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REV.	DATE	DESCRIPTION	PREPARED	REVIEWED	APPROVED
0	2018.06.29		Safety Team	HSE Officer	GM
1	2021.06.28			HSE Officer	GM
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1. PURPOSE

This procedure outlines the steps that Barracuda Beach Resort and its personnel will follow for the proper management of health, safety and environmental emergencies on the Beach Facility. This procedure serves as a guideline for all personnel to follow in the event of emergencies such as:

- (1) Fire
- (2) Medical Emergency
- (3) Health – outbreak of disease
- (4) Natural Calamities
- (5) Environmental Emergency
- (6) Marine Incident
- (7) Security Related Emergency and etc

2. SCOPE

This procedure is applicable to Barracuda Beach Resort and all personnel employed by the Resort.

3. DEFINITION

- (1) Medical Emergencies mean life threatening medical conditions, such as heart attack, serious injuries (with acute loss of blood, broken bones etc.) that cannot be handled by first aiders and require immediate medical attention of the medical doctor at the hospital / clinic to prevent loss of life.
- (2) Environmental Emergency means any accidental release, which has the potential to damage or harm the environment.
- (3) Initiator means any person with first knowledge of an incident who raises alarm, by word of mouth, telephone or radio.
- (4) The First Responders include members of the emergency response team (ERT) responsible for assessing information about an incident and who ensure that appropriate level of response to incident are provided.
- (6) Muster Point (Assembly Point) means the safe evacuation assembly area within the Beach Facility.

4. RESPONSIBILITY

4.1 General Manager (GM)

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The GM shall assist during emergencies. He is responsible for contacting Government Agency Emergency representatives as required under applicable law, approving on and off-site mutual aid response and ensuring that necessary equipment are available for emergency response.

He has the authority to contact outside government agencies such as environmental agencies, LASEMA, fire service agency, the Police and other law enforcement agencies.

He shall direct his staff and shall has responsibility in respect of all necessary precautions to prevent an emergency occurring within the Beach Resort and to limit exposure of the workforce and guests to emergencies as the case may be.

In addition to the above, his duties and responsibilities include:

- (1) Direct the staff of the emergency control center.
- (2) Issue, when appropriate, the evacuation order to all persons/guests on the facility.
- (3) Issue the all clear of the emergency after confirming with the emergency control center.
- (4) Liaise closely with senior management officers during emergency.
- (5) Ensure fire-fighting and evacuation training for facility personnel.

4.2 HSE Officer

- Responsible for the overall implementation of the emergency / evacuation plan.

- Duties and responsibilities include:

- (1) Proceed immediately when appropriate to the scene of the emergency to assess the situation and relay findings back to the GM.
- (2) Assist the GM in directing the emergency teams.
- (3) Interface with relevant emergency and safety department and ensure all field information are made available to GM / Resort Management.
- (4) Prepare and update the emergency response procedure for GM's approval.
- (5) Plan and conduct training drills for the fire fighting, rescue and evacuation.
- (6) Review this Procedure on regular basis to ensure that it covers all site hazards and new activities.

4.3 Supervisors

- Responsible for ensuring 24-hr coverage in the office or designated accommodations to answer inquiries and to call out HSE Officer, who will advise key personnel.

4.4 Employees

- Shall evacuate from the work place in an orderly manner and assemble at their working designated muster point (assembly location).

5. INSTRUCTION

5.1 Fires

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Any person discovering a fire shall raise the alarm by informing his/her colleagues and the supervisors who will contact the emergency control center (0708 865 4508), while initial attempts are made to put out the fire with available fire extinguishers and the use of the fire water main. On being informed, the HSE Officer will attend at the incident location and in the event that the fire is out of control or cannot be extinguished, will call the local fire/emergency service stating:

- (1) Location and extent of fire.
- (2) Caller's name, company and telephone number.

Arrangements will then be made to meet responding local fire service at Resort entrance as appropriate. The attendance of water tanker will be arranged if considered necessary for fire fighting purposes as appropriate.

The GM will assess the situation and determine if any other measures such as area evacuation and / or informing outside authorities is necessary.

5.2 Medical Emergencies

In the event of an injury or illness occurring within the Beach facility, employees shall promptly inform the HSE Officer and GM stating;

- (1) Location of the incident
- (2) Extent of injuries
- (3) Description of symptoms and
- (4) Seriousness and nature of the emergency.

HSE Officer and GM shall proceed with the first aider to the incident, appraise the situation and in the event of need, will request assistance from the nearest medical facility, giving details of the emergency:

- (a) Location.
- (b) Type of accident, including symptoms and extent of injury(s).
- (c) Name(s) of injured person(s).
- (d) Caller's name and telephone number.

Arrangement will be made to meet the responding Medic crew at Beach entrance as appropriate.

5.3 Outbreak of Illness and Disease

Due to the location of the Beach resort and various nationalities and cultures lodging on the facility, Barracuda Beach Resort medical and safety representatives will carry out the following periodic inspections to assess and reduce the potential for epidemics :

- (1) Waste management / Housekeeping/general facility inspection.
- (2) Trending of medical cases / visitors to the Resort.

The above inspections will assist with diagnosis and early warning of any outbreak of disease or illness. The Beach Resort Management will from time to time, liaise with government agencies to receive updates in the areas of disease control, management and training.

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5.4 Toxic Emission from the Adjacent facilities

Hand-held "Loud Hailers" will be provided to assist in spreading awareness of an emergency situation.

- Safe evacuation of personnel from the Resort shall be considered as may be necessary.

5.5 Environmental Emergency

- Any accidental discharge/release in violation of the Resort's environmental management system must be immediately reported to the HSE Officer for immediate action.
- The HSE Officer shall determine if an act has caused harm to the environment and shall proffer remedial measures including contacting Government agencies where appropriate.
- HSE Officer shall inspect the Beach Facility from time to time to ensure conformance to environmental procedure.

5.6 Marine Incident & Response

During marine incidents involving drowning incidents, the Life Guards shall immediately mobilize for response depending on the nature of the emergency.

- Search and Rescue: In all cases, the Life Guards shall immediately mobilize for search and rescue.
- The GM shall immediately upon occurrence of an incident, contact appropriate State Government Agency to report the incident and provide all necessary information as may be required.

5.7 Armed- Robbery Attack On the Facility

The ultimate objective is to save lives and avoid being harmed, so all staff and guests are enjoined to observe the following procedure:

- (1) Do not cause any alarm while bandits are in operation.
- (2) Obey all their instructions and/or commands.
- (3) Do not try to pull any fast tricks.
- (4) After their departure, raise the alarm and inform the GM/HSE/Beach Security.
- (5) Check for injuries to personnel and/or guests.
- (6) Severe cases should be sent immediately to the hospital.
- (7) Inform State/Federal Law Enforcement Agencies as well as Resort security forces.
- (8) Ensure proper and detailed documentation of incident to assist with further investigation.

5.8 Emergency Situations Arising From External Influences

In event of hearing an adjacent beach alarm siren, being aware of fire, or being faced with an imminent source of widespread danger, employees shall raise the alarm, inform a supervisor or contact the emergency control center, Tel: (08037110340), with brief details of the emergency.

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The HSE Officer will proceed to the threatened area, appraise the situation, and as necessary, contact General Manager for advice or instigate an immediate evacuation if the situation so dictates.

On being informed, all employees shall cease work and switch off electrical equipment before proceeding in an orderly manner to the designated emergency assembly or muster points.

General Manager shall ensure that all guests are advised of the situation.

6. TRAINING AND DRILLS

The HSE Officer will ensure that appropriate emergency planning and training are carried out for all Beach personnel by appropriate Government Agency. Basic plan will be included in the HSE induction training for new employees and periodic training drills will take place every six months.

7. EVACUATION PROCEDURE

The General Manager or his designate, in the event of receiving emergency call from any other beach resort, warning of a serious emergency shall:

- (1) Immediately alert all key personnel / supervisors by radio or fixed/mobile telephone.
- (2) Supervisors will in turn alert staff and guests by radio or telephone with the instruction: "This is an emergency Alert. Raise the alarm"
- (3) On hearing the alarm raised, all employees and guests of Barracuda Beach Resort will proceed immediately to the nearest assembly point where a head count will be carried out. Efforts shall be made to ensure that all guests and patron are evacuated from room and beach front areas and moved towards the Muster Point.
- (4) All personnel and guests will remain at the assembly point until the all clear or instructions are given to evacuate the Resort.
- (6) In the event of receiving instructions from the GM/HSE Officer to evacuate the Beach Facility, personnel and guests will be transported by all available means to safe areas and await further instructions.

8. DEACTIVATION OF AN EMERGENCY

The General Manager will issue the instruction to return to work when he has ascertained that it is safe to do so.

9. EMERGENCY COMMUNICATION

Initially this would be with available mode of communication (i.e., fixed or mobile phones). Hand-held radios will also be provided following allocation of frequency wave bands.

A loud hailer such as whistles shall be provided to each Resort Unit Supervisor for the use of the designated Supervisor to ensure that the workers and guests can made aware of an emergency situation.

10. OTHERS

Site Emergency Muster Points (well located at different points within the Beach Facility)