



Sterling Chemical Malta Ltd


SAFETY INSTRUCTION

Emergency and evacuation procedure

REVISION HISTORY

Revision Date	Revision Number	Sections affected	Change description
26.02.2014	00		First issue

Instruction Number: MIOS_4.4.7-I	Edited by: RSGS	Approved by: Safety Manger
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EMERGENCY TEAM FIRST OPERATIONS			
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The following scheme can be adapted to all types of emergency considered, with the appropriate changes shown in the following paragraphs depending on the type of emergency.

The various figure involved can communicate:

- **By word of mouth or using a megaphone**
- **By telephone** using the telephones provided or the department telephones

N.	STAGE	OPERATOR	TASK
1	WARNING	Whoever	<p>ANYONE who notices the arise of an emergency situation and is not absolutely sure to be able to successfully handle it has to sound the alarm by warning:</p> <ul style="list-style-type: none"> • The emergency Coordinator by typing the phone number indicated and specifying: <ul style="list-style-type: none"> • Type and place of the emergency • The presence of possible injured • The exact place in which he is and his personal details • Press the closest alarm button (without risk your own safety) • Make sure you can leave the place in a safely way <p>Please note If the fire alarm rings, you have to immediately notify the emergency Coordinator by telephone or orally</p>
2	EVACUATION ORDER	Emergency Coordinator	The evacuation order is given by pressing the alarm button of each

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			<p>building. As an alternative you can warn by voice or by phone the Responsible for the evacuation of the building, by specifying the area in which the emergency is ongoing. The emergency coordinator will decide which buildings will be evacuated. In case the building in which the canteen is located has to be evacuated, go personally into the building (or authorize the emergency coordinator) and give the order to evacuate it by making sure that everyone is out</p>
2	<p>IDENTIFICATION OF THE EMERGENCY AREA (in case you do not know where the emergency is ongoing)</p>	<p>Emergency Coordinator</p>	<p>The emergency Coordinator has to act by applying the following procedures:</p> <ul style="list-style-type: none"> • Reach the building in which the electrical box of the smoke detection system is located. It is shown in the Emergency and Evacuation plans; • Check on the display which sensor triggered; • Locate the area in which the alarm rang by using the "Smoke detectors placement" Plan attached near the electrical box
3	<p>IMMEDIATE CHECK</p>	<p>Emergency Coordinator</p>	<p>Inform the Deputy Emergency Coordinator and reach the area in which the emergency occurred. Alert the emergency team in the safety assembly point agreed and shown in the plan</p>

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4.1	EMERGENCY TEAM INTERVENTION (at discretion of the emergency coordinator)		The emergency team is supervised by the emergency Coordinator	The emergency team will follow the procedures set out in the Emergency and Evacuation Plan which are divided depending on the type of the emergency.
4.2	ALL CLEAR ANNOUNCEMENT (in case the emergency has subsided)		Emergency Coordinator	In case the emergency is subsided the coordinator has to notify by phone or voice the Responsible for the evacuation of the building and reset all smoke detection systems alarms.
5	EVACUATION			The emergency Coordinator has to supervise all later stages which have to be carried out simultaneously.
	5.0	BUILDING EVACUATION ORDER	Responsible for the evacuation of the building	Once warned by the emergency coordinator, press the closest alarm button and give the order to evacuate the building
	5.1	REQUEST FOR IMMEDIATE ASSISTANCE	Emergency Coordinator	Make a distress call by telephone (<i>see numbers in the annex</i>)
	5.2	MAKING EQUIPMENT AND MACHINERIES SAFE	The supervisor or his appointed substitute	Without risk your safety, implement the procedures to make machineries and/or equipment safe. Such instructions are provided in the operative instruction IOS_4.4.7-F-Procedure to be implemented in order to safe production machineries, scale-up and laboratories . Notify by phone or voice the emergency coordinator of the safety measures taken.
	5.3	GAS SUPPLY	The operator in	Close the general valve to interrupt gas

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		INTERRUPTION	charge with closing the general valve to interrupt gas supply and opening the gate to let rescue workers in.	supply and open the gate to let rescue workers in.
		OPENING OF THE GATE TO LET RESCUE WORKERS IN	The operator in charge with closing the general valve to interrupt gas supply and opening the gate to let rescue workers in.	Open the gate to let rescue workers come in by using the appropriate key placed in the safety assembly point.
	5.4	ELECTRICITY SUPPLY INTERRUPTION	The operator who has the task to turn off the switchboard	Turn off the general switchboard upon confirmation by the emergency coordinator
	5.5	EVACUATION	Workers	<p>Reach the SAFETY ASSEMBLY POINT outside the building. In particular you have to:</p> <ul style="list-style-type: none"> • Immediately stop any activity; • Leave all your personal objects; • Keep calm; • Composedly evacuate from the building by following the paths indicated • Do not push, shout and run;

