




AES Jordan PSC

Emergency Response Plan

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1.0 AES Jordan PSC Amman East Power Plant Emergency Response Policy

It is AES’s Policy to:

Manage emergencies in all its activities and co-operate with external emergency services.

Response to any emergency shall focus on the following priorities:


- Preservation of life, the environment, company assets, company reputation, and assurance of business continuity
- Ensure compliance with relevant national and international laws, including third party liability and insurance.
- Maintain internal and external confidence in AES's commitment and ability to respond to emergencies and assist in the return to normal operations in the shortest possible time.

The Impact of this Policy is:

- AES shall provide appropriate organisation, facilities, procedures and competent personnel to enable immediate action to be taken to manage emergencies in its operations.
- Emergency response procedures shall satisfy the requirements of the laws of Jordan
- Systematic testing of the emergency response system shall be conducted regularly to verify effectiveness, and any identified improvements implemented promptly.
- Mutual emergency aid arrangements shall be maintained with Government and external organisations.
- Contractors shall be required to manage emergency response in line with this policy.

The Purpose of this Policy is to:

- Minimise loss through the implementation of an effective risk management and recovery process.
- Effectively manage business resumption following unplanned disruption of activities.
- Provide assurance to stakeholders of AES’s commitment to manage emergencies in its operations.

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2.0 Introduction

AES Jordan PSC, AEPP recognises that even though every effort is made to ensure that accidents do not occur, through the implementation of the Health, Safety and Environmental Protection Policy, the potential for hazardous events still exists.

It is the responsibility of the Company to ensure that plans, procedures and resources are in place to respond swiftly and efficiently to any such emergency situation and to minimise any consequential losses. To this end an Emergency Response Preparedness Procedure Manual has been formulated.

3.0 Purpose

This is the top level document in the hierarchy of emergency response documents. The purpose of this manual is to define the ground rules for the management of emergency response issues within the perimeter fence of AES Jordan PSC AEPP. This procedure does not address the day to day production type of emergency, but address's the non routine aspects which will have an adverse effect upon AES's reputation and business profile.


4.0 Critical Success Factors

Identification of realistic emergency scenarios will be done based on Risk Assessment procedure (Refer: OSH/PRO/SAF/016: Risk Assessment Procedure).

- Regular and thorough testing of emergency response procedures.
- Appointment of emergency response and support teams, through effective and regular training and drills/exercises.
- Provision of reliable communication and logistic systems to enable the emergency response teams.
- Obtaining the support and participation from the Civil Defence Department of Amman, Jordan, contractors, other operators, local and national government

5.0 Implementation

- Emergency procedures describing all realistic emergency scenarios and detailing the planned response to each of these
- A methodology for determining which assets and activities are critical to the Company's operations and business resumption plans for these

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- Normal and emergency backup telecommunications systems covering the whole of AES's operations, allowing communication under all realistically foreseeable conditions
- A programme of drills and exercises affecting all parts of the organization, providing training for personnel and identifying possible improvements to the system
- A training programme for key positions within the emergency response organization, and guidance on training and awareness requirements for the Company as a whole

6.0 Responsibilities

6.1 Plant Manager

The ultimate responsibility for emergency response within the perimeter fence of the AES Jordan PSC, AEPP is vested in the Plant Manager. The Plant Manager will:-

- Ensure a sound policy is in place with respect to all emergency response matters.
- Lead by example.


When called upon by the Control Room Engineer (CRE) in the Central Control Room, the Plant Manager will be responsible for the logistical support of incident recovery. In the absence of the Plant Manager, the Incident Commander will be responsible.

6.2 Incident Assessor

One of Shift Plant Engineers or any other AES Employee can be an Incident Assessor who needs to go to the Incident location with any kind of communication media (Radio). Incident Assessor will be the person designated at the time of incident by the Incident Commander. At the incident scene he/she will assess the situation, relaying information back to the Incident Commander in Central Control Room and requesting the relevant support service or plant shut down as required.

6.3 Incident Commander (IC) (Day or nightshift)

Two Control Room Engineers (CRE's) will be on duty on any shift whether day or night shift. In the event of an incident occurring one CRE will designate himself as the Incident Commander (IC). He will inform to

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his Incident Assessor through radio or any kind of communication method to reach to the incident location.

