



**ABU DHABI WATER AND ELECTRICITY
AUTHORITY (ADWEA)**

ADWEA & GROUP COMPANIES

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ADWEA OFFICE COMPLEX EMERGENCY PROCEDURES

Approved By:

Planning & Development Director



ADWEA HSE PROCEDURE MANUAL

**ADWEA OFFICE COMPLEX
EMERGENCY PROCEDURES**

Written by:

HSE SPECIALIST

Date:

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Date:

Approved by

PLANNING & DEVELOPMENT
DIRECTOR

Date:



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1. Objective

The objective of this procedure is to minimize hazards to employees in case of an emergency in the office building.

2. Scope

This procedure is set to define the duties of concerned personnel during an emergency in ADWEA office building, it shall apply to all emergency fire incidents and evacuation exercises.

3. Policy

- ◆ All concerned personnel shall adhere to these procedures by fulfilling their duties as set and in accordance with Company HSE regulations.
- ◆ All evacuees (Company personnel, contractors, and visitors) shall comply with this procedure.
- ◆ While planning for emergency response ADWEA shall take account the needs of relevant interested parties, e.g. emergency services and neighbors.

4. Responsibility

Even though the ultimate responsibility rests with Senior Management, the direct responsibility of this procedure, nomination/training/follow up of fire wardens and other duty members including receptionists, fire alarms & safety systems etc. rests with the Human Resources Department who has the full responsibility of the safety of the office building.

5. Procedure

The following are the main steps during emergency / evacuation cases or exercises in the ADWEA Office Building:

5.1 Discovering a Fire:

Any person discovering a Fire should immediately take the following actions:

Minor Fire:

- ◆ Bring to the notice of your Fire Warden and colleagues.
- ◆ Dial Emergency number (Control Room Operator ext. 3666).
- ◆ Tackle fire with nearest Fire Extinguisher without undue risk.



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Major Fire:

- ◆ Bring to the notice of your Fire Warden and colleagues.
- ◆ “Press on” the nearest wall mounted Fire Alarm call point.
- ◆ Dial Emergency number (Control Room Operator ext.3666). Make concise report.
- ◆ Proceed to the nearest fire exit area. Do not enter the exit.
- ◆ On the instruction of the Fire Warden, evacuate to Assembly Point at the ground floor.

5.2 Action to be Taken on Hearing the Fire Alarm:

On hearing the fire alarm, followed by the announcement over the Public Address System all personnel shall:

- ◆ Switch off your personal computer and any electric equipment.
- ◆ Proceed to the nearest fire exit area. Do not enter the fire exit.
- ◆ Follow the instructions of the Fire Warden and the messages via the Public Address (PA) system.
- ◆ Wait for the second announcement.
- ◆ If it's a false alarm or minor incident, you will be informed to return to your office/workstation and resume your work as usual.
- ◆ If it's a major incident, you will be instructed to evacuate the building using the staircase only. **Do not use the lifts.**
- ◆ Proceed to the designated Assembly Point.
- ◆ Stay at your Assembly Point (do not wander around). Obey all instructions of the Assembly Point Controller and your Fire Warden.
- ◆ Do not attempt to re-enter the building unless authorized by a member of the Emergency Team.



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- ◆ Your visitors are your responsibility, escort them to the Assembly Point (they must be accounted for).
- ◆ If you have any useful information concerning the emergency, inform your Fire Warden, safety or security personnel.
- ◆ Listen for announcement over the Public Address System or loud hailer.

5.3 Evacuation Procedure for Personnel with Special Need:

Person with a special need is a person with a physical disability/problem (permanent or temporary that would hinder/obstruct his/her free movement along the staircase regardless of the distance e.g. physical disorder / injury / heart / back problems or critical pregnancy).

During an emergency, if evacuation is needed, the following steps shall be followed with respect to persons, with special need on the emergency floor:

- ◆ These persons must assemble at the fire exit area (if possible) and report to the Fire Warden.
- ◆ If a person is injured during the emergency, the Fire Warden must be informed immediately.
- ◆ The person, with special need must be assisted for transfer to one floor below the emergency floor and be kept in safe area.
- ◆ Concerned Fire Warden must call the building receptionist, report the availability of this person on the floor, and give brief description of injury/disability.
- ◆ Special arrangements shall be made to utilize one lift for emergency use to transfer these personnel.
- ◆ One Fire Warden must stay with this person of his floor and after securing him, he/she must report to the Assembly Point Controller.



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6. Duties of Emergency Duty Personnel:

6.1 Duty of the Emergency Controller (Safety & Security Officer):

- ◆ He is responsible for taking overall charge of any emergency in the office building.
- ◆ After hearing the Fire Alarm, or on being informed of an emergency from the Fire Panel Operator, he will proceed to the floor/place of the incident and take over the control of the incident.
- ◆ In case of a major incident he may decide to call for outside assistance such as Fire Brigade /Civil Defense / Police.
- ◆ If need to enter a smoke affected area, he must ensure that personnel are wearing Breathing Apparatus, if available, and that they have been trained in its use. Otherwise no such entrance is allowed unless under controlled conditions.
- ◆ He shall liaise with the Assembly Point Controllers in order to be kept updated on the progress of the evacuation.
- ◆ He shall liaise with his management and keep them posted with the developments.
- ◆ When the incident is fully under control, he shall (after consultation with local authorities) declare the emergency “over” to the Assembly Point Controllers and the Fire Wardens.
- ◆ He shall submit a written report to Management giving full details of the incident.
- ◆ Note any deficiencies in the system (e.g. fire alarms, fire exists and stairs, staff performance, fire extinguishers, hose reels, etc.)

6.2 Duty of the Assembly Point Controller:

- ◆ Responsible for taking overall charge of Assembly Points on the ground floor next to ADWEA Building.
- ◆ Liaise with Fire Wardens upon their arrival at the Assembly Point and note down (on paper) their messages whether their floors are fully evacuated.
- ◆ Liaise with the Safety & Security Officer on the progress of the evacuation.
- ◆ Inform the Safety & Security Officer when all Fire Wardens have reported to the Assembly Point and the Office building is reported to be fully evacuated.



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- ◆ Inform the Safety & Security Officer of any abnormalities, which may occur in the area.
- ◆ Ensure that employees arriving at the Assembly Point do not leave the area.
- ◆ When the All Clear is announced, advise employees to return to their normal working locations when the incident is declared "Over" by the Safety & Security Officer.

6.3 Duties of the Fire Wardens:

General

The duties of the Fire Wardens extend to non-emergency conditions as well as his/her designated role in an emergency.

He/she is expected to:

- ◆ Participate in Emergency Training as required.
- ◆ Ensure by daily observations that fire exits/escape routes are ready for use and free from obstructions.
- ◆ Give advice on emergency procedure to personnel in his area/floor especially new comers.
- ◆ Keep up to date list of personnel with special needs working in his area/floor.
- ◆ Report any potential hazards to the Safety & Security Officer.

Actions in the Event of an Emergency

- ◆ Don Yellow Fire Wardens Vest.
- ◆ Advise all floor/area personnel to assemble near the fire exit on the same floor at first, and to evacuate to their Assembly Point if needed. Remind personnel that they are NOT TO USE THE LIFTS.
- ◆ Ensure your floor/area has been completely evacuated.
- ◆ If the emergency is within your floor/area, ensure it has been reported.
- ◆ When searching closed rooms during evacuation touch doors for sensing any heat and open carefully, then close them after being satisfied that nobody is inside.



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- ◆ When satisfied that all personnel have been evacuated and there is no danger to be reported proceed as follows:
 - Evacuate immediately, closing all doors in your floor/area.
 - Ensure compliance with evacuation procedure concerning personnel with special need.
 - Proceed to your Assembly Point reporting to the Assembly Point Controller that all personnel have been accounted for from your floor/area handing him your list of personnel. Before doing so re-check that all your floor/area resident personnel are at their Assembly Point or accounted for.
 - Assist the Assembly Point Controller as directed.
 - When the All Clear is announced, advise personnel to re-enter the building through normal routes only.
 - Submit a written report of your comments and observations made during the emergency as soon as possible to the Safety & Security Officer (if necessary to do so). However, if the emergency occurred within you floor area a report must be submitted.

6.4 Duty of the Control Room Operator:

- ◆ Attend to the Fire Panel at all times.
- ◆ In case of Emergency, he shall contact:
 - Floor Fire Warden by telephone for verification of the alarm incident.
 - Safety & Security Officer for minor and major incidents.
- ◆ On confirmation of Major Fire:
 - Ensure lifts are brought down to Ground Floor (through the system).
 - For evacuation of personnel with special need, make ready one lift for the purpose.
 - Ensure evacuation/standby messages are transmitted via the Public Address (PA) System as per the procedure.



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6.5 Duty of the Reception/Security Staff in Case of Emergency:

Upon hearing the fire alarm, receptionists and security personnel shall carry out the following:

- ◆ Guide the visitors and personnel in the Lobby Area to proceed to the Assembly Point/Area.
- ◆ Ensure all exit doors are open.
- ◆ Ensure no personnel are obstructing smooth flow/process of evacuation.
- ◆ Stop any vehicular traffic from / to the Car Park.
- ◆ Guide the Fire Brigade / Civil Defense to the outside inlet connection at the Entrance to ADWEA Building.
- ◆ Assist as necessary in carrying out evacuation procedure of personnel with special need.

FORMS:

The forms attached as appendices to this document shall be used by the concerned personnel. Appendix-4 shall be available to all duty members including fire wardens and receptionist. The Safety and Security Officer is responsible for its updating, distribution and control.



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APPENDIX 1: ACTION LOG SHEET

CONTROL ROOM OPERATOR

Control Room Operator's Name: _____

Sheet No.: _____

Nature of Emergency: _____

Emergency Call Time: _____ hrs. Date: _____

Location: _____

Emergency Reported by (Name): _____

Called out		Time	Remarks
1.	Civil Defense		
2.	Ambulance		
3.	Police		
4.	Safety & Security Officer		
Others as requested			
5.			
6.			
7.			
8.			
9.			



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APPENDIX 3: ACTION LOG SHEET

ASSEMBLY POINT CONTROLLER

FLOORS	FIRE WARDENS	REMARKS
1 st Floor		
2 nd Floor		
3 rd Floor		
4 th Floor		
5 th Floor		
6 th Floor		
7 th Floor		