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				<ul style="list-style-type: none">Stay in the outer assembly point and respond to general roll call
	5.6	EVACUATION CHECK	The responsible for the evacuation of the building	<p>In case the emergency did not affect your building and if there are no imminent dangers:</p> <ol style="list-style-type: none">You are the last one who leave the building after making sure that everyone is out;Take the <u>visitors register</u>, which lists all names and the time spent in the company by any possible visitor who could be put in danger, with all workers, during an emergency situation.Reach the SAFETY ASSEMBLY POINTDeliver the visitors register to the emergency Coordinator and inform him that the building is empty
7	ROLL CALL		Emergency Coordinator	The emergency Coordinator take the register of all people presents to check if anyone is missing together with the departmental head by using the visitor register. If anyone is missing he decides if it is necessary to organize a rescue team or not.
8	WAITING FOR RESCUE WORKERS TO COME		Emergency Coordinator	<ol style="list-style-type: none">Wait for rescue workers to come and introduce yourself as the emergency CoordinatorNotify firemen of the internal situation and deliver the Emergency Internal Plan (PEI) as well as the

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			safety data sheets of all substances inside the building in which the fire occurred
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2.2 EMERGENCY TEAM TASKS

EMERGENCY COORDINATOR

Once received the emergency signal, give the order to evacuate **all buildings at risk** by informing the Responsible for the evacuation of the building or by pushing the alarm buttons of each building. In case the canteen building has to be evacuated, go personally into the building (or authorize the emergency coordinator) and give the order to evacuate it by making sure that everyone is out

- reach the room where the electrical box of the smoke detection system is placed, that is the building in which the emergency was reported (See the "General Emergency and Evacuation Plan");
- Check on the smoke detection system display which sensor triggered;
- Warn the Deputy Emergency Coordinator and reach the place where the emergency occurred. Decide whether or not to alert the emergency team in the **safety assembly point agreed and shown in the plan (dressing rooms in building B)**. Take action to solve the emergency by supervising all internal team operations and checking that all team members wear the appropriate personal protective equipment. Furthermore, make sure they implement **all first-intervention procedures provided in the operative instructions of the document DS_4.4.7 emergency and evacuation Plan**.


In case the emergency subsides, the coordinator has to notify the Responsible for the evacuation of the building.

- Make a distress call by repeating the following sentence:

**An emergency (specify the type of the emergency) occurs at
"Sterling Srl"**

**in Solomeo in Corciano
in via della Carboneria 30**

The telephone number is ... (specify the number from which you are calling)

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DO NOT HANG UP
Until the speaker repeats the address!!!

- Organize the evacuation procedure and, after making sure that everyone is out, reach the safety assembly point upon communication by the Responsible for the evacuation of the building
- The emergency Coordinator take the register of all people presents to check if anyone is missing by using the visitor register and following departmental heads instructions.
- Wait for rescue workers to come and introduce yourself as the emergency Coordinator
- Notify firemen of the internal situation and deliver the Emergency Internal Plan (PEI) as well as the safety data sheets of all substances inside the building in which the fire occurred
- Inform all people gathered in the safety assembly point that the emergency has subsided;

DEPUTY EMERGENCY COORDINATOR

- Make yourself available for the emergency coordinator
- Carry out all tasks that the emergency coordinator delegates to you


DEPARTMENTAL HEAD

- Implement procedures to safe all machineries provided in the operative instruction IOS_4.4.7-F and notify the Emergency Coordinator of the successful operation.
- Check that all people within the department are outside the building and reach the safety assembly point

OPERATOR CHARGED WITH ELECTRICITY SUPPLY INTERRUPTION

- Reach the main switchboard, shown in the "Emergency and Evacuation Plan" and interrupt the electricity supply
- Reach the safety assembly point

OPERATOR WHO HAS THE TASK TO STOP ELECTRICITY SUPPLY AND OPEN THE GATE TO LET RESCUE WORKERS COME IN

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- Reach the gas interruption valves shown in the "Emergency and Evacuation general Plan" and stop the supply;
- Reach the safety assembly point

THE RESPONSIBLE FOR THE EVACUATION OF THE BUILDING

- Push the closest alarm button by giving the order to evacuate the building

If the emergency did not occur in your building and if there are no imminent dangers:

- Make sure everyone is out the building and close the door of each room (Including bathrooms and broom closets);
- Take the visitors Register
- Reach the safety assembly point
- Deliver the visitors register to the emergency Coordinator

WORKERS WHO DO NOT HAVE A SPECIFIC TASK DURING THE EVACUATION OPERATIONS

Workers who do not have any specific task in evacuating operations, as well as visitors:

- **In case of sound/visual alarm and of an evacuation order**, leave safely your workstation (for employees) or the place in which you are in that moment (for visitors);
- Leave the building by following the emergency outlets or the instructions provided by the emergency Coordinator, the Responsible for the evacuation of the building or by the Fire and First-aid clerks;
- Reach the safety assembly point

Please note: follow all regulations established and KEEP CALM.

Panic often causes more damages than a real dangerous situation does.

When the emergency is ongoing no one can go in or go out the building, except for any possible emergency vehicle or persons directly involved in the organization of the interventions.