The Incident Assessor will assess the situation and report back to the Incident Commander at Central Control Room with present status and any required actions or back up support teams.

It is essential that within the control room there will be a board to display at a prominent location showing the names of who will function as what within the Emergency response roles to prevent confusion.

The board will display the names of fire fighters, medic first aiders/paramedics and support team personnel

The board will indicate who will be responsible for what position on a monthly rota.


In the event of an incident occurring, the IC will sound the alarm for attention and make an announcement over the Public Addressing system. This will alert all personnel on the plant to the fact that an incident has occurred and that support teams should place themselves on stand-by and that office personnel and contractors may be required to evacuate to the nearest Assembly Point.

It is of the utmost importance that all personnel are aware that no phone calls may be made to the central control room at this stage as this will block the telephone lines and reduce the possibility of the IC performing his duties efficiently

The IC is responsible for alerting the designated Fire Fighters/ First Aiders on requirement of the Incident Assessor and for directing support personal for assistance by radio and for announcing the evacuation of nonessential personnel by use of the alarm system to gain attention, supported by the public addressing system. If required IC will be responsible for informing deputy plant manager to alert villagers and if not possible he will contact their (MOKTAR) on 0772123380, he will be also responsible for alerting IPP4 EHS manager on: +962 797897020 (or shift charge on 0790215469).

In the event of the incident escalating further it will be the responsibility of the Incident Commander upon confirmation from Incident Assessor to call for further assistance by either radio or phone and inform the Plant Manager of the current situation.

Once the situation has been brought under control, the IC will be responsible to sound the “all clear” alarm followed by an announcement over the PA to affirm the situation is “safe”

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6.4 Administration Manager

Responsible for the co-ordination of office functions during an emergency and the transportation of personnel whether overseas or internally Amman.

6.5 Log Keeper

The second CRE on shift shall designate as log keeper, who is dedicated to maintaining the emergency control room log. The log should be maintained in a specific Emergency Response Logbook and in the event of a serious incident, a flip chart which will be visible to all team members. Major decisions or confirmed events and information should be summarised on a separate board or chart.

Note: In case of One CRE in the shift he/she may take this action upon himself due to the low level of manning.

6.6 Evacuation Controllers (Head counters)


A sufficient number of trained evacuation controllers will be available for each shift. IC will designate the Evacuation Controllers to the Assembly points. During the sounding of the evacuation alarm, the evacuation controller is responsible for directing the people to evacuate the Plant and report to the nearest Assembly Point. Evacuation controllers in assembly points will conduct the head-counts and inform to CCR log keeper. Log Keeper need to cross check with the day's attendance list and in the event of people being missing, Log keeper is responsible to communicate by radio to Evacuation Controllers.

It is imperative that each AES employee shall ensure they log onto site using Finger Print sign or sign in to the site register and for contractors and visitors to sign in at Security gate.

It is also the responsibility of the AES staff to make them selves familiar with the direction of the wind by observing the windsocks on site and to be aware of the location of their designated assembly points.

6.7 First Aider/Paramedic:

On morning shift there is a certified nurse in the clinic will act the first aider, in the other shifts there will be trained first aid/Paramedic persons. During emergencies the Incident Commander will direct the first aiders/paramedics in conjunction with the Incident Assessor to summon

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support teams to assist with stretcher bearing, deployment of the emergency vehicle etc.

6.8 Fire fighters

All AES personnel will be trained as fire fighters and will be available on every shift. During an emergency the first responder will assume the role of team leader upon arrival at the scene of the fire and ensure that proper fire fighting and rescue techniques are employed in the effective execution of emergency activities.

Upon the arrival of the Incident Assessor at the scene he will assess the situation and co-ordinate with the IC who will request third party assistance Civil Defence Department, Amman, Jordan

6.9 The Individual Employee


An essential element of an effective emergency response system is the individual awareness and behaviour of personnel. Each employee is responsible for observing the rules and regulations applicable to him as set out in this manual, and to seek advice from his Team Leader if in doubt. He is responsible for being fully conversant with all procedures and practices relevant to his job.

Notification of emergencies in goes through two telephone number's which are **201 & 202** or the paging system or radio's These methods of communication will connect to the Central Control Room wherever the caller may be, the CRE will then sound the alarm to alert the response team. It is of the utmost importance that all personnel are aware of this, and of the immediate actions on encountering an emergency.

