



ARCHIPELAGO INDUSTRIAL MANAGEMENT CORPORATION

Document Control

<b>Document Title: Emergency Response Strategy</b>	
<b>Document Number:</b>	
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<b>AIMC HSE PLAN</b>	

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## 1. Policy

It is the policy of **Archipelago Industrial Management Corp.** to establish an emergency response plan capable of responding to the various types and scales of emergency incidents likely to be experienced in-work site and off-site. The objective of the emergency response process is to render assistance to its employees and to prevent further injury or damage to people or reputation.

## 2. Introduction

The Emergency Response Strategy of **AIMC** is designed to provide a response at three levels

- Level 1: Local Response
- Level 2: Company Response
- Level 3: BCP Crisis Level

Contractors must ensure their own organization adequately describes their emergency response procedures and has the capacity to implement such procedures. Contractors Emergency Response must align and link to the **Shell Terminal** Emergency Response Plan and *if required* this shall be described within an interface document prepared by the contractor. The interface document will define (but not be limited to) the agreed communication links, which organizations Level 1, 2 & 3 Responses apply/prevail (and under what situations), and responsibilities for implementing procedures.

## 3. Structure: Response Levels

### *Level 1*

**Local Response:** a worksite emergency which can be managed and contained within the existing resources and authorities of the *Customers Terminal*, and for which external resource is (initially) unnecessary.

The **AIMC-Site Supervisor** advises and keeps AIMC Management informed of the situation. Management of incidents at site level is the responsibility of the On Scene Commander (OSC).

### *Level 2*

**External Response:** A situation for which **Local resources** require additional support from the External units

A Level 2 emergency response is centrally co-ordinated and needs local government support for a local site emergency. The **AIMC-Site Supervisor** advises and keeps AIMC Management informed of the situation. Management of incidents at site level is the

responsibility of the On Scene Commander (OSC). The AIMC Management will coordinate with Shell Management for any assistance the terminal may need as an additional resource to support a Level 2 response of the incident.

For a level 2 response the following are the points of contact:

Contact Persons	Contact Numbers		
	Mobile	Designation	Location
1. Jan de Marcaida	9018 9407975	AIMC President	CDO
2. Rue Rebusora	0918 8686000	AIMC Admin	CDO
3. Ethel Joy Celino	09979616873	Admin Asst	CDO

### Level 3

**Crisis Response:** An incident which does or could cause significant disruption to the normal day-to-day operations of *customer work-site* **AND** whose consequences could adversely affect the Company, it's ability to do business or the public on a broad front.

If the incident creates, or is likely to create, a long-term strategic problem for the terminal such as quarantine or civil disturbance, the AIMC management may initiate a Level 3 response. AIMC management, in coordination with Shell management, may activate its Business Continuity Plan to support its personnel at site and ensure the business continuity of the terminal.

## **SECTION 1 - ORGANIZATION & COMMUNICATION**

### **1.1 ATI - NMLD EMERGENCY ORGANIZATION**

The organization is tasked in handling any emergency situations within the compound. There are organized action teams during and after office hours.

#### **1.1.1 EMERGENCY ORGANIZATION DURING OFFICE HOURS**

<b><u>ASSIGNMENT</u></b>	<b><u>PERSONNEL</u></b>
OVER ALL COMMANDER	President, JAN R. DE MARCAIDA
EMERGENCY COMMANDER	OM, PATRICIO DALAPU, JR VILLANUEVA
NMIF TEAM LEAD	ARVIN CANLAS
CABADBARAN TEAM LEAD	DENNIS SALVADOR
ILIGAN TEAM LEAD	MIKO ONES

**ZAMBOANGA TEAM LEAD****TONY ALVAREZ****SASA TEAM LEAD****SHIMMY LUBRIN****COMMUNICATION TEAM****LEADER**Admin Manager - **RUE REBUSORA****DEPUTY**Admin Assistant - **ETHEL JOY CELINO****1.1.2 MANAGEMENT CONTACTS**

