

 GOVERNMENT OF DUBAI	<b>Organization Unit</b> <b>Public Health &amp; Safety Department</b>	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	<b>Form sheet title:</b>	<b>Guidelines for Development of Emergency Response Procedure for Accidents Involving Dangerous Goods</b>		اسم النموذج :
	<b>Doc Ref.</b>	<b>DM-PH&amp;SD-P4-TG25</b>		رقم النموذج :

## Development of Emergency Response Procedure for Accidents Involving Dangerous Goods

### I. Background:

Incidents involving dangerous goods are hazardous events no matter how small. They may effect workers, the public and the public area and often result in substantial economic loses.

This guideline has been formulated in accordance with Section 11 of "The Code of Practice for the Management of Dangerous Goods in the Emirate of Dubai" to enable companies to formulate an effective emergency plan and mount an effective initial response.

The aim of an emergency plan is to ensure the safety of those on site, to reduce the impact of the incident on the facility and the surroundings and to ensure that the local authorities are called where necessary.

### II. The Progress of an Incident:

*Initial response phase:* Follows immediately after the occurrence of the incident. Emergency services are not present. The primary consideration is the safety of personnel. Trained responders should evacuate the personnel, if required, and aim to combat the incident within the scope of their resources and training to limit its extent of damage. If necessary, emergency services (Civil Defense) should be called. This phase should be covered in the emergency response plan.

*Emergency response phase:* Begins when the emergency services arrive and take over from the local responders. This phase continues until all risks are mitigated. Management of the incident in this phase is under the control of Civil Defense.

*Clean-up phase :* Commences once the risk is controlled and involves the restoration of the site of the incident to its normal condition of use. Management of the site in this phase is under the control of the Public Health and Safety Department or JAFZA-Industrial Operations Control Department, in the case of Jebel Ali Free Zone premises.

### III. Planning

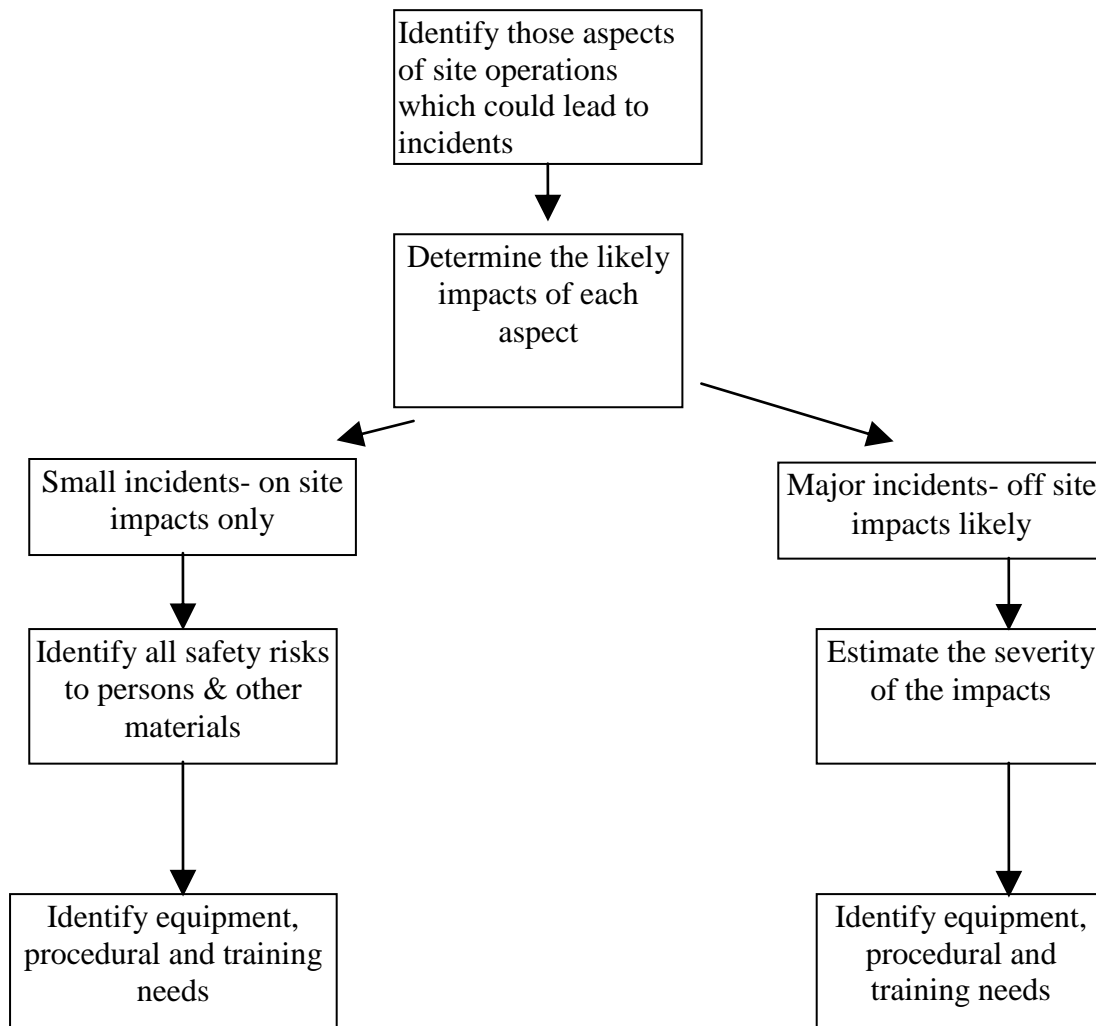
#### a) Risk Assessment and Mitigation

An initial assessment of your activities will provide information on the types of incidents which could occur and the likely severity of these. In the case of

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a major facility this activity may need to take the form of a full risk assessment with consultant assistance. In the case of a smaller facility, a site safety audit can be undertaken. This should result in two types of information. Firstly, the likely incidents and secondly, the control measures which can be employed to reduce the risk of these incidents occurring. These control measures should be adopted as targets under the emergency plan and implemented as soon as possible.

### Planning Procedure



#### **b) Site Safety Auditing**

1. The best way of gaining information is to carry out an audit of the location or the situations your emergency plan is to be designated to meet. This means more than an ordinary safety inspection. It should involve a systematic and objective assessment by experienced professionals.

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2. Public Health and Safety Department Technical guideline No 3 provides some guidelines on safety audits
3. Periodic safety audits will ensure that facilities and your plan are always ready to meet the test in an emergency.
4. Material safety data sheets must be obtained and maintained in a readily accessible location for all materials held on site.

#### c) MSDS' and Manifests

1. Companies must obtain material safety data sheets for all dangerous goods held on-site and use these as a basis for the planning of incident response.
2. Pollution hazards to the public area may be a foreseen risk of an emergency and should be discussed with the Public Health and Safety Department of the Dubai Municipality in advance.
3. The company must maintain an up to date manifest of all dangerous goods held on-site . This should be stored in a location which is available for use by emergency services during an incident. This is often a locked cabinet in the guardhouse or security room.
4. Information which must be retained and updated include plot plans of storage facilities clearly showing the quantity and location of chemicals stored on site, location of fire detection and prevention devices, and the building layout.

#### d) The Incident Plan Management System

The incident plan is a documented procedure for assigning responsibilities for emergency response, planning actions and to form the basis for training.

The key parts of the plan are :

- Personnel and responsibilities
- Incident types
- Equipment inventory
- Training
- Communication

##### 1. Personnel and Responsibilities

- 1.1 The plan must assign a management representative as emergency co-ordinator and also designate responsibilities for all other activities defined under the plan. It is best to work out the command structure before the incident occurs. This may not be the general manager, but it must be stressed that this person should be trained and must be given control in the emergency situation.

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- 1.2 All staff are part of the plan and all must clearly know their role.
- 1.3 The choice of personnel to perform specially designated functions under the plan is very important to any emergency procedure. The number of personnel required to carry out the procedure, their fitness and suitability are of equal importance. When selecting personnel, remember that they may be called to work under conditions of physical and mental stress.
- 1.4 Companies must maintain a complete staff list as well as current shift register to assist police and ambulance services to identify injured persons.

## **2. Incident Types**

- 2.1 Procedures should be specified in the plan for each type of identified incident. Examples of incidents include: leaking drums; leaking storage tanks; fires; vehicle accidents involving the company's products or raw materials; ruptured hoses and lines.
- 2.2 Plans for each incident should cover the response strategy, communications, when to contact authorities, equipment needed, and hazard mitigation measures.
- 2.3 All staff affected by the plan must receive training.

## **3. Equipment Inventory**

- 3.1 All needed response equipment must be available at the site where it is to be used.
- 3.2 A person must be nominated for periodic check-up to ensure that all equipment and resources are maintained.

## **4. Training**

- 4.1 Training both theory and practical, including simulated exercises should be given to all staff who's work may impact on any incident or who may be affected by an incident.
- 4.2 All staff on site should be given training in evacuation procedures.

## **5. Communications**

- 5.1 Communication is the most important element of any good emergency procedure. When formulating the system keep it as simple as possible. It

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will be more easily understood and less likely for a problem to occur if it is kept as simple as possible.

5.2 List of emergency contact numbers must be kept up to date on a regular basis (it is too late to find out the number has changed when an emergency is in progress)

5.3 Your plan should nominate which senior personnel are authorized after assessing the circumstances to declare an emergency. However any such list should make sure that there is no unnecessary delay in identifying a major emergency.

***Further Advise:***

- a) Dubai Civil Defense and the Public Health and Safety Department will be able to advice on emergency planning.
- b) Civil Defense particularly will be able to advise with regard to alarm systems, the type of fire detection and prevention systems.

**FOR MORE INFORMATION CONTACT  
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