

# Emergency Preparedness and Response Plan (EPRP) for the Cashew Nut Processing Plant

Prepared for



Prepared by



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## **1.0 Introduction**

This document presents the Emergency Preparedness and Response Plan (EPRP) for the operations of the Cashew-nut processing plant by Diaoune Agro Industry SARL (DAI), Republic of Guinea. This plan is a scenario-based tool for planning a response to potential emergencies and ensuring that adequate arrangements are made in anticipation of a crisis. The EPRP is intended to be a functional, living document that informs overall operations and programs. It involves many aspects such as a functioning emergency response management structure; a well-articulated and widely shared response plan that is informed by and is also used to inform the overall strategic plan and program approach; a review mechanism in place to perform frequent reviews of preparedness actions; a reflection process to allow long-term programming efforts to adapt as necessary to address potential risks and disasters; and staff who understand the plan and their roles in it.

The purpose of the EPRP is to provide a predetermined plan of action that a DAI should implement in coordination with the emergency management agency and other relevant stakeholders. The EPRP should specify the identification procedure of potential emergency conditions at the cashew-nut processing facility and actions that the DAI should undertake to moderate or alleviate any problems at the facility and to minimize consequences. It contains procedures and information to assist the DAI in issuing early warning and notification messages to responsible authorities in charge of emergency management. The EPRP also defines the roles and responsibilities of all entities involved and their coordination mechanism in case of an emergency.

The Emergency Preparedness and Response Plan has been prepared in accordance with:

- IFC PS3 Resource Efficiency and Pollution Prevention and PS4 Community Health, Safety and Security, which require a plan is in place to effectively respond to emergencies associated with Project hazards and local communities to be involved in the planning process (IFC, 2012);
- IFC/World Bank Group (“WBG”) Environmental Health and Safety (“EHS”) Guidelines, Volume 3 Community Health and Safety, Section 3.7 Emergency Preparedness and Response and the equivalent sections of the Sectoral EHS Guidelines relevant to the Project

## **1.1 Objectives of Emergency Preparedness and Response Plan**

The objectives of this plan are to:

- strengthen an organization's emergency preparedness to ensure a timely, efficient and effective response to events and other types of emergencies caused by natural, technological and societal hazards that can have a significant impact on people's health and society;
- advocate for prioritizing financial and other resources for the community and mobilizing increased domestic investment in this area;
- determine several key decisions in advance of an emergency (e.g. what activities will be carried out, which organizations will be partnered with, who will lead the response and what support will be needed);
- establish a process to identify potential emergencies prior to their occurrence;
- take steps to prevent or minimize the impact of potential emergencies;
- train personnel to appropriately identify, report and respond to emergencies;
- provide and maintain emergency response resources and equipment to mitigate potential emergencies;
- define detailed procedural steps to respond to and manage various types of potential emergencies;
- test communications, emergency procedures and equipment periodically;
- contain, where practicable, any emergencies and their effects within Project site boundaries;
- safely return to normal operations following an emergency.

## **1.2 Identification of Emergencies**

The Cashew nut processing plant is labour-intensive and uses large-scale and potentially hazardous processes. Cashew nut industries experience the risk of some hazards inherent to cashew nut processing that can eventually lead to emergencies. Emergencies include, but are not limited to the following:

- Exposure to High Temperature:
- Serious Injury:
- Fires:
- Explosions:

- Electrocution:
- Food and Water Poisoning:
- Fume, vapour, gas or radiation leaks (Air Pollution);
- Spill;
- Bomb/Explosives incident.

### 1.3 Emergency Classification

To provide for a structured commitment of emergency response resources, emergencies are classified into three levels of severity as outlined below. For all emergencies, the Plant Manager and HSE manager will be contacted as soon as possible and informed of the status and actions being taken to bring the emergency under control.

**Table 1: Emergency Classification**

Level	Description
<b>Level 1 - Minor or Simple</b>	A Level 1 emergency is a minor emergency that is small and of short duration, with limited impacts on personnel safety, the environment, the community and property. A minor emergency can be handled exclusively by the Contractor’s On-Site Response Team (ORT) and the Emergency Response Committee (ERC).
<b>Level 2 - Moderate or Complex</b>	A Level 2 emergency has broader impacts on personnel safety, the environment, the community and property, which may result in mustering, sheltering, medical evacuation, property recovery, and local community impact or evacuation response. In addition to the resources identified in a Level 3 event, a Level 2 event may require the involvement of an external emergency service. The ERC shall assess the availability of emergency services before the commencement of the project.
<b>Level 3 - Major, Complex or Compound</b>	A Level 3 emergency has broad impacts on personnel safety, the environment, the community and property, which may include a major fire, a large spill/release of hydrocarbons or hazardous materials, a gas release, or multiple injuries and fatalities resulting from incidents, as well as significant community impact.  A Level 3 emergency is evident when an incident has escalated to a level where it has the potential to adversely affect the company, its joint venture partners, or the public on a broad front. The trigger point would be when the ERC believes

