



Emergency and Evacuation Plan;

Sterling Chemical Malta
Ltd


Branch:

**Industrial Estate
Hal Far HF 51
Malta**

Rev. and Date:

rev. 00 of /2014



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1 GENERAL SECTION

1.1 INTRODUCTION

This document was prepared pursuant to the Legal Notice 44 of 2002 as amended by Legal Notice 437 of 2012 "Work place (minimum health and safety requirements) regulation" concerning the measures to be taken for prevention and protection in the workplace in order to reduce the risk of fire or limit the consequences if it does occur.

1.2 STATE OF REVISIONS AND AMENDMENTS


Rev.	Date	Modified section	Description of the change
00		-	First issue

1.3 GOALS OF EMERGENCY PLAN

The purpose of this document is to make available to all relevant personnel a clear source of information in order to understand and adopt the procedures to be followed in an emergency event.

This emergency plan has the following goals:

- Deal with the emergency at the time of its occurrence in order to control and mitigate its effects;
- Making sure that the people present in the activity, for their own safety, always know how to behave both in case of emergency fire and from other dangerous event;
- Coordinate internal emergency service staff.

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1.4 APPLICABILITY

The contents of this document shall apply to all emergency situations as defined later.

1.5 Normative references

Legal Notice 44 of 2002 as amended by Legal Notice 437

Legal Notice 11 of 2002


1.6 DEFINITION AND CLASSIFICATION OF EMERGENCY

Emergency is each deviation from the normal operating conditions, often resulting in the occurrence of unexpected and difficult to predict events such as to give rise to situations of injury to men, equipment and environment.

Below there is a list of various types of events (dangers) that can potentially cause emergency situations:

INTERNAL EMERGENCY	EXTERNAL EMERGENCY
<i>Fires of various origin and nature</i>	<i>Flood/Flooding</i>
<i>Spillage or accidental release of hazardous substances (flammable, toxic, irritant)</i>	<i>Earthquakes</i>
<i>Malfunction or sudden failure of an equipment</i>	
<i>Electrical emergency</i>	
<i>Injury/illness</i>	

The company's emergency plan can be effectively applied in cases of real need. It is essential the everyone's cooperation. The collaboration begins with an internal training concerning the general safety


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regulations applied to the workplace, that the person receives when he starts working in the company, continues with a careful reading of this manual and with the learning and familiarization of the use of the equipment (fire extinguishers, hydrants, smoke detectors, light boxes and emergency reported in the attached maps), and ending with emergency simulations designed to train the personnel to face, calmly and efficiently, an emergency situation.

1.7 REGISTER COMPANY

Company Name	Sterling Chemical Malta Ltd
Production Plant	HF51, Hal Far Industrial Estate – BIRZEBUGGIA BBG3000 - Malta
VAT ID	MT16941304
Company Registration Number	C.35208
Employer	FERLIN SIMONE
Activity Sector	Production of basic pharmaceuticals

1.8 DESCRIPTION OF INSTALLATION AND ACTIVITIES

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1.8.1 DESCRIPTION OF THE BUILDING

The industrial area is developed in an area with a number of other companies manufacturing active pharmaceuticals ingredients and finished pharmaceuticals already present in close proximity to the site. The figures below show the exact location on the map. The total area is about 3295 sq. meters. The building will be a brand new construction in order to satisfy all the regulatory and company requirements. This is already covered by MEPA Permit reference PA4236/08.




The factory is built in accordance with the KNPD 2006 guidelines with the accessibility for disabled restricted to the offices building. Access to the building will be via a main entrance doorway at road level or internally via the car park. The various levels are accessed by means of a passenger lift satisfying the KNPD criteria.

The premises is constructed as a single building covering a total of 3295 square meters.

In the building can be identified two areas, administrative and operative.