Information to Third Parties

One aspect of the individual employee's responsibilities stands out: that of ensuring that no false information is released to any outside party. It is absolutely essential that information is verified as correct and suitable for release by senior personnel. To this end **all employees** are instructed to decline to respond to any queries regarding emergencies or incidents from any party other than their own line or known emergency response personnel.

Any statement to third parties shall be made only by the Plant Manager or his designate.

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6.10 Administrative Assistant/Telephone Operator

This is a very important role in the emergency response organisation. During a large scale incident, the telephone operator will be under intense pressure from relatives and the media. ***The Telephone Operator when on duty should at all times relay the call to Central Control Room (CCR)***

Further information regarding the telephone response to enquiries is to be found on 6.13 of this document to enable a rapid reply by the central control room.

Important Note At all times it is the responsibility of the Plant Manager, or in his absence, the Incident Commander/ Control Room Engineer to inform our Customers or release information to Third Parties. No employee is authorised to release information to The Public, The Media (ie: Newspaper reporters) relatives or other persons that request information by any method of communication


It should be noted that Senior Management of AES Jordan PSC, AEPP recognise that, in the event of a major incident occurring within the AES Jordan PSC, AEPP, its personnel may encounter traumatic situations with the potential to have a long term emotional impact upon them. Should this situation occur arrangements are in place to obtain counselling for the employee/s.

6.11 Primary Response Team (dayshift)

The Site Emergency Response Team is tasked with managing all activities to respond to the emergency situation. Each team member shall therefore be familiar with all procedures, arrangements and contacts within their work area that may be relevant in the event of an emergency.

The primary response team member's names shall be posted on a white board in the central control room for each shift period.

The Incident Commander and Log Keeper during an emergency shall maintain a log of their own actions. This is particularly important when assistance is called in from third parties so that an accurate record of commitment can be established. A detailed log of events is also important for debriefing so that procedures and systems can be analysed and improved if needed.

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6.12 Primary Response Team (Nightshift & Weekends)

It is recognised that the plant is manned to a minimum during nightshift and weekends and that the night shift team will be afforded full training in emergency response capability.

However, in the event of an incident occurring during the nightshift or at weekends and escalating into a major/multiple incident further support will be needed from within AES Jordan PSC, AEPP.

6.13 Primary Support Team


All dayshift support teams will be taken from the maintenance teams and will provide 24 hour cover if needed. Their home contact numbers in the event of an emergency will be posted in the CCR.

The following is a listing, with the individual required to complete their personal contact details

Maintenance Team		Team Leaders		Admin/Finance/Stores	
Name	Phone	Name	Phone	Name	Phone

All Support team members shall ensure that at all times information is readily available on how to contact local contractors and service companies within their discipline who can assist with emergency response and information about manpower and equipment which these contractors can supply. This equipment may include but not be limited to:-

- Cranes for lifting
- Cutting equipment
- Extra security (in the event of unwanted media attention)
- Camp beds (in the event of a long term incident)
- Transportation (multiple injuries to Hospital)

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This also applies to outside normal office hours, weekends and holidays etc.

Identified Hazards:


The below are the Plant WHIS number refer to the business updated WHIS

Sr. No	WHIS Number & Subject	Type of Hazard e.g: Fire A/B/C Chemical Spillage Gas leakage etc	Type of Control Fire Extinguisher/Training/Fire hydrant/PPE/special PPE/Isolation source etc
1	WHIS-1 Cont Room Building Switchgear Roomsn		
2	WHIS-2 Fuel Oil System		
3	WHIS-3 GTG Building		
4	WHIS-4 Steam Turbine System		
5	WHIS-5 ACC Fin Fans Air Comp CEP area		
6	WHIS-6 Main Aux tansformers		
7	WHIS-7 Complex and Admin building		
8	WHIS-8 HRSG, BFP & Chemical dosing and Sampling system		
9	WHIS-9 WTB WWTP Cep Tk and Evap Pond		
10	WHIS-10-GPRS		
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Emergency Equipments

