



**1.0 Purpose**

This procedure describes the preparedness and response procedures for potential accidents and emergency situations giving rise to significant environmental impacts.

**2.0 Scope**

This procedure applies to **Head Office activities and Construction Site activities of WBC** for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

Office:

- Fires

Construction Sites:

Fires, explosions;

- Rainstorms, typhoon or other unexpected weather conditions;
- Major chemical spillage;
- Interference to utility services due to accidents – e.g. accidental damage to power cables, gas supply and water supply pipelines;
- Discovery of site of historical or archaeological heritage, graves, dangerous objects or substances (such as bombs, arsenals, explosives and unknown chemicals); and
- Discovery of rare / protected species.

**3.0 Reference Documents**

Section 4.4.7, EMS Manual

EP-04 Control of Documents

EP-08 Control of Records

Fire procedure for Head Office

Project emergency plan

**4.0 Definitions**

- EMR – Environmental Management Representative  
AD – Administration Department

**5.0 Responsibility****5.1 Environmental Management Representative**

The EMR shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

**5.2 Project Manager**

The Project Manager shall prepare an Emergency Response Plan to minimise the likelihood of accidents and emergency situations at construction site and responsible for coordinating drills, investigating and reporting accident.

**5.3 Finance & Administration Manager**

Finance and Administration Manager shall prepare the fire procedure for head office and responsible for coordinating fire drills, investigating and reporting accident at head office.

**5.4 Emergency Team**

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMR and/or Project Manager.

**5.5 Staff of WBC**

All staff shall be familiarized with the emergency procedures and follow them in case of accidents or emergency situations.

**6.0 Procedure**

6.1 The EMR, EMS Committee, and **Project Manager** shall identify dangers, take proactive steps to prevent emergency incidents, and complete tasks in preparation for emergencies at head office and project sites location.

6.2 The EMR shall coordinate the preparation and maintenance of an Emergency Response Plan that contains all emergency procedures.

6.3 The EMR shall ensure the Project Managers prepare an Emergency Response Plan relevant to their construction sites.

6.4 The Project Managers shall familiarise and train their staff and Emergency Team members on the procedures described in the Emergency Response Plan. F&A Manager shall ensure that head office staff are aware of the fire procedure. This shall be accomplished in accordance with EP-03 Training Procedure.

6.5 The **Project Manager / F&A Manager** and involved staff shall identify the root causes and any preventive actions and report the accident by completing an Accident Report (Appendix 3) after each accident or emergency situation and submit the completed form to the EMR to review.

6.6 The **Project Manager and F&A Manager** shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report (Appendix 2) for the EMR to review.

6.7 The EMR together with **Project Managers and F&A Manager** shall review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary.

6.8 The **Project Manager and F&A Manager** shall maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

**7.0 Records**

<b>Record Description</b>	<b>Record Location/ Retention Responsibility</b>	<b>Minimum Retention Time</b>
Emergency Drill Report (EF-EP05-01)	F&A Manager / PM	3 years
Accident Report (EF-EP05-02)	F&A Manager / PM	3 years

**8.0 Appendix**

Appendix 1 : **Emergency Response Plan** ([EG-EP05-01](#))

Appendix 2 : Emergency Drill Report (EF-EP05-01)

Appendix 3 : Accident Report (EF-EP05-02)

**1.0 FIRE**

If you discover a fire, you should immediately report to the emergency contact persons stated above. (e.g. emergency team, departmental manager or local fire services department, etc)

**1.1 Emergency Telephone Number For Reporting A Fire**

Fire Services Department-Emergency Hotline (Tel: 999)

**1.2 Procedure For Fire Fighting**

Try to extinguish the fire by using fire-fighting equipment **ONLY IF IT IS A SMALL FIRE**.

Turn off the main power supply before trying to put out electric fire. Do not use water.

**1.3 For Evacuation**

Raise the alarm by smashing the glass cover of the nearest break-glass alarm unit.

Keep calm. Turn off all electrical apparatus except lights.

If possible, close doors around the fire area to stop it from spreading.

Leave the Building immediately. Follow the evacuation queue.

If it's dark and smoky, get down on your hands and knees and crawl to the nearest exit by counting the number of door. By getting close to the floor, you will be able to avoid the deadly carbon monoxide in the smoke. If possible, hold onto your nose with a wet towel or handkerchief. This helps to filter your breath.

Be aware of the hot exit door and watch out for the thick smoke in the staircase. If the staircase is free from smoke, walk down (don't run) to the street by following the directional signs and handrails.

Be alert and concentrate on the said procedure for survival.

Gather at the designated assembly point.

**1.4 Responsibilities Of Emergency Contact Person During Evacuation**

Check if the nearest fire exits staircase is safe and direct his colleagues to an alternative fire exit if necessary.

Organise orderly evacuation and show his colleagues the way to the designated assembly point. Make sure all colleagues, guests, visitors and customers have evacuated.

Special attention should be given to the disabled.

Check attendance at the designated assembly point.

Report to the Fireman or Police any missing persons.

**1.5 Preventative Measures Against Fire**

Do not overload electric sockets with adapters. Use fused plugs wherever possible.

Do not store excessive fire hazardous goods.

Do not wedge or keep open fire exit doors.

Keep all corridors, stairs and exit routes free from obstacles.

Ensure that discarded cigarettes are extinguished before leaving.

Get familiarised with the operation of fire-fighting equipment.

Be familiar with the fire escape routes.

Participate in fire drills. (at least once a year)

## 2.0 Spillage of Hazardous Materials

Ensure that any spillage of chemical should apply sand / sawdust to absorb the spilled chemical, in order to control the spilled area. Wear protective clothing and appropriate equipment to handle any chemical spillage situation.

After cleaning, any used absorbent (e.g. sand / sawdust) should be treated as chemical waste material.

Record the occurrence of chemical spillage in the accident report, in order to discuss the preventive action for future.

Arrange at least once a year of chemical spillage drill.

<b>Date of Emergency Drill</b>	
<b>Type of Emergency Drill</b>	<input type="checkbox"/> Fires, explosions; <input type="checkbox"/> Chemical Spillage or leakage; <input type="checkbox"/> Accidents as a result of equipment failure
<b>Department / Section</b>	
<b>Starting Time</b>	
<b>Completion Time</b>	
<b>Number of participants (name list attached)</b>	
<b>Participation Rate</b>	
<b>Name of Fire Officer</b>	
<b>Suggestion Items</b>	
<b>Action Plan</b>	

Prepared by : \_\_\_\_\_

Date : \_\_\_\_\_

Project / Function / Departmental Manager

Date of the Accident : \_\_\_\_\_ Time : \_\_\_\_\_

Location : \_\_\_\_\_

Type of Accident : \_\_\_\_\_

Detailed Description of the Accident :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responses / Corrective Actions :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Possible Causes(s) of the Accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Preventive Measures:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:		Position:	
Signature:		Date:	

Reviewed by : \_\_\_\_\_ Date : \_\_\_\_\_