<i>Administrative area</i>	<i>Operative area</i>
<i>Underground floor</i>	


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<ul style="list-style-type: none"> • 20 parking spaces (+ 1 disabled) • 1 substation room • 1 substation room 	-
Ground floor	
<ul style="list-style-type: none"> • 4 offices • 1 conference room • 1 canteen • 3 restrooms (gents, ladies, disabled) • 1 court yard 	<ul style="list-style-type: none"> • R&D/QC office • R&D/QC lab • Stability chamber room • Weighing room • Lockers for labs (gents and ladies) • Restrooms for labs (gents and ladies) • Lockers for production • Lockers for production • Pilot area set up • Pilot Production • Clean Rooms • Boiler Room • Sampling Room • Maintenance Area • Warehouse area • Finished goods warehouse
First floor	
<ul style="list-style-type: none"> • 1 office 	<ul style="list-style-type: none"> • Archive (not yet set up) • Scubber room
Second floor	
	<ul style="list-style-type: none"> • R&D office (not yet set up) • R&D laboratory (not yet set up) • Pilot plant area (not yet set up) • Utility plant area • Maintenance office (not yet set up)

1.8.2 DESCRIPTION OF ACTIVITIES

Depending on the departments, following activities are carried out:

- Document processing,
- Design and planning of equipment, maintenance management,
- Management of orders, customers and shipments,
- Economic - financial and administrative management,
- Accounting and fiscal management.
- Evaluation and definition of new process

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- Test and release of raw material, intermediates and finished products.
- Storage of raw material, intermediates and finished products
- Production of Active Pharmaceuticals Ingredients.

1.8.3 FIRE AND FIRST AID DEVICES

In the whole area of the company there are fire fighting and first aid devices; reference is made to the form MMS_4.5.1-G "First aid and fire fighting devices" and emergency and evacuation plans. The control of the devices is performed by outside contractors as required by law and by internal staff in accordance with **the Fire Fighting Registry and the First Aid Registry.**

In the plant there are also anti-spreading universal kit for chemical products, to use in the case of small spills, in particular, they are stored in all the laboratories, in all the departments of production and in all the warehouses.

In the "General Emergency and Evacuation Plans" there is the exact location of the kit.

1.8.4 FIRE ALARM AND DETECTION SYSTEMS


The entire building is equipped with a fire detection system and related alarm systems. The location of all devices and the division of the building into zones are shown in the plans attached to this document. The control of the alarm system is located in the Front Desk.

1.8.5 GATHERING PLACES

For the exact location of the gathering point, see the attached "General Emergency and Evacuation Plan". Escape routes to get to the collection points are marked with arrows.

One may never leave the factory without first having traveled to the gathering point and have responded to the call by the Emergency Coordinator or his representative.

Failure to achieve that, it may indeed get difficulties in the census of the staff and thus cause risks for the other fellows.

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1.8.6 PEOPLE TO EVACUATE

It is critical for security purposes, to identify the overcrowding, which is the maximum conceivable number of workers and other persons who may be present in the workplace or in a specific area of the same in the event that an emergency occurs.

Currently the number of the employees is around 15 people, but the working time is different depending on the department and the job for which the number of the people inside the plant is variable throughout the day. During the day time the situation is about the following

Occupants	Whole plant	No. people
Permanent	Employees	About 10
Occasional	Personnel of the companies of goods and services that, from time to time, can go inside the plant	30% max
Tot.		About 13


During office hours 18.00 to 8.00 there are 2 employees in production, from 17.00 to 21.00, if required by the work, there could be 1 employee in the lab.

The disabled staff of the company has not invalid disability such as to prevent him to reach safety places in the event of an emergency or evacuation. The determination of the exact number of people present inside the company can be made by considering:

- **WORKERS:** all workers, regardless of the type of contract, must register their presence in the company by filling out the form in and out at the front desk;
- **VISITORS:** any person who is not within the groups above identified (contractors, consultants, outside contractors ...) must register his presence in the plant at the Front Desk in the Visitor Registry. In case of evacuation the assigned employee at the Front Desk has the task to take the registry for a subsequent verification.

1.8.7 EXTERNAL AID (PHONE NUMBERS)

The external telephone numbers for rescue and communications are provided in the form **MMS_4.4.7-**

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C Emergency Numbers.

1.8.8 WORKING HOURS OF INSTALLATION

The working hours are variable depending on the department and the job. The working week is from Monday to Friday.

OFFICES

Time 08.00 – 13.00 / 14.00 – 17.00

LABORATORIES

Time shifts: 07.00 – 15.00 / 13.00 – 21.00

Time 09.00 – 13.00 / 14.00 – 18.00

PRODUCTION DEPARTMENTS;

Time shifts: 06.00 – 14.00 // 14.00 – 22.00 // 22.00 – 06.00

WAREHOUSE STAFF

Time shifts: 06.00 – 14.00 // 14.00 – 22.00


Time 08.00 – 13.00 / 14.00 – 17.00

1.8.9 PREVENTION AND PROTECTION

ORGANIZATION CHART	
Employer	Ferlin Simone
1.8.9 PREVENTION AND PROTECTION SUPERVISOR	Danzinelli Massimo

2 SPECIAL SECTION

2.1 Emergency and Evacuation Team;

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The names of the fire and first aid officers are contained in the module **MMS_4.5.1-A List fire and first aid officers.**

The composition of the emergency and evacuation team is contained in the form **MMS_4.4.7-D Emergency and evacuation team.**

The appointed staff is trained with specific courses required by law.

2.2 DUTIES OF THE TEAM OF EMERGENCY


2.2.1 FIRE OFFICER

Fire officers are workers required to implement the necessary measures in the field of fire prevention.

Behavior outside the emergency:

Provided that the fire officer is not a professional, the main tasks to be carried out during normal working activities outside of the emergency, are related to the activity of prevention and it can be summarized as follows:

- Ensure the maintenance of order and cleanliness in the various workplaces;
- Enforce a ban on smoking and the use of open flames where such actions may cause fire or when in presence of flammable materials;
- Make sure that flammable substances are kept away from sources of heat and electrical installations;
- Make sure there are no obstructions and/or obstructions in the vicinity of the various fire-fighting;
- Check the correct positioning of fire extinguishers and their state of charge;
- Verify the proper operation of fire hydrants;
- Check the appropriate functioning of the electrical system;

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- Check the correct operation of boilers and shut-off gas valve
- Check the correct operation of electrical panels of the area and the main electrical panel;
- Check the correct operation of the various machines and electrical equipment, as well as the integrity of the power cords and plug sockets;
- Check the correct operation of the emergency lighting;
- Make sure there are no obstructions and/or dimensions along the escape routes and near the emergency exits;
- Check the correct opening of the emergency exits doors;
- Make sure that at the end of the work all the machines had been turned off (with the exception of those, that for the production cycle performed, cannot be turned off).


2.2.2 FIRST AID OFFICER

The first aid officers are workers required to implement the necessary measures in the field of first aid and medical care. These people have been appointed by the Employer, which, as stated in Article 5, paragraph of Legal Notice 11 of 2002 entrusts tasks to an adequate number of workers (at least one in every 50 workers) taking into account the capacity and conditions of the same in relation to their health and safety.

These people are trained through First Aid courses as specified by the LN 11 of 2002. The First Aid consists in carrying out simple maneuvers performed by unqualified personnel, measures to keep alive the injured and prevent complications and waiting for a specialized intervention.

Designated workers shall comply, first of all, to the general rules to be followed in an emergency, then, dismiss the curious, stay calm, do not take personal initiatives, care of the living conditions of the injured and call 112, using, in the meantime, the contents of first aid kits, which are always available in the company and kept in good condition.

Behavior outside the emergency:

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Provided that the first aid officer is not a professional, his duties of prevention can be summarized as follows:

- At least once every 3 months, check the contents of the packages of medication structures which they are responsible of, also checking the presence and expiration of the material
- Periodically check the presence of signs (white cross on a green field) that indicates the location of the medical aids.

2.2.3 FIRST AID OPERATIONS AND BEHAVIOUR IN CASE OF EMERGENCY

All the operations to be performed in emergency are detailed in the specific operating instructions for each task and/or kind of attached emergency.

ANNEXES

Operating Instructions:

IOS_ 4.4.7-A Procedures to adopt in case of fire

IOS_ 4.4.7-B Operating instruction on the use of fire extinguishers, fire hydrants and mobile groups in foam

IOS_ 4.4.7-C Steps to be taken in case of spill or release or contact with hazardous substances

IOS_ 4.4.7-D Procedures to adopt in the event of malfunction or breakdown of equipment

IOS_ 4.4.7-E Procedures to adopt in case of injury or illness

IOS_ 4.4.7-F Procedures to adopt for the safety of the facilities and workers

IOS_ 4.4.7-G Behaviour in case of seismic emergency, flood, flooding, and electrical emergency

IOS_ 4.4.7-H Procedure in case of emergency

IOS_ 4.4.7-I Emergency procedures and evacuation

Forms


MS_4.4.7-C Emergency Numbers

MS_4.4.7-D Emergency and evacuation team

Floor Plans:

Emergency evacuation floor plan

Fire extinguisher system floor plan

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Birzebuggia,

The employer

The SPP Supervisor

(Simone Ferlin)

(Massimo Danzinelli)