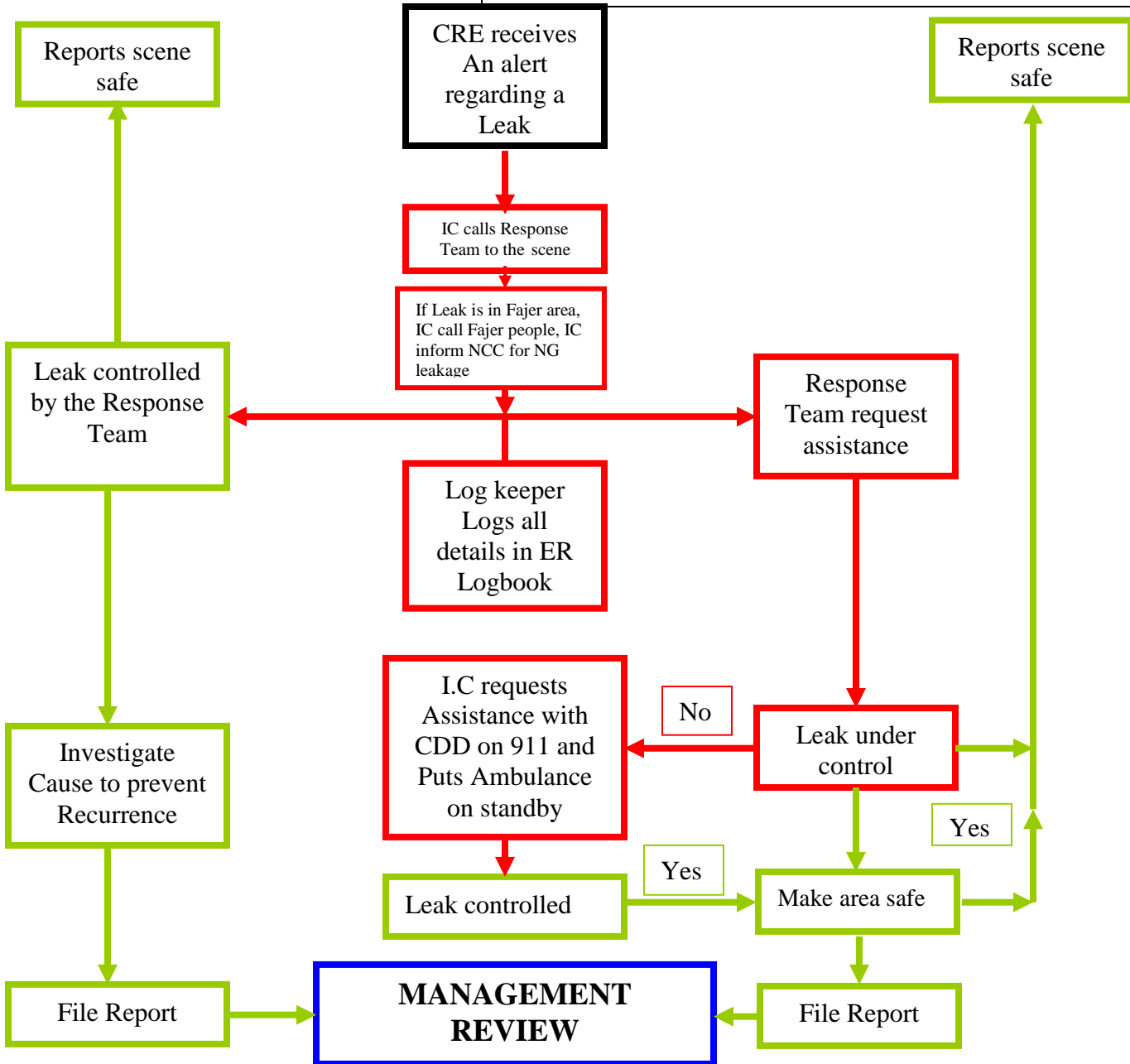
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Various equipment's like SCBA (CCR & LAB), Fire alarm system, PA system, radio (CCR), Gas detection system, Fire Extinguishers, eye washers & rescue equipment's (W.T. CCR) will be used to deal with emergency situation. The inspection and maintenance of the equipment's will be as per Fire Protection procedure.

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7.0 Natural Gas Leak

<u>EMERGENCY No</u>	
CCR	201& 202
CIVIL DEFENCE	911
ALBASHEER HOSPITAL	06 - 4775111
AI-HAMAIDEH Hospital	06-4785555
AMMAN POLICE	911

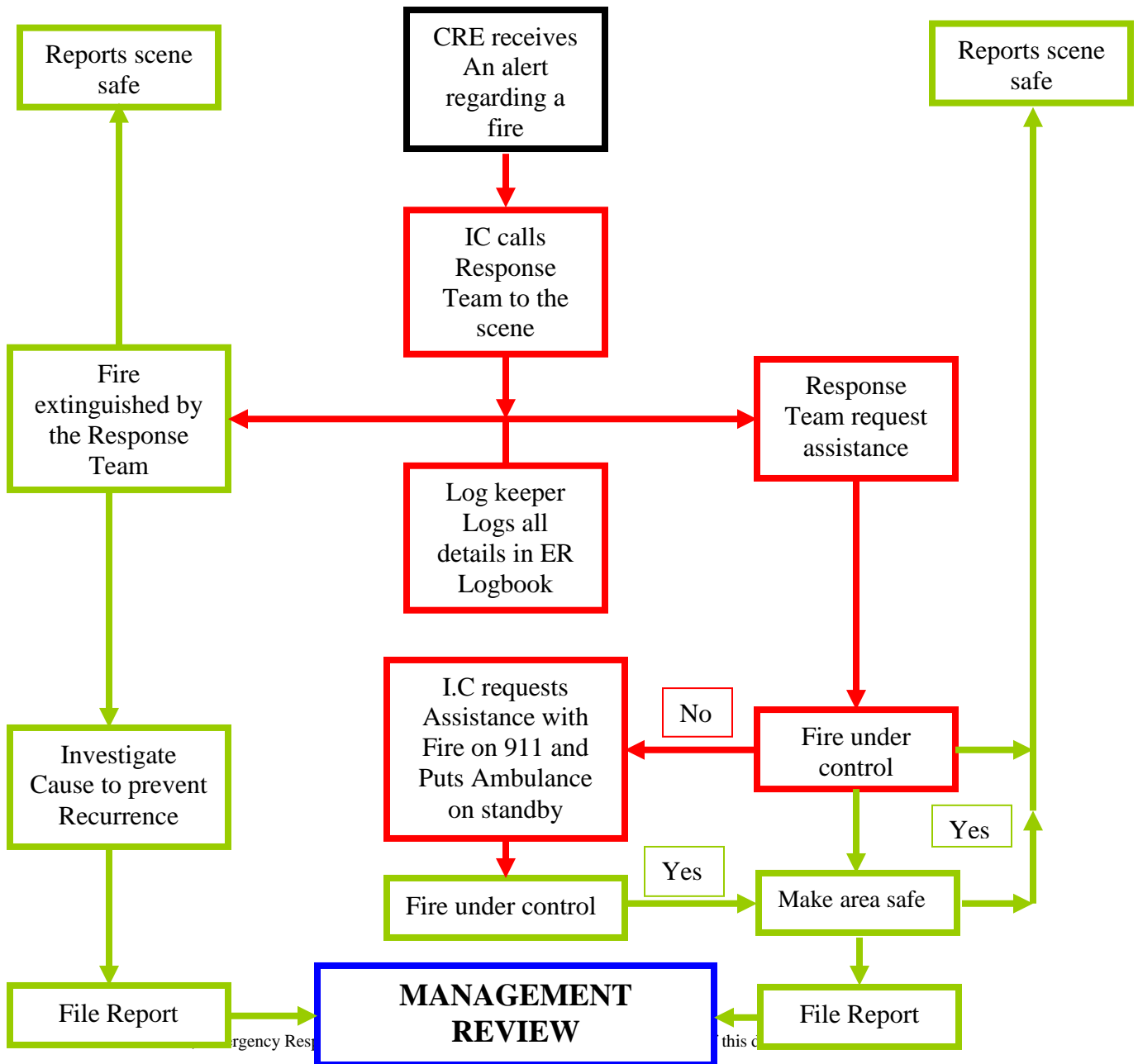



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6.0 FIRE RESPONSE



<u>EMERGENCY No</u>	
CCR	201& 202
CIVIL DEFENCE	911
ALBASHEER HOSPITAL	06 - 4775111
AI-HAMAIDEH Hospital	06-4785555
AMMAN POLICE	911