The emergency communications of AIMC can be reached 24/7 at any day through the personal cell phone of the Company President with no. (0918) 940-7975 or through the company Administration Manager (0918) 868-6000

**1.2 COMMUNICATIONS PROCEDURE**

When an incident occurs, incident must be immediately reported in terms of priority of action

- i. Activate alarm
- ii. Inform Terminal ERT Team
- iii. Inform AIMC Supervisor/Team Lead
- iv. Supervisor to inform AIMC Management

**1.3 EMERGENCY CONTROL CENTER/ EVACUATION SITE****1.3.1 See Shell Terminal Emergency Response Manual****1.4 KEY RESPONSIBILITIES****1.4.1 OVER-ALL COMMANDER - AIMC President**

- i. Conducts on-site appraisal of emergency and puts the relevant call-out plan into effect;
- ii. Set up an Emergency Control Center
- iii. Coordinate with Shell Terminal Manager for any support AIMC can assist with
- iv. Ensures that the Medical Response is executed when necessary, for AIMC Personnel
- v. Makes arrangements for search and counting of people:
- vi. Makes arrangements for search and counting of people:
- vii. Ensures that support services are provided, i.e. catering, communications, weather reports, police or military assistance and the like for AIMC staff
- viii. Ensure the steps are taken to preserve evidence and records for subsequent investigation.
- ix. When required by Shell, investigate the incident and the response operation, and prepare the report to Shell
- x. Arranges for personal information/support for relatives of those injured/deceased;
- xi. Makes arrangement for an emergency shelter if required.

#### **1.4.2 COMMUNICATION OFFICER – AIMC ADMINISTRATION MANAGER**

- i. In-charge of all incoming and outgoing communications either by phone or personal messenger.
- ii. Arranges for shelter, food and amenities of evacuees upon approval of Over-all Commander in collaboration with local authorities

#### **1.4.3 FIRST AIDER**

- i. Administer First Aid treatment
- ii. Liaisons with external medical support services and health agencies
- iii. Advises Over-all Commander the condition of any injured personnel of fatality and requests clearance to transport victim/s to the partner hospital.

#### **1.4.4 SHELL TERMINAL FIRE HOSE TEAM**

- a. Upon the sound of an alarm, assembles at the Central Fire Station to don fireman suits and awaits orders from the Emergency Commander.
- b. Proceed to the scene of the fire and execute preparatory steps.
- c. Performs the duties as defined in the action plan of each emergency.

## **SECTION II - WORKSITE INCIDENTS**

### **2.1 FIRES AND EXPLOSIONS**

Applicable for the following:

- Petroleum fires/explosions
- Lorry Fires
- Gantry Fires
- Building & Electrical Fires
- Ground fires

#### **A. DURING OFFICE HOURS**

Person or persons who noticed the fire, if able, should do the following:

- I. Sound nearest fire alarm; when able team lead to inform AIMC Management
- II. If fire is still concentrated in a small area, extinguish using fire extinguisher
- III. At the sound of the alarm, all personnel shall stop all operations, & maintenance works, close all tank valves and loading valves by

assigned staff, without taking any personnel risk to remove all sources of ignition.

- IV. Staff not involved with emergency team to proceed to evacuation area (see Shell Terminal ERP)
- V. Person/s who noticed the fire after taking initial emergency remedial measures, shall proceed to the Central Fire Station to inform Emergency Commander on site

## **2.2 Marine Fire Emergencies**

See Marine ERP of Shell Terminal

## **2.3 TYPHOONS/FLOODS/EARTHQUAKE/PANDEMIC**

**Management assuming responsibility should do the following:**

- i. Site supervisor to gather site staff and do a count out
- ii. Site supervisor to inform AIMC management of incident
- iii. Communications Team to verify conditions and transport accessibility to/from worksite
- iv. AIMC to coordinate with Shell TM
- v. Activate BCP if requested by TM
- vi. Provide support for staff on site (i.e. food, water, essential, etc)