Level	Description
	<p>that the organisational structure and management practices need to be changed to best respond to the situation.</p> <p>In addition to the resources required for Level 1 or 2 emergencies, a Level 3 emergency will involve the Project Operations Manager. He or she shall arrange for any further external support as needed. The Community Liaison Officer (CLO) also manages the communication of the incident.</p> <p>The Project Operations Manager will assist with the management of the incident and coordinate the response with the Site Supervisor and ERC.</p>

#### **1.4 Facility Emergency Planning**

The following measures will be taken to avoid/minimize emergency occurrences and other hazards within the facility:

##### **1) Alarm and Communication Systems**

Communication is a crucial factor in handling an emergency. It is the practice that any employee can raise an emergency alarm, to ensure that the earliest possible action is taken to control the situation. There must be an adequate number of points from an audible warning, or indirectly, viz. a signal or message to a permanently manned location. The alarm and communication systems must be able to alert the people to implement appropriate emergency procedures. In areas with a high level of noise; it may be necessary to install more than one audible alarm transmitter or flashing light.

Furthermore, there must be a reliable system for informing the emergency services as soon as the alarm is raised in the facility. The details of the communication arrangements should be agreed upon locally. Predetermined code works to indicate the scale and type of emergency is valuable.

##### **2) Fire-fighting System**

Given the vulnerability to fire, effective measures must be taken to minimize fire hazards. Fire protection is ensured through a hydrant and sprinkler system. For containment of fire and preventing it from spreading section wise fire barriers with self-closing fire-resistant doors must be provided. The ventilation systems, if any, provided should be interlocked with the fire alarm system, so that in event of a fire, the ventilation system will be automatically switched

off. To avoid the spreading of fire, all cable entries opening in cable galleries, tunnels, channels, floors, barriers etc. must be sealed with non-inflammable/Fire resistant sealing materials.

For detection and protection of the plant against fire hazards, any one or a combination of the following systems will protect susceptible areas:

- Hydrant system;
- Automatic high-velocity spray system;
- Medium velocity spray system;
- Portable fire extinguishers;
- Fire alarm systems

### **3) Evacuation Procedure**

Evacuation (especially during fire incidence) would involve the people working very close to the fire incidence area.

### **4) First Aid**

A first aid centre with adequate facilities must be provided, which must be maintained round the clock by a compounder cum dresser and some qualified medical personnel. An auxiliary first aid squad should be identified, the members of which will be spread over each shift in different departments. In the event of an emergency, this squad will augment medical services. An Ambulance which is available within the facility must always be used to carry affected people to the appropriate Medical Centre.

### **5) Safety**

The safety department led by a certified Safety officer must meet the requirements of emergencies around the clock. The required safety appliances will be distributed at different locations of the plant to meet any eventualities. Posters/placards reflecting safety awareness must be placed at different locations in the plant area.

### **6) Emergency Drills**

The emergency response plans and emergency preparedness level should be tested frequently through the following drills:

- a) Table-top exercise (TTE): All elements/procedures of the Emergency Plan would be first tested through TTE and perfected to the extent possible. The Plan then would be modified/updated.



- b) Functional exercise (FE): Functional Exercises basically ensure the proper functioning of various equipment such as the fire-fighting equipment and the fire hydrant system.
- c) Full-scale exercise (FSE): The Full-Scale Drill would be conducted to know the level of preparedness of all teams.

The following drills must be conducted periodically:

- i. Plant Emergency Drill for fire;
- ii. Fire Drills at offices and admin building;
- iii. Plant Emergency Drills (fire scenario involving evacuation)

### 7) Personal Protective Equipment (PPEs)

Personal protective equipment plays a vital role in overcoming major disastrous situations and saving life during onsite emergencies. A list of recommended Personal Protective Equipment (PPE) is given below in Table 2:

**Table 2:** Workplace Hazards and the corresponding Protective Equipment

Objective	Workplace Hazards	Required Protective Equipment
Eye and face protection	Flying particles, molten metal, liquid chemicals, gases or vapours, light	Safety glasses with side shields, protective shades, etc.
Head protection	Falling objects, inadequate height clearance, and overhead power cords	Plastic helmets with top and side impact protection
Hearing protection	Noise, ultra-sound	Hearing protectors (ear plugs or ear muffs)
Foot protection	Falling or rolling objects, points objects. Corrosive or hot liquids	Safety shoes and boots for protection against moving and falling objects, liquids and chemicals
Hand protection	Hazardous materials, cuts or lacerations, vibrations, extreme	Gloves made of rubber or synthetic material (Neoprene), leather, steel, insulation materials,
Respiratory protection	Dust, fogs, fumes, mists, gases, smoke, vapours	Facemasks with appropriate filters for dust removal and air purification (chemical, mists, vapours and gases). Single or multi-gas personal monitors, if available
	Oxygen deficiency	Portable or supplied air (fixed lines). Onsite rescue equipment

Objective	Workplace Hazards	Required Protective Equipment
Body/leg protection	Extreme temperatures, hazardous materials, biological agents, cutting	Insulating clothing, body suits, aprons etc. of appropriate materials
Fly Ash	Fly ash handling and storage	<p>Wear dust-proof goggles and rubber or PVC gloves.</p> <p>When using large quantities or where heavy contamination is likely, wear coveralls.</p> <p>At high dust levels, wear: a Full-face Class P3 (Particulate) or an Air-line respirator where an inhalation risk exists, wear: a Class P1 (Particulate) respirator.</p>

Apart from this, all the employees are to be provided with helmets and safety shoes. The company employees must wear the appropriate safety gear given while attending duty in the facility.

## 2.0 COMMAND STRUCTURE, ROLES AND RESPONSIBILITIES

### 2.1 Emergency Response Committee

The Emergency Committee's key roles are to ensure that in case of an emergency, all individuals know what part they must play to prevent, control and take corrective action. The committee will be made up of the following persons as per below Table 2.

Table 2: Emergency Response Committee

<b>Team Member</b>	<b>Appointment</b>
Team Leader	The Plant Manager or his/ her delegate will be appointed as the Emergency Coordinator
Emergency Response Team	The health, Safety and Environment (HSE) Manager will be appointed as the overall supervisor of the Heads of the Emergency Response Team
Firefighting Coordinator	A Site Supervisor will be trained and appointed as the Fire Coordinator.
Community Liaison Manager	A person with a valid certificate and experience will be appointed.
Operations Department	The Plant Manager will appoint an Operations Manager to coordinate operational activities.
Security Services	Security Personnel will be appointed to coordinate all security aspects on the site. They will assist with security procedures during an emergency.
Environmental, Health and Safety Department	The Plant Manager will appoint an HSE manager to coordinate and monitor all Health, Safety and Environment issues

### 2.2 Health, Safety and Environment (HSE) Manager

The HSE Manager (or other designated staff) is the personnel in charge of the overall emergency response activities involving the facility's emergency scenarios. His/Her roles and responsibilities include:

- a) Ultimately responsible for all activities related to the emergency response (excluding media communications, with the latter being the responsibility of senior management).
- b) Makes the decisions to deploy the Facility Emergency Response Team (FERT) and provide additional resources required (e.g. personnel & equipment);
- c) Liaises continuously with the heads of the teams for updates on the situation on the ground;
- d) Assists the heads of the teams in providing equipment and logistics backup required at the emergency scene;
- e) Manages requests from public emergency services and government officials;
- f) Maintains an event log and timing of the incident as and when information is provided by the heads of the teams.
- g) Organize training on Emergency Response Plans/Procedures
- h) Coordinates the development and safety of Manuals, Checklists and other documents on Emergency Response.
- i) Revise Emergency Response Plan as required based on new information.
- j) Ensure that all emergency contacts and emergency procedures are pasted at strategic locations within the facility.

### **2.3 Emergency Response Team (ERT)**

An Emergency Response Team (ERT) is a special team that responds to emergencies to ensure proper personnel evacuation and safety, shut down building services and utilities, work with responding civil authorities, protect and salvage property, and evaluate areas for safety before re-entry. An ERT is an in-house squad instituted by the organization to deal with an emergency which happens or may happen on its premise. They are a group of people who prepare for and respond to any emergency incident. This team is generally composed of specific members designated before an incident occurs. Incident response team members ideally are trained and prepared to fulfil the roles required by the specific situation.

There are three (3) major teams that are involved in Emergency Response. They are Fire Fighting Team, First Aid Team and Rescue Team. These teams are supervised by the Heads, and the overall supervisor of the Heads is the Health, Safety and Environment (HSE) Manager or any other designated competent Staff.

### **2.3.1 Fire Fighting Team (FFT)**

The roles and responsibilities of the Fire-Fighting Team are as follows:

- a) Makes sure the fire cabinet and fire extinguishers are not blocked in any way and are easily reachable and accessible at all times;
- b) Checks the fire cabinet and fire extinguishers;
- c) Undertakes the first response to small fires using the available fire-fighting materials and equipment, and fire extinguishers at the scene of the fire in the best way and at the best time possible;
- d) If the fire started in a room with closed doors and windows, break the doors and windows to get inside and start putting out the fire;
- e) In case of big fires, establishes and maintain a safe corridor for the fire brigade truck to pass through;
- f) In a case in which the fire brigade needs to be called (big fires), follow the instructions of the leader of the fire brigade to support the fire brigade team;
- g) The leader of the Fire-Fighting Team (Fire Safety Manager) reports to the HSE Department Head following the fire.

### **2.3.2 First Aid Team (FAT)**

The roles and responsibilities of the First-Aid Team are as follows:

- a) Prepares first-aid materials for the injured;
- b) Prepares medication and stretchers to carry the injured;
- c) Provides first-aid to the injured;
- d) Assists the paramedics on the scene. If necessary, refers/transfers the patient to the Health Centre or hospital;
- e) Follows up on the condition of the patient referred/transferred to the Health Centre or hospital;
- f) The leader of the First Aid Team reports to the HSE Department Head following the emergency.

### **2.3.3 Rescue Team (RT)**

The roles and responsibilities of the Rescue Team are as follows:

- a) Bring enough emergency kits, sacks, and blankets to the scene of emergency;
- b) If any, save the ones alive first;
- c) If any, save the injured and the sick and take them to the first-aid team,

- d) In case of an emergency requiring an evacuation, ensure the orderly evacuation of people;
- e) Keep the evacuation route clear, and remove any obstruction;
- f) Once the living is saved and safely evacuated, save the materials and documents that need to be saved;
- g) Relocate the documents and items from the scene of the fire to a safe zone, starting from the items labelled as “FIRST TO BE SAVED IN CASE OF A FIRE”, and then the items with “RED, BLUE, and GREEN” labels, respectively;
- h) When saving materials from the fire, start with the flammable materials nearest to the scene of the fire to create a safe corridor;
- i) Hand over the saved material to the protection team;
- j) The leader of the Rescue Team reports to the HSE Department Head following the emergency.

## **2.4 Operations Manager**

The Operations Manager heads the Operations Department, which may be asked to play a role in emergencies. Typical responsibilities include:

- Shut down process operations according to pre-determined shutdown procedures;
- Shut off gas, water and electricity as appropriate;
- Provide auxiliary emergency response equipment. Various resources will be made available to support the needs of personnel and business groups during an emergency such as; Mobile equipment, Pumps, Telecommunications/pa/video, Restroom facilities, Portable lighting etc.

## **2.5 Community Liaison Manager**

The Community Liaison Manager shall assist the Emergency Coordinator and DAI response teams in the response to and resolution of all emergencies that may have potential offsite impacts.

Key responsibilities include the following:

- Preparation and update of incident-specific fact sheets, under the instruction of the Emergency Coordinator and with the assistance of other Project staff, that provides general information about the incident that shall be consistently used as the basis for communicating with external stakeholders, the public, and the media; and

- Assisting the Emergency Coordinator in communicating evacuation needs to affected stakeholders or the public.

The Community Liaison Manager shall assist the Emergency Coordinator in conducting incident closeout communications with any community emergency response personnel or public meetings.

## **2.6 Security**

Security Department will play a key role in the management of all onsite emergencies. Typical responsibilities include the following:

- Responding to all emergency calls to the Security number as well as all direct mobile phone and two-way radio contacts. The security staff member taking the call will immediately contact the Plant Manager and document the information provided;
- Logging the details of the incident including date, times, basic information about the emergency, and the name of the first responder; incident logs shall be retained in the ESMS records.
- Security shall assist the Emergency Coordinator by establishing a site control perimeter; this may be accomplished by locking gates or doors; setting up temporary barriers, flashing lights, or placards; or by other appropriate means;
- Individuals located inside the security perimeter will be informed of the emergency and evacuated to a safe location;
- Security officers will control ingress and egress from the emergency site as directed by the Emergency Coordinator; a log will be maintained documenting all personnel entering or leaving the site;
- Security officers will assist in evacuation and crowd control as necessary to ensure that any required evacuation is conducted in an orderly fashion; and
- Security officers will provide escorts to regulatory agency staff or other outside parties should visits to the emergency site be required.

### 3.0 EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURES

#### 3.1 Emergency Preparedness Inspections

A key component of emergency preparedness is frequent, routine inspections of emergency response systems. Therefore, inspections of the emergency response equipment within the facility shall be conducted by the Health & Safety Department. These inspections shall be documented. A listing of the emergency response equipment inspections and frequency is shown

Table 3: Emergency Response Equipment Inspections

<b>Emergency Response Equipment</b>	<b>Routine Inspection</b>	<b>Detailed Inspection</b>
Portable fire extinguisher	Monthly	Annually
Fire truck	Monthly	Annually
Emergency Response equipment	Monthly	Annually
Emergency Response equipment lockers	Monthly	Annually
Ambulance	Weekly	Annually
Emergency lighting	Monthly	Annually

#### 3.2 General Emergency Response Procedures

No facility is without risk and despite everyone's efforts to prevent accidents, preparation for eventualities must be adequate. An emergency preparedness and response plan should include:

- a) Provision of emergency First Aid or C.P.R. to the injured;
- b) Provision of transportation to the injured to obtain medical assistance (e.g. hospital) as required;
- c) Dealing with fire, injury/accident, explosion and spills;
- d) Promptly contacting outside agencies for assistance;
- e) Implementing emergency response and evacuation procedures for emergencies with staff.
- f) Organized procedures to shut down high-powered equipment.
- g) Locations of alarms and list schedules of maintenance, inspection and testing of emergency equipment.



- h) A list of emergency contacts and location of emergency response equipment (firefighting, electrocution, spill response, first aid kits, personal protective equipment for emergency response teams etc.).
- i) Protocols for the use of emergency equipment and facilities.
- j) Clear identification of evacuation routes and meeting points.
- k) Schedule of trainings, including with local emergency response services (firefighters).
- l) Procedures for emergency drills.
- m) Procedures for periodic review and update of emergency response plans.

### **3.3 Fire Procedures**

The fire response procedure set out responsibilities and activities to respond to emergencies resulting from fire. It also identifies the roles, responsibilities and authorities to effectively facilitate the facility's emergency preparedness and response (*see annex 1 for a detailed Fire Response Procedure*).

#### **3.3.1 Fire and Emergency Drills**

- a) Fire and Emergency drills should be practised biannually.
- b) The timing of the fire and emergency drills should be agreed upon between the General/Plant Manager and the Emergency Response Committee.
- c) The date of the fire drill should be recorded along with any lessons learnt.
- d) The safety representatives should be instructed not to call emergency services.

#### **3.3.2 Response to Hearing Fire Alarm**

- a) Leave the building by the nearest exit.
- b) Do not run or stop to collect personnel belongings.
- c) Close all doors behind you.
- d) Proceed immediately to the designated assembly point within the facility.
- e) Remain at the assembly point until you are told by a member of the emergency response team that it is safe to leave.
- f) The HSE Officers on duty are responsible for the roll call.

#### **3.3.3 Offices, Workshops and other Buildings**

The following action is to be taken upon discovering a fire.

- a) Sound the alarm by activating the nearest alarm, and inform the safety representative by radio or contact reception.
- b) Evacuate the building
- c) HSE Officer on duty to coordinate evacuation and access to emergency services.
- d) Tackle the fire if trained to use a fire extinguisher.
- e) If the fire cannot be controlled, instruct the safety representative operator to call the fire services.
- f) Safety representative operator to inform security at the gate that fire services have been called.
- g) HSE Officer on duty or appointee to direct fire services to the scene of the fire.
- h) Do not return to the scene of the fire until advised to do so by the fire services.

### **3.4 Medical Response Procedure**

In the event of a minor injury in the facility, the following steps should be taken.

- a) First Aid personnel called by telephone/radio.
- b) First Aid Personnel attends the scene.
- c) Decision by first aid personnel if the injury can be treated.

If YES

- a) Administer Treatment
- b) HSE Officer/Department Head to complete the accident report form and inform the HSE Manager.
- c) Employee returns to work.

If NO

- a) Administer Emergency Treatment
- b) Contact the nearest Doctor

Doctor will advise

- a) If the patient can be treated at Doctor's surgery.
- b) If hospital treatment is required.
- c) Which hospital to go to.
- d) Contact HSE Officer/Control Room for transport and driver.

- e) Inform the works manager, Health and Safety Manager and Head of Department.
- f) Relevant (i.e. on duty) HSE Officer/Department Head to complete an accident report and inform HSE Manager.
- g) Relevant (i.e. on duty) HSE Officer/Department Head to complete health and safety report form where applicable.

If there is a major injury in the facility, the following procedure should be followed:

- a) Inform the safety representative.
- b) First Aid Personnel called by safety representative.
- c) First Aid Personnel attends the scene.
- d) Administer emergency treatment.
- e) Safety representative calls an ambulance.
- f) HSE Manager or Officer on shift to station personnel at the facility entrance to quickly escort an ambulance to the scene of an accident.
- g) Inform the works manager, Health & Safety Manager and Head of Department.
- h) Complete the first aid report and fill in the incident/accident report form.

### **3.5 Explosion Procedures**

In the event of an explosion, there may be structural danger, fire and injuries to personnel. The following procedure must be followed:

- a) Inform the safety representative operator to sound the alarm and call out the emergency services.
- b) Safety representative operator to inform the security officers at the gate that fire services have been called.
- c) Evacuate all personnel to the designated assembly points.
- d) HSE Officer on duty to activate response plan.
- e) Do not return to the scene of the fire until advised to do so by the emergency services/HSE Officer on duty.

### **3.6 Utility Failures Procedure**

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. DAI Operations Department should be work with

the ERC in dealing with utility failures and resumption of service. For the personal safety of workers, in the event of a utility failure:

- a) Remain calm
- b) Immediately notify HSE Department and Security
- c) If the building must be evacuated, follow the instructions on Building Evacuation
- d) Unplug all electrical equipment (including computers) and turn off light switches
- e) Use a flashlight: Do not light candles or use other kinds of flames for lighting

### **3.7 Emergency Call Procedure**

An Emergency Call Report Form is to be completed by the person receiving the telephone calls in the office (designated at the time of the incident, by the facility manager). The Emergency Call Report form will be posted on all office phones and available at all times to the ERC.

### **3.8 Training**

The need for retraining should be determined when modifications are made that impact on the emergency response and should include specific site Emergency scenarios. Personnel should be trained in how to initiate the emergency response and evacuation procedures. The proponent should determine the training needed for personnel who are assigned for emergency response duties and ensure that the training is received.

Emergency team personnel must be able to identify the locations of all Emergency equipment. In addition, they must be trained in the correct use, maintenance and testing requirements of all Emergency equipment.

### **3.9 Post-Emergency Recovery and Actions**

Typically, the Emergency Coordinator will remain in control until the emergency is determined to be over, i.e. medical response to all injured persons is complete, fires are out, spills are stopped and contained, any other situation prompting the emergency is under full control, and the chance of a recurring emergency is deemed minimal. It is the Emergency Coordinator that shall make the determination when the emergency is over and the “All-Clear” can be issued. Control of the emergency at this point will be turned back over to the Emergency Coordinator.

If the emergency situation required that facility processes or regular operations were interrupted or shutdown, the start-up and return to normal operations will be in accordance with the pre-determined start-up procedures.

The “All-Clear” alarm announcement does not signal the start-up of interrupted or shutdown processes. Employees will only initiate the start-up procedures when given instructions to do so by their supervisors, and once the emergency has been declared to be over by the Emergency Coordinator, he/she will be responsible for control of the post emergency actions.

While every situation will be different, typical post emergency actions will include the following:

- Documentation of the incident;
- Initiation of the emergency incident investigation, reporting, and record keeping;
- Immediately provide for treating, storing or disposing of recovered waste, contaminated soil or surface water, or any other material that results from the incident;
- Follow-up communication with outside emergency response personnel including notification to any outside agencies or emergency response personnel which were notified during the emergency that operations are about to resume; and
- Ensure that all emergency equipment is cleaned or replaced, and is fit for use before operations are resumed.

## **4.0 RECOMMENDATION**

### **4.1 Prevention and Control Techniques for Emergency**

Recommended prevention and control techniques include the following:

- Shielding surfaces where workers' proximity and close contact with hot equipment is expected;
- Using Personal Protective Equipment (PPE), as needed (e.g. insulated gloves and shoes);
- Minimizing the work time required in high-temperature environments by implementing shorter shifts at these locations;
- Any person working on equipment with moving parts must personally ensure the equipment is de-energized, isolated and locked/tagged out.
- Any person working from a position with the potential risk of a fall from height must use fall protection.
- Any person doing flame welding, cutting or brazing in the proximity of any flammable material must ensure the use of PPEs.
- Safety helmets to be used to protect workers below against falling material.
- Barriers like toe boards or mesh guards must be provided to prevent items from slipping or being knocked off the edge of a structure.
- An exclusion zone is to be created beneath areas where work is taking place.
- Danger areas are to be marked with suitable safety signs indicating that access is restricted to essential personnel wearing hard hats while the work is in progress.

In case of any accident, immediate and proper medical care must be provided at the facility.

### **4.2 Documentation**

Some key emergency response documents include:

- Emergency Response Procedures
- Plant equipment and layout drawings
- Weekly duty list (and all subsequent changes)
- Scheduled Plant, Depot & Facilities Duty Personnel Directory
- Directories of Local Authorities and relevant Regulatory Agencies.

### **4.3 Training**

The need for retraining should be determined when modifications are made that impact on the emergency response and should include specific site Emergency scenarios. Personnel should be trained in how to initiate the emergency response and evacuation procedures. The proponent should determine the training needed for personnel who are assigned for emergency response duties and ensure that the training is received.

Emergency team personnel must be able to identify the locations of all Emergency equipment. In addition, they must be trained in the correct use, maintenance and testing requirements of all Emergency equipment.

## **5.0 CONCLUSION**

Diaoune Agro Industrie SARL (DAI) has developed an Emergency Preparedness and Response Plan (EPRP) for its Cashew-nut Processing Plant. The formulation and implementation of the EPRP are envisaged as far as possible, to be cost-effective, practical and accurate. Thus, the principal objective of this manual is to identify various emergency scenarios within the DAI facility and provide the roles and responsibilities of each worker in the facility as well as the emergency response procedures applicable to the facility.



# ANNEX 1

## Classification of Emergency Levels

Risk levels are classified for each assumed scenario according to the potential risks to which the facility, individuals or the public may be subjected and the requirements that must be met to meet each level of emergency. The higher the level of emergency, the greater the requirements to meet and the higher the level of response required to deal with the state of emergency. Emergency Levels are classified as Levels (Level 1, Level 2 and Level 3) as follows:

### **The first level of Emergency:**

- Potential hazards to life, safety, property and the environment are limited and do not exceed the emergency zone or the boundaries of the facility.
- The facility workers possess adequate training, capacity, personal protection equipment and necessary tools to manage and control the situation, and there is no need for external assistance.
- Alarm bells are not required to warn those outside the facility.
- The situation does not require the evacuation of the emergency zone.
- There is no possibility of losing control or escalating the situation.
- The entire members of the Emergency Response Committee/Team are not used.

### **The Second level of Emergency:**

- There is a serious risk to life, safety, property and the environment and may exceed the limits of the emergency zone, but do not exceed the limits of the facility.
- There is a need to use the assistance of external parties to manage the emergency, or at least the presence of a stand-by team in the presence of a potential escalation of the situation, but the situation does not extend its influence outside the facility.
- Members of the facility do not have sufficient capacity or resources to deal with the incident
- Requires evacuation and/or warnings to warn those outside the emergency zone
- Security breaches or situations leading to constant threats to life and safety
- Emergency Response Committee/Team intervenes

### **The Third level of Emergency:**

- There is a serious risk to life, safety, property and the environment and may exceed the limits of the emergency zone and the possibility of exceeding the limits of the facility.
- There is a need to use the help of external parties to fight a fire, rescue, deal with hazardous materials, or a large number of injuries and deaths.
- Measures must be taken to protect units, nearby areas and/or communities and the environment beyond the boundaries of the facility There is a potential risk that the reputation of the company, its business or its revenues will be affected
- Any incident involving the exit of the operating system beyond the limits of safe operation with the possibility of escalation
- There is a danger to the public
- There is a possibility to start or run the communication system for emergency reporting
- The Emergency Response Committee/Team is used

## ANNEX 2

### Fire Response Procedure

#### 1.0 Purpose and Scope:

##### 1.1 Purpose

Set out responsibilities and activities in order to respond to emergency resulting from fire. Identify the roles, responsibilities and authorities to effectively facilitate the site's emergency preparedness and response.

##### 1.2 Scope

This procedure applies to all activities and processes of the Cashew-nut Processing Plant by Diaoune Agro Industrie SARL (DAI).

#### 2.0 Definitions

##### 2.1 Emergency

Situation that poses immediate threat of:

- a. Injuries and damage to health
- b. Fatalities
- c. Damage to property
- d. Damage to environment

##### 2.2 Fire Emergency

Situation that poses or signals immediate threat in the form of:

- a. Uncontrolled fire or imminent threat of uncontrolled fire
- b. Smoke or burning
- c. Uncontrolled release or spillage of flammable or combustible substance
- d. Sounding of fire alarm

#### 3.0 Responsibility and Authority:

This procedure is the responsibility of the Operations Manager or designate. The Operations Manager shall report to the General/Plant Manager in matters related to emergency preparedness, and shall have total authority during emergency situations. The Operations Manager shall have the authority to declare a state of emergency. In the absence of the Operations Manager, these authorities shall revert to the General/Plant Manager.

The HSE Manager shall:

- a. Review and revise this procedure at least once a year;
- b. Ensure that everyone is aware of their responsibilities as defined in this procedure;
- c. Ensure that required fire detection, alarm and response equipment is present in all designated areas;
- d. Assemble fire brigades in each work area in accordance with the work area supervisors;

- e. Regularly schedule and deliver training to fire brigades;
- f. Regularly schedule and organize evacuation drills in all work areas;
- g. Analyze the results of drills (e.g. evacuation time) and take appropriate action.

The HR Manager shall:

- a. Ensure that responsibilities as defined in this procedure are included in job descriptions.

The Maintenance Manager shall:

- a. Regularly test all emergency equipment to ensure it is in working condition;
- b. Schedule maintenance of emergency equipment by an approved contractor;
- c. Take immediate action when equipment needs to be repaired or replaced.

The Work Area Supervisors shall:

- a. Ensure that fire brigades participate in training;
- b. Regularly remind workers of their responsibilities in the event of a fire;
- c. Conduct a head count of workers gathered at muster points.

Fire brigades shall:

- a. Participate in trainings organized by the HSE Manager;
- b. Respond to the fire and provide medical aid as explained in the work instructions of this procedure and in trainings.

All workers shall:

- a. Participate in evacuation drills;
- b. Immediately inform a member of the fire brigade or work area supervisor in the event of a fire;
- c. Evacuate the building through the nearest exit when the fire alarm sounds;
- d. Gather at the designated muster points.
- e. Perform other responsibilities as defined in the work instructions.

#### **4.0 Work Instructions:**

##### **4.1 Firefighting Instructions**

- a. The cardinal rule in firefighting is to preserve life, and then property.
- b. The **person who discovers the fire** shall call for in-house assistance immediately after discovering the fire. Do not enter a burning room or building without another qualified person to assist. Alert other employees immediately by sounding the alarm i.e. by activating the nearest alarm or inform the safety representative by radio or contact reception.
- c. Determine if the fire can be extinguished within an appropriate time limit with the portable equipment in the building. If the equipment is sufficient, use it to extinguish the fire. If not, call the fire department, activate an alarm and evacuate the building.

- d. The **person who discovers the fire** should notify the telephone operator and provide the exact location and nature of fire.
- e. The **telephone operator** will notify the following individuals in turn:
  - i. Engineering control room;
  - ii. Time office;
  - iii. Operations manager;
  - iv. Maintenance department;
  - v. HSE manager;
  - vi. All other heads of departments; and
  - vii. House doctor.
- f. The **telephone operator** will remain on duty and serve as the information and control center unless instructions or conditions dictate otherwise.
- g. As soon as the **electrical department** is notified, the electrician shall cut off the power supply of the affected area, bring the elevators (if available) down to the ground level and provide an adequate lighting arrangement (with emergency lighting if extra light is required) for firefighting or evacuation.
- h. The **maintenance department** shall reach the fire hydrant pump room (if safe) for smooth pump operation.
- i. The **work area supervisor** (or the shift in-charge) will make appropriate decisions regarding building evacuation and firefighting with the help of an internal trained team and/or notifying the city's fire department.

#### **4.2 Building Evacuation**

It is essential to make decisions quickly and evacuate the premises in order to prevent the loss of lives. The evacuation procedure should be handled with expertise and without delay. When evacuation from the building is necessary, everyone must leave through the nearest exit or as advised. In the labour-intensive unit of the facility, many workers will have to be evacuated in a very short time. Therefore, DAI shall ensure that there are no blocked or locked exits, and that there are sufficient number of exit routes that can be used in case of an emergency.

In addition, the following should be ensured:

- a. Close but do not lock doors behind you as you leave the building.
- b. Employees and visitors should gather near the designated muster point in a safe area that is upwind from smoke or toxic gases and will not hamper emergency vehicles or services when they arrive.

- c. In order to ensure that everyone is accounted for, conduct a head count of all employees and visitors.
- d. Employees are not to re-enter the evacuated building until they are so advised by the designated officer (Operations Manager or Safety Manager).
- e. Only trained and competent personnel equipped with suitable PPEs can perform any required rescue operations (for a trapped employee/visitor, for example).

### **4.3 Medical Aid**

Treat all minor injuries with first aid, but remember that first aid is only temporary. First aid provides the immediate treatment that is needed before a doctor can reach the victim onsite, or before the victim can be transported to a doctor. Actions taken in the critical moments after an injury occurs could save a life, so it is important to know the basic first aid procedures. These procedures should be reviewed often to ensure adequate preparation if suddenly an emergency situation occurs.

The most important thing to do when someone is injured is to survey the scene to determine if the situation is safe, or if the victim must be moved from a dangerous location to a safe place. Call for emergency medical help immediately for all life-threatening situations and send people to guide the emergency team to the victim.

### **4.4 First Aid for Fire Injuries and Burns**

- a. Move patient from the heat of fire.
- b. Move the patient to fresh air.
- c. Do not allow crowding around the patient.
- d. Open buttons and loosen clothing.
- e. Remove or cut away clothes from affected parts of the body.
- f. Pour chilled water on the affected parts.
- g. Apply any antiseptic cream.
- h. Get a doctor.

### **4.5 Asphyxia**

If the patient has difficulty breathing or there are symptoms of collapse:

- a. Give artificial respiration with respirator or mouth-to-mouth respiration.
- b. Supply oxygen.
- c. Take the patient to the hospital or to receive medical help.

### **4.6 Shock**

If the patient perspires, has a low pulse and the body is cold:

- a. Cover the victim with a blanket. (Do not touch burned parts.)
- b. Make sure the victim remains lying down.

- c. Elevate feet if you do not suspect head or neck injury or leg fracture.
- d. Get medical help.
- e. Monitor vital signs.
- f. Prevent loss of body temperature.
- g. Take the patient to a hospital immediately.

## 5.0 Emergency Response Team

The purpose of the Emergency Response Team is to deal with catastrophic accidents within the company. The team's responsibilities are to immediately meet when an emergency situation is reported and to determine the course of action.

Emergency Response Team members

NAME	TITLE	OFFICE PHONE	CELL PHONE
	General/Plant Manager		
	Operations Manager		
	Shift-in-charge		
	HSE Manager		
	Firefighting team member 1		
	Firefighting team member 2		
	First Aid team		

*Emergency Response Team members may be called upon on short notice*

## 6.0 Reference Documents

Evacuation plan, plant map with locations of emergency exits, firefighting equipment and first aid stations.

## 7.0 Records

Training logs, drill logs, firefighting and medical equipment maintenance and inspection logs; water gauge and pressure inspections logs

## 8.0 Approving Authority:




General Manager

## 9.0 Issue/Revision Date:





December 21, 2022

# ANNEX 3

## Signages

 <p>A red rectangular sign with rounded corners. The text "EMERGENCY DOOR" is in large white letters on a red background. Below it, "DO NOT BLOCK" is in red letters on a white background.</p>	<p><b>Emergency Door Do Not Block - Fire Safety Sign:</b></p> <ul style="list-style-type: none"><li>• Prevent blockage of emergency doors with emergency door do not block signs</li><li>• Highlight must-know fire safety information with this eye-catching safety sign</li></ul>
 <p>A square sign with a red and white diagonal striped border. The text "EVACUATION ALARM" is in white on a red background. Below the text is a large white arrow pointing downwards.</p>	<p>Evacuation Alarm - Fire Safety Sign</p> <p>Point out at locations of evacuation alarms within the facility with evacuation alarm signs</p> <p>Provide clear fire safety information with this vibrant, attention-grabbing sign</p> <p>Highlights the location of important fire safety equipment</p>
 <p>A rectangular sign with a white background and a black border. At the top, "IN CASE OF FIRE" is written in red. Below is a red flame icon and a black silhouette of a person running up stairs. At the bottom, "USE STAIRWAYS" is in black, and "Do not use elevators" is in red.</p>	<p>Interior Decor Fire Safety Signs - In Case of Fire Use Stairways Do Not Use Elevators</p> <p>Modern interior decor fire safety signs identify equipment and egress</p>



	<p>RACE Evacuation Instructions Emergency Signs</p> <p>Inform employees of R.A.C.E. procedure steps to take in the event of an emergency</p> <p>Post R.A.C.E. emergency evacuation procedures where employees can easily and quickly read them</p>
	<p>Heavy-Duty Emergency Rescue &amp; Evacuation Signs - Emergency Evacuation Route (with left arrow)</p> <p>Quickly identify a safe evacuation route with heavy-duty exit signs</p> <p>Display important information with big exit signs that can't be missed even from far viewing distances</p>
	<p>Photoluminescent First Aid Sign - Emergency Phone Numbers</p> <p>Clearly identify emergency phone numbers with glow-in-the-dark signs</p>
	<p>First Aid Responders Emergency Frame</p> <p>Post emergency response personnel in attractive frames</p>