





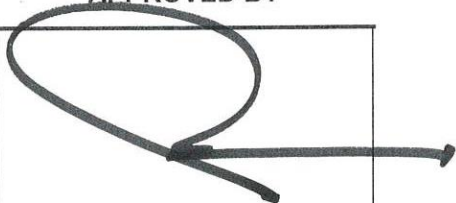
CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.

## EMERGENCY PREPAREDNESS AND RESPONSE


Co-X/QHS/SOP09

Revision No.: 00

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	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 3 of 9

## 1.0 OBJECTIVE

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

## 2.0 SCOPE

**2.1** This procedure applies to Business Activities of Co-X for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

**2.1.1** Fires, explosions.

**2.1.2** Rainstorms or other unexpected weather conditions.

**2.1.3** Bomb threat.

**2.1.4** Accidents or injuries.

## 3.0 DEFINITION

- 3.1** Co-X : Convention & Exhibition (Putrajaya) Sdn. Bhd.
- 3.2** QHSE : Quality, Health, Safety & Environment
- 3.3** HOD : Head of Department
- 3.4** ERT : Emergency Response Team
- 3.5** ERP : Emergency Response Plan
- 3.6** MR : Management Representative
- 3.7** MR : Management Representative
- 3.8** N/A : Not Applicable


## 4.0 RESPONSIBILITIES

**4.1** Quality, Health, Safety & Environment (QHSE) Head of Department (HOD) shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

**4.2** The Emergency Response Team (ERT) is responsible for the execution of the appropriate emergency procedures as advised by the QHSE Management Representative (MR) and / or HOD.

## 5.0 REFERENCE

- 5.1** ISO 14001:2015 Clause 8.2 Emergency preparedness and response
- 5.2** ISO 45001:2018 Clause 8.2 Emergency preparedness and response

	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 4 of 9

## 6.0 PROCEDURE

### 6.1 Emergency Response Plan (ERP)


- 6.1.1 The QHSE MR and departmental HODs shall identify dangers, take proactive steps to prevent emergency incidents, and complete tasks in preparation for emergencies.
- 6.1.2 The QHSE MR shall coordinate the preparation and maintenance of an ERP that contains all emergency procedures.
- 6.1.3 The QHSE MR shall ensure the departmental HODs prepare an ERP relevant to their activities.

### 6.2 Communication

- 6.2.1 The departmental HODs shall familiarise and train their staff and ERT members on the procedures described in the ERP. This shall be accomplished in accordance with Training (Co-X/HCA/SOP01) procedure.
- 6.2.2 The departmental HODs and involved staff shall identify the root causes and any preventive actions, report the accident by completing an Accident Report after each accident or emergency situation and submit the completed form to the QHSE HOD to review.
- 6.2.3 MR and HSE committee shall ensure emergency and periodic testing of the procedures is conducted where practical and maintains the emergency summary report for review.
- 6.2.4 The QHSE MR together with departmental HODs shall review the suitability, adequacy and effectiveness of the ERP after each accident or emergency situation and revise the ERP as necessary.
- 6.2.5 The QHSE MR shall maintain documentation on emergency preparedness and response, and emergency incidents or accident for at least seven (7) years.

### 6.3 Review of Emergency Response Plan (ERP)

- 6.3.1 The HSE Committee shall review the ERP procedure if necessary, revise the ERP to include corrective and preventive actions to be taken. Circumstances that lead to this review, but not limited to the followings:
  - 6.3.1.1 After periodic testing of ERP (not later than 12 months).
  - 6.3.1.2 After accidents emergency situations.

	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 5 of 9

**6.3.1.3** Significant changes in the premises, activities or structure.

**6.3.1.4** Any statutory changes in relevant safety requirements.

## **6.4 Handling Fire / Explosion Emergency**

**6.4.1** Any employee discovering a fire should proceed to the nearest alarm call-point and activate the alarm. After activating the Fire Alarm, the employee should immediately report to the Emergency Command Center and report the nature and location of the emergency.

**6.4.2** In case there is an explosion, immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris. Follow evacuation procedures after the effects of the explosion have subsided.

**6.4.3** When the fire alarm is sounded, all employee shall:

**6.4.3.1** Quickly shutdown operating equipment (e.g., gas cylinders), close doors, and exit the building using stairwells.

**6.4.3.2** Do not attempt to fight the fire on your own unless trained.

**6.4.3.3** Leave the building through fire exit as quickly and calmly as possible.

**6.4.3.4** If encountered smoke or flame during escape, use an alternative exit. If you must exit through smoke, crawl on your hands and knees.

**6.4.3.5** Once outside, regroup by department at designated assembly areas.

**6.4.3.6** Remain at assembly area until an "ALL CLEAR" instruction is given.


**6.4.3.7** Do not re-enter the building until officials have declared it is safe to do so.

## **6.5 Handling Bomb Threat**

**6.5.1** Should a person received bomb threat call, he or she shall remain calm and attempt to obtain as much information as possible from the caller. Try to keep the caller on the line as long as possible and should attempt to record everything being said, especially the exact wording of the treat.

**6.5.2** Every treat must be taken seriously and dealt in such a way as to not create panic.

**6.5.3** Inform the supervisor and/or department head and call police.

	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 6 of 9

**6.5.4** If the threat is received in a tangible form, all the materials, including envelopes and containers, must be saved and contact with these materials must be minimized. Excessive handling might destroy valuable fingerprints or other evidence that may be on or in the materials.

**6.5.5** If instructed to evacuate, follow the evacuation procedure in section 6.6.

## **6.6 Evacuation Procedure**

**6.6.1** When the fire alarm sounds, all personnel should ensure that everyone is aware of the emergency. Quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors, and exit the building using stairwells.

**6.6.2** Follow instruction and direction from floor warden.

**6.6.3** All occupants should proceed to their Evacuation Assembly Area and await further instructions from the Emergency Response Team.

**6.6.4** All personnel should know where primary and alternate exits are located and be familiar with the various evacuation routes available according to the building evacuation map.


**6.6.5** Building occupants should not use elevators as an escape route in the event of a fire.

## **6.7 Handling Severe Weather Condition**

**6.7.1** In the event of severe weather (strong wind, rainstorm etc), get inside a sturdy building. Encourage guests and visitors to get indoors and have them remain there until the severe weather passes (30 minutes following the last report of thunder).

**6.7.2** Advise patients, residents, staff and visitors to stay away from windows, skylights and exterior walls.

**6.7.3** If time and safety permit, ensure that objects that may become airborne missiles in high winds are safely secured or brought inside. Do not send staff out into storm conditions to secure objects.


	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 7 of 9

## 7.0 RECORDS

N/A

## 8.0 APPENDIX / ATTACHMENT


### 8.1 Process Flow

	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 8 of 9

## PROCESS FLOW

<u>RESPONSIBILITY</u>	<u>OUTLINE</u>	<u>ACTION</u>
- MR	1 Form Emergency Response Team and HSE committee	- MR shall form Emergency Response Team and HSE committee.
- MR - All HODs	2 Develop ERP	- MR and all HODs shall develop ERP relevant to their activities.
- MR - All HODs	3 Train ERT & staff	- MR and all HODs shall familiarize and train the ERT members and staff on procedures describes in the ERP.
- MR - HSE Committee	4 Conduct periodic testing	- MR together with HSE committee shall conduct periodic testing of the procedure not later than 12 months.
- Secretary of HSE committee - MR	5 Prepare emergency summary report	- Secretary of HSE committee shall prepare the emergency summary report for MR review.
- HSE committee - MR	6 Review ERP	- HSE Committee shall review the ERP when necessary under certain circumstances.



	<b>TITLE</b>	EMERGENCY PREPAREDNESS AND RESPONSE		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>ST</sup> NOVEMBER 2022
			<b>REVISION NO.</b>	00
	<b>REFERENCE NO.</b>	Co-X/QHS/SOP09	<b>PAGE NO.</b>	Page 9 of 9