## **2.4 CIVIL DISTURBANCES/BOMB THREAT**

The following actions should be done in case of disturbance or demonstrations within the vicinity or outside the depot:

- i. Site Supervisor to inform AIMC Management of situation
- ii. Site supervisor to gather site staff and do a count out
- iii. Await instructions from Shell TM
- iv. Communications Team to verify conditions and transport accessibility to/from worksite
- v. AIMC to coordinate with Shell TM
- vi. Activate BCP if requested by TM
- vii. Provide support for staff on site (i.e. food, water, essential, etc)

# **SECTION 3 - OFF - SITE INCIDENTS**

## **3.1 VEHICULAR INCIDENT**

WITH FIRE:

- 3.1.1 Stop the vehicle and get out
- 3.1.2 Determine the source of fire.
- 3.1.3 Isolate area and advise motorists and the public of the danger and move them to a safe area  
Upwind.

- 3.1.4 Call BFP or Police (911)
- 3.1.5 Use fire extinguisher until fire is out
- 3.1.6 Call AIMC Management for support

WITHOUT FIRE:

- 3.1.1 Stop the vehicle and get out
- 3.1.2 Determine the damage ON VEHICLE
- 3.1.4 Call BFP or Police (911)
- 3.1.5 Call AIMC Management for support

## **SECTION 4 - MEDICAL EMERGENCY**

### **4.1 Level 1**

#### **4.1.1 First Aider, First Aid Corner and First Aid Training**

All designated first aider on site have undergone basic training on first aid conducted by the Philippine National Red Cross. Re-training is done every 2 years to ensure continuing competency. Each site has trained AIMC personnel on first aid. But official designation of First Aid personnel lies with TM.

#### **4.1.2 First Aid Kit**

**Each site** maintains a standard industrial level first aid kit on site provided by the terminal, which is regularly replenished by the site first aider. The first aid kit is located adjacent to the identified first aid corner on site.

#### **4.1.3 Material Safety Data Sheets**

Material Safety Data Sheets are available on plant site. The MSDS is accessible to all workers. Shell is the custodian of the MSDS document and ensures that it is maintained up to date at all times.

#### **4.1.4 Referral Hospital and Focal Point Doctor**

**AIMC** maintains a credit agreement with local hospitals and focal point doctor. The primary hospital is ***Polymedic General Hospital in CDO.***

Name of Hospital: ***Polymedic General Hospital***

Address: ***Velez, CDO***

Telephone Number: ***(08822) 724-914***

Hospital Administrator: ***Dr. Josephine Go***

#### **4.1.5 Reporting and Recording**

- All work-related injuries and illnesses requiring treatment by a physician are to be reported to Shell TM immediately and to AIMC management within 4 hours via e-mail; text or call. The report should contain:

- ✓ Name of Patient
  - ✓ Nature of illness or injury sustained
  - ✓ Treatment received
  - ✓ Current location of the patient
  - ✓ Current patient condition status
  - ✓ Details of the incident leading to injury or illness.
- Should there be a need to transfer the victim to Cagayan de Oro for more specialized treatment, AIMC will be contacted at the following numbers:
    - ✓ Designated point of Contact (refer to section 3; page 3)

## **SECTION 5 - TECHNICAL SECTION**

### **5.1 DRILLS**

All AIMC personnel must cooperate and participate in Shell Terminal drills whether an active or non-active participant. In addition, AIMC initiated drills shall only cover First Responder Procedures. First Responder Drill scope covers only the initial action of the person in-site or witnessing the incident. The drill stops when the Terminal Emergency Team is activated. AIMC initiated drills or “First Responder Drill” shall be exercised at least once per quarter for each site and shall be headed by AIMC Site Supervisor.

### **5.2 PUBLIC RELATION IN AN EMERGENCY SITUATION**

Only Shell representatives are allowed to give information to the Press. No AIMC staff should entertain queries regarding the incident to anyone, except to Emergency responding Authorities.