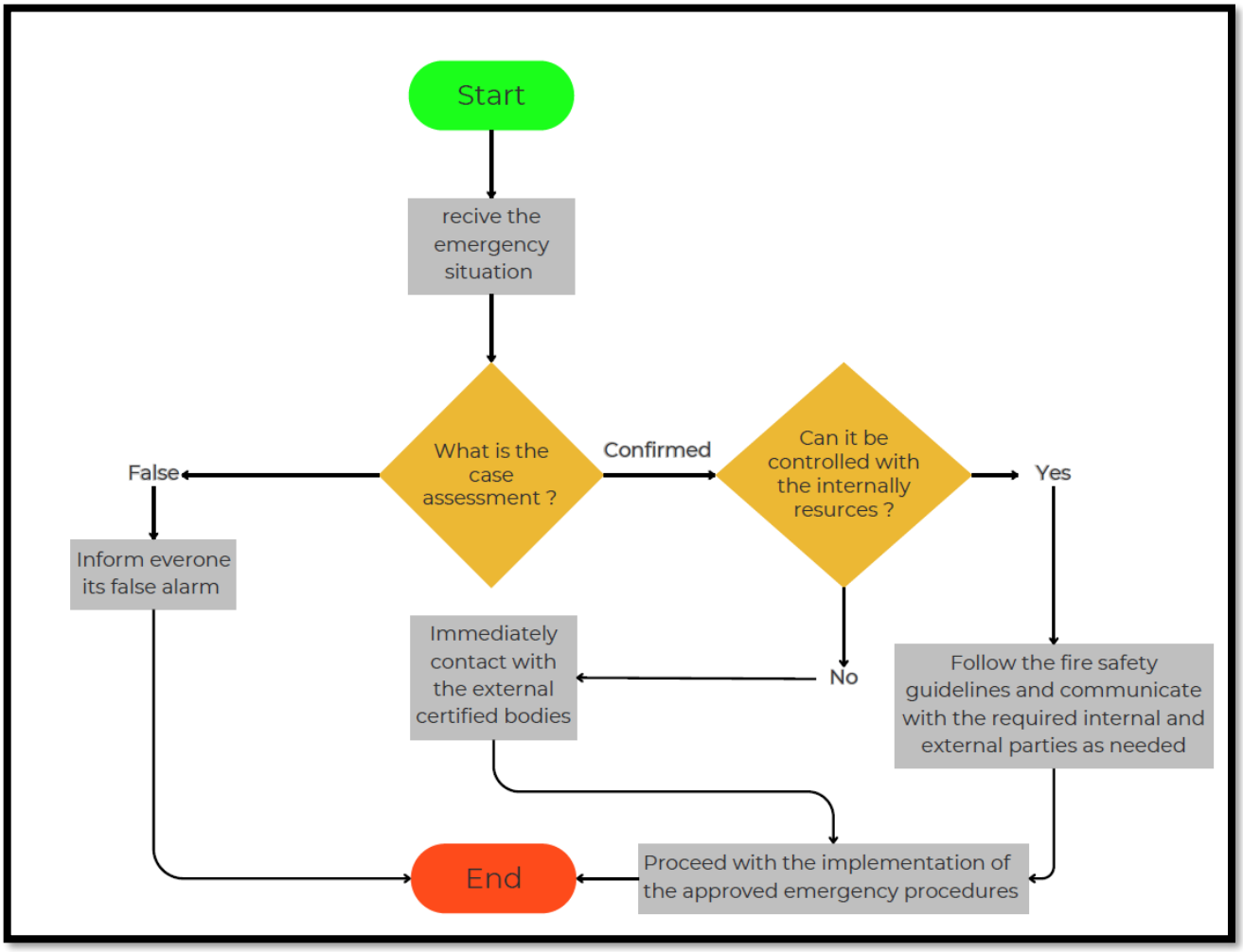
Fire is a rapid chemical reaction known as combustion that produces heat, light, smoke, and various gases. It occurs when three essential elements are combined in the right proportions, a concept often referred to as the fire triangle

7.1.1 Facility representative:

- Receive the report of an emergency.
- Inform the evacuation team of the situation and direct them to assess the situation and do the following:
  - If the situation is **"False Alarm"**, inform everyone present.
  - If the situation is **"Confirmed"**, the Evacuation Leader/ Deputy Evacuation Commander is contacted to initiate the facility emergency response procedures.

7.1.2 Evacuation Commander/Deputy Evacuation Commander:

- If the condition is **"False Alarm"**, evacuation team members are informed and instructed those present I the facility that there is no emergency.
- If the situation is **"Confirmed"**:
  - Wear a safety vest.
  - If the situation can be controlled, using the resources available at the facility and implementing the necessary horizontal and partial evacuation is carried out while communicating with all internal & external parties.
  - If the situation cannot be controlled internally, activate the full evacuation of those present.
  - Team members are instructed to announce the emergency using the means available at the facility.
  - Communicate with the external competent official authorities and provide the necessary information upon their arrival at the facility about all the locations of those present (if any) who were unable to leave the facility in coordination with the safety representative, if present.
  - Direct and manage members of the evacuation team.
  - Write an emergency response assessment/training report (SMC-HSE-FO-04).



Process1 demonstrates emergency assessment and decision-making

7.1.3 Evacuation team members:

- Receive incident notification.
- Immediately go to the incident location.
- Assess the situation and do the following:
  - If the assessment is **a "False Alarm"**, inform the Evacuation Commander/Deputy Evacuation Commander and then inform those in the premises.
  - If the assessment is **"Confirmed"**, the following steps are implemented:
    - Controllable Situation Utilize available resources on the premises and follow the instructions of the Evacuation Commander.
    - Uncontrollable situation, implement emergency response procedures.
- Utilize the list of names of all those present, including information regarding special needs during the counting.
- Ensure the safety of those present and evacuate them according to the plan and the directions of the Evacuation commander / Deputy Evacuation Commander.
- Ensure that no one is present in all evacuated areas using available means that indicate this.
- **Check the following areas to make sure they are free of people:**
  - Restrooms.
  - Conference/meeting rooms.
  - Storage rooms.
  - Rest rooms.
  - Offices.

7.1.4 All SMC employees , contractors and visitors:

In case of hearing the fire alarm/notifications, follow the directions of the evacuation team members as described below:

- If the situation is **"False Alarm"** You will be informed that there is no emergency that requires evacuation.
- If the situation **is "Confirmed"**, follow the evacuation instructions in Section 8.2 for the premises.

7.1.5 Evacuation instructions:

- Remain calm and prepare to evacuate immediately.
- Follow the directions of the evacuation team members.
- Walk at a fast pace**, "don't run"**.
- Do not stop or delay for personal items.
- Help evacuation team members if asked to do so.
- Exit through the nearest emergency staircase or designated escape route.
- Do not use the elevator if possible.
- **If there is smoke**, crawl (walk on your hands and knees).
- If necessary and possible, aid anyone in the area.
- Proceed with the pre-determined **Assembly Point** outlined in the evacuation plan for your facility.
- Upon arrival outside the premises, immediately report the location and status of individuals who could not be evacuated to the evacuation team.
- Do not leave the Assembly Point unless you are instructed to do so.
- Do not return to the premises unless authorized to do so by the Civil Defense, the Facility Safety representative, or the Evacuation Commander/Deputy Evacuation Commander.

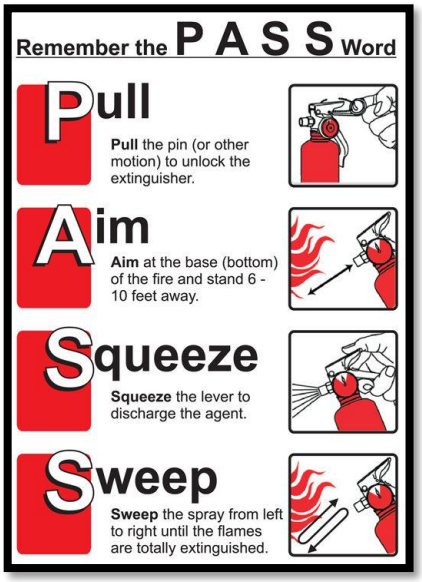
7.2 SPECIAL CASES OF FIRE:

7.2.1 If you detect a fire:

- Follow the "**RACE**" steps as described below:
  - Rescue and assist people in danger if it is safe to do so.
  - Turn on the fire alarm (**Break glass/pull station/shout out**).
  - Contain the fire and smoke though your evacuation route.
  - Extinguish the fire if you are trained and it is safe to do so and follow the **"PASS"** steps**.**



- Use **"PASS"** fire extinguishers:
  - Pull the safety pin.
  - Point the extinguisher hose toward the base of the flame.
  - Squeeze the handle.
  - Move the hose toward the base of the flame from side to side.



***Remember"**

- Touch closed doors with the back of your hand before opening them, if the door handle is hot or warm, go to an alternate exit.
- If the fire handle is cold, open the door slowly.
- Always position yourself between the exit and the fire.
- If you are unable to extinguish the fire, notify all SMC personnel immediately so that the site can be immediately evacuated.
- Close doors behind you to minimize the spread of fire and smoke.

7.2.2 If the smoke is in the same location as you:

- Use the crawl method on your hands and knees and head to the nearest emergency exit.
- Activate the manual fire alarm **(Break glass / Pull Station)**.
- Report an emergency by calling the Emergency Number or any method of communication.

7.2.3 If you cannot evacuate:

- Go to the alternate route.
- If the alternate route is unsafe, head to the furthest area from danger and close all doors and cover the cracks to prevent smoke from entering.
- Try to contact a safety representative or anyone from the internal communication table to report your location and condition by any method of communication.

7.2.4 If your clothes or someone's clothes are on fire:

- Stop (cover your face with your hands), get down (on the floor), and start rolling.
- If helping someone else, surround the fire with a fireproof blanket, rug, or heavy coat.
- Contact Using the emergency number to seek medical assistance.
- Remove any burned clothing and remove any jewelry on the victim if it is not attached to the body.
- Cool the burn area with cold running water if possible.
- Provide further first aid if you are trained to do so.



7.3 MEDICAL EMERGENCIES:

In the event of a medical issue or serious injury within the premises of the SMC sites

7.3.1 If the medical condition is very serious:

- Do not move the patient unless necessary.
- Call the public 911 emergency number and follow these instructions:
  - State the location of the premises.
  - Describe the medical condition.
  - Indicate the number of injured people and their health condition.
- Notify the evacuation team leader or his/her representative of the case via the internal communication table to notify the nearest First Aider to the site if its applicable or can be handled by the current resources.
- Stay with the case until the First Aider/external bodies arrive.
- Provide first aid if you are qualified to do so.
- Secure the personal belongings of the employee/case.
- If the case is an employee, notify the HR representative to contact the employee's emergency number and inform their family if the injured person is unconscious.
- Fill out an incident form **(SMC-OSH-FO-01)**

7.4 If the medical condition is minor:

- Notify the evacuation team leader or his representative of the case through the internal communication table to inform the nearest First Aider to the area.
- Fill out an incident form **(SMC-HSE-FO-01)**

7.5 DIFFICULT WEATHER CONDITIONS:

7.5.1 Heavy rain:

Always remember that heavy rain can cause flooding and damage, so the following guidelines should be followed:

- If an official statement is issued by the official authorities that the weather is dangerous, it is best to stay at home and coordinate with your line manager.
- Work remotely if an internal announcement that been sent to all interested stakeholders.
- Employees will not be allowed to leave the workplace unless they sign a disclaimer.
- Avoid going out into the streets or open areas if it is raining heavily.
- In case of an emergency or need for assistance, call the emergency number internally or externally call 911 for external assistance
- Avoid low-lying areas where water can quickly collect and cause flooding.
- Listen to and strictly follow local authority warnings and official directives.
- Keep backup light sources such as lanterns or candles in case you lose power at the source.

7.5.2 Sandstorms:

Safety Instructions In the event that the weather (windy or dusty) is in your area, please take the following precautions to keep yourself and others safe:

- Follow the instructions and alerts issued by official authorities and your workplace safety representative.
- Avoid going outdoors as much as possible. If you have to go outside, avoid strenuous physical activity and stay indoors as much as possible.
- Wear goggles or anything to cover your eye and a face mask when going outdoors to avoid dust and dirt getting into your eyes, nose, and mouth.
- Drive very carefully, keep a safe distance from other cars and use fog lights if you have to drive.
- Make sure your windows at work or at home are sealed to prevent dust and dirt from entering.
- Take care to avoid inhaling dry air and dust.
- Avoid places that are open and exposed to strong winds and dust, such as beaches and deserts.

7.6 Power Outage:

Power outages can disrupt operations and pose safety risks, so the following guidelines should be followed:

- Immediately report the power outage to your supervisor or the Emergency Response Team (ERT).
- Ensure that emergency lighting and backup power systems (generators, UPS) are activated and function properly.
- Remain calm and assist colleagues, especially those who may need extra help such as persons with disabilities “RACE”
- Avoid using elevators during a power outage; use stairways to evacuate if necessary.
- Follow instructions from the ERT and facility safety personnel regarding evacuation or other emergency procedures.
- Use backup light sources such as Mobile flashlights avoid using open flames like candles to reduce fire risk.
- Maintain communication via mobile phones or radios to receive updates on power restoration status.
- Listen to official announcements or updates from utility providers and management.
- If the outage affects safety systems such as fire alarms or ventilation, be prepared to evacuate immediately.
- Once power is restored, allow time for equipment checks before resuming normal operations.

8. Appendix: