APAC

Emergency Preparedness and Response Procedure  

1. **Purpose and Scope**
   
a. The purpose of this Procedure is to identify the planning, preparation and response requirements that must be in place for all foreseeable emergency situations.

b. This Procedure also establishes the requirements for first aid personnel and supplies commensurate with the hazards of the workplace.

c. The scope of this Procedure includes initial emergency response activities only. It does not extend to additional actions, which are detailed in Incident Management Procedure and location specific Business Continuity/Resilience Plans.

d. This Procedure applies to all AECOM controlled operations in APAC and all work activities carried out by AECOM ANZ employees, contractors and subcontractors.

2. **Planning**

a. Location specific Emergency Response Plans (ERPs) will be developed based on location, number of staff, and activities to be performed.

b. As part of the development of the location specific ERP, the workplace manager shall identify the training skills and qualifications required for those who are allocated responsibilities in the plan (e.g. fire extinguisher use, first aid, wardens, etc.) and ensure suitably trained personnel are available for the various emergency scenarios as determined by the work activities.

c. As per Hazardous Chemicals Management Procedure, where there is a known risk that the quantity of hazardous chemicals used, handled or stored at a workplace exceeds the legislated manifest quantity for that hazardous chemical, where hazardous chemicals are being transported or where required based on the outcome of a risk assessment, then a hazardous chemical specific Emergency Response Plan (ERP) shall be prepared.

d. The ERP shall be developed in consultation with employees and shall be subject to review for appropriateness and suitability to the office or site location.

e. The ERP shall be communicated and made available to all affected personnel, including visitors. Such communication may be through workplace induction, noticeboards and/or site briefing. Personnel shall be trained in the contents of the ERP as determined by the potential emergency situations, regulatory requirements and, if applicable, client requirements.

f. The ERP shall be tested through emergency response drills annually or more frequently as required by legislation, risk assessment, client and/or local requirements. Individual workplaces shall establish a schedule as applicable and in all instances relevant scenario-based events must be practiced with a variety of potential emergency situations tested where identified. The completion of the drill shall be recorded as a Report Only event in the IndustrySafe system. The Emergency Response Drill Report or equivalent shall be attached to the IndustrySafe Report to confirm effectiveness of the drill. It shall also be used to document any corrective action that is required and track any necessary improvement through to completion.

g. The ERP shall be reviewed annually or more frequently as required by legislation, risk assessment, client and/or local requirements. Furthermore, review shall be conducted after an evacuation has been undertaken and the outcome requires the ERP be updated, after a significant incident or when the workplace changes significantly.
h. Review and approval of the ERP shall be conducted by a competent person and consider the appropriateness of the equipment identified, the number and location. The Workplace/Project Manager and SH&E Manager are deemed competent through qualification and training in their roles to approve the ERP. Competency requirements for persons identifying site emergency equipment and requirements for field projects are SQS and/or HAZPOWER training or Warden training and or minimum two years' site experience. Additional recommended competencies include, where applicable, first aid, fire response training, spill response and/or rescue awareness.

i. Where competencies can’t be met the PM and local SH&E Manager must conduct a risk assessment based on site conditions and emergency scenarios and then consider options around suitable training or getting additional support by competent parties.

j. All employees and visitors to each workplace will be trained (briefed) in the relevant site ERP(s) during the Induction process, and will be required to participate in any emergency related training as required (e.g. evacuation drills).

2.1 Type of Emergency Response Plan Required

2.1.1 Office

a. An assessment shall be completed by the Facilities Manager, in consultation with the SH&E Manager and any other relevant stakeholders (e.g. other building tenants), of each office location to determine the potential emergency situations for the location.

b. An Office ERP shall be developed to address the potential emergency situations in accordance with local regulations.

c. It is the responsibility of the Administration/Facilities Manager, in conjunction with the SH&E Manager, to develop and implement Office ERPs and Operational Security Plans (Global Security and Resiliency Group Requirement).

2.1.2 Field/Site Work

a. Field and site work must consider emergency response planning as part of the Safe Work Method Statement (SWMS) in lieu of a Safety, Health and Environment Management Plan (SHEMP).

b. Project Managers are responsible for developing and implementing Site ERPs.

2.1.3 AECOM Controlled Project

a. Emergency Response planning must be included in the project-specific SHEMP.

b. Project Managers are responsible for developing and implementing project ERPs.

2.2 Emergency Response Plan Minimum Requirements

a. The location specific ERP shall include, at minimum:

i. The location of the muster point, first aid, fire extinguishers, fire exits, AED, and other emergency equipment.

ii. Frequency and type of response drills and who is responsible to run these e.g. landlord may run annual office drills.

iii. Defined roles and responsibilities in the event of an emergency.

iv. Identified means of raising alarm and signalling evacuation (e.g. siren, air horn, verbal)

v. Identified communication means and a contact list that includes, as applicable, fire, police, ambulance, poison control, First Aid Providers on location, fire wardens on location, site Safety Officer, security, SH&E Reporting number for reporting all AECOM incidents, and other required emergency contacts.
vi. Procedures appropriate to the potential emergency situations, noting different emergency response and evacuation plans may be required for different scenarios.

vii. Reference to the location dangerous goods register, storage areas and quantities, where required by local legislation.

viii. Appropriate methods to account for employees and visitors in the event of an emergency.

ix. As applicable, maps to appropriate services, such as hospital or medical clinic.

b. ERPs shall identify emergency response resources and equipment as per local legislative requirements and those outlined in Table 1.

Table 1 Minimum Considerations

<table>
<thead>
<tr>
<th>Item</th>
<th>Office</th>
<th>Field / Site Work</th>
<th>AECOM Controlled Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spill Response</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Chief Warden/Fire Safety Officer</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Defibrillator</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Communication Methods (e.g. Satellite Phone, Two-way radios)</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Duress Alarm for reception</td>
<td>As required</td>
<td>N/A</td>
<td>As required</td>
</tr>
<tr>
<td>Emergency Contact List (internal)</td>
<td>Mandatory</td>
<td>Recommended</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Evacuation Map (including assembly area)</td>
<td>Mandatory</td>
<td>As required</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Emergency Shower and Eye Wash Stations</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Fire Response Equipment</td>
<td>Mandatory</td>
<td>As required</td>
<td>Mandatory</td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Mandatory</td>
<td>As required</td>
<td>Mandatory</td>
</tr>
<tr>
<td>First Aid Kit and Signage</td>
<td>Mandatory</td>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
<tr>
<td>First Aid Room</td>
<td>As required</td>
<td>N/A</td>
<td>As required</td>
</tr>
<tr>
<td>Floor/Area Warden/Fire Safety Officer</td>
<td>Mandatory</td>
<td>N/A</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Threat Checklist (S3[APAC]-010-FM4) at reception</td>
<td>Mandatory</td>
<td>N/A</td>
<td>As required</td>
</tr>
</tbody>
</table>

Mandatory: Must be met
As required: Based on the outcome of a risk assessment
Recommended: Consideration should be given to this during the planning stage

c. The emergency equipment identified and associated requirements shall be reviewed by a competent person sufficiently familiar with the workplace. A competent person required to conduct a site-specific review of emergency equipment and requirements for field project work is defined as someone holding SQS and/or HAZWOPER training (or industry equivalent) or Warden training, and minimum two years’ site experience. Additional recommended competencies include, where applicable, first aid, fire response training, spill response and/or rescue awareness. Training, qualifications and experience shall be described in the ERP. The person(s) conducting this assessment will typically be the site manager with support as required from the project SH&E representative(s) and/or externally sourced competent subject matter experts.

d. Personnel that may require assistance during an emergency evacuation should be identified in the Personal Emergency Evacuation Plan (PEEP) Form, which will record details of assistance to be provided during an evacuation. This Form should be documented by the Facility Manager (office)/Project Manager (field) with copies to the Regional SH&E Manager. Any personal medical information shall be recorded in accordance with AECOM confidentiality requirements.
2.3 First Aid Minimum Requirements

a. A competent person is required to assess the First Aid equipment and resource requirements of the workplace in accordance with the relevant legislation and Codes of Practice. This assessment shall be:
   i. Documented and recorded using the Workplace First Aid Risk Assessment Checklist, or other alternative means
   ii. Completed and/or reviewed by someone who has been trained in workplace first aid and has a good knowledge of the workplace and its operations
   iii. Approved by a qualified person being the Workplace/Project Manager, the SH&E Manager and/or their Director

b. First aid in the workplace can be provided by:
   i. Training one or more employees to provide first aid; and/or
   ii. Arranging for a third party to provide first aid to AECOM employees, provided they have been trained to do so. These may be first aiders of other businesses who share the workplace or other persons who are qualified to administer first aid. This will involve consulting, co-operating and co-ordinating the access arrangements with the third party and ensuring that access is available at the times when AECOM workers carry out work (e.g. taking into account any shift work)

c. First Aid Attendants shall be trained to provide first aid. At minimum, the training will provide competencies in performing CPR and treating minor injuries and illnesses. Additional competencies may be required for high risk workplaces and this shall be identified in the location specific ERP.

d. The outcome of a workplace risk assessment, conducted in accordance with the requirements of Hazard Recognition and Risk Management Procedure, shall be used to determine the number of First Aid Attendants required at the workplace. The following ratios are recommended noting that some jurisdictions may have higher or lower requirements:
   i. Low risk workplaces – one first aider for every 50 workers
   ii. High risk workplaces – one first aider for every 25 workers

3. Inspection and Maintenance

a. An inspection schedule shall be implemented for all emergency equipment in an office and on a project including, but not limited to, first aid kits, defibrillators, height rescue equipment, Confined Space entry equipment and fire extinguishers. At a minimum, the inspection frequency shall be in accordance with any relevant local Standards but AECOM may also impose a higher standard. Equipment inspections shall be carried out by persons qualified and competent to adequately assess the integrity of the equipment.

b. Where new emergency equipment is obtained the item must be added to the relevant registers to ensure that they are included in the inspection and maintenance schedule.

c. Workplace inspections of emergency equipment and means of escape shall be conducted in accordance with the requirements of SHE Audits and Inspections Procedure. Inspections shall check to ensure that the following information is on display on workplace noticeboards:
   i. Name(s) of First Aiders
   ii. Emergency Phone Numbers
   iii. Emergency Evacuation Plan (including access/egress locations)
   iv. Name(s) of Emergency Wardens

4. Injury Response

a. First Aid Attendants should respond to an injury and provide assistance to the level they feel comfortable and competent in administering.
b. Medical assistance above and beyond the capabilities of the responding first aid attendant should be referred to
   the company or site medical provider.

c. Where the injury is life threatening or requiring assessment/treatment beyond the capabilities of the local first
   aid/medical respondents, an ambulance must be called immediately.

d. Any medical waste must be disposed of in accordance with local regulations.

e. In the event that a person becomes ill or is injured, and there is reason to suspect that they are not fit to drive or
   to travel alone, then arrangements should be made to escort the person home, or to appropriate medical
   attention.

f. Incident reporting and investigation shall be undertaken in accordance with Incident Management Procedure.

5. Terms and Definitions

Define only those terms mentioned within the document and list using ‘Alpha List’ option from the AECOM Procedure
List dropdown on the Home tab.

a. First Aid Provision of emergency treatment and support for a person suffering injury or illness at
   work.

b. First Aid Attendant A person who has completed appropriated first aid training and who has been appointed
   and is competent to provide first aid attention to ill or injured persons in the workplace.

c. Chief Warden The person delegated to take charge in an emergency situation.

d. Floor/Area Warden The person assigned a given area to assist the chief warden in an emergency situation.

e. Duress Alarm An emergency call button that alerts other staff of an emergency situation.

6. References

a. Threat Checklist S3[APAC]-010-FM4

b. Operational Security Plan Instruction SR1-002-W1

c. Hazard Recognition and Risk Management Procedure S3[APAC]-209-PR1

d. SHE Audits and Inspections Procedure S3[APAC]-216-PR1

e. Incident Management Procedure S3[APAC]-004-PR1

7. Records

f. Location Emergency Response Plan

g. Location Business Resilience Plan

h. Office Security Plan

a. Workplace First Aid Risk Assessment Checklist S3[APAC]-010-FM3

b. Personal Emergency Evacuation Plan (PEEP) Form S3[APAC]-010-FM5

c. Emergency Contacts Poster

d. Emergency Response Drill Report S3[APAC]-010-FM1

e. SHE Office Site Inspection Checklist S3[APAC]-216-FM2
8. Change Log

List the change history pertaining to this document including if it was identified differently throughout its life-cycle:

<table>
<thead>
<tr>
<th>Rev #</th>
<th>Change Date</th>
<th>Description of Change</th>
<th>Location of Change</th>
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<tr>
<td>0</td>
<td>May 8, 2018</td>
<td>Initial Release</td>
<td>All</td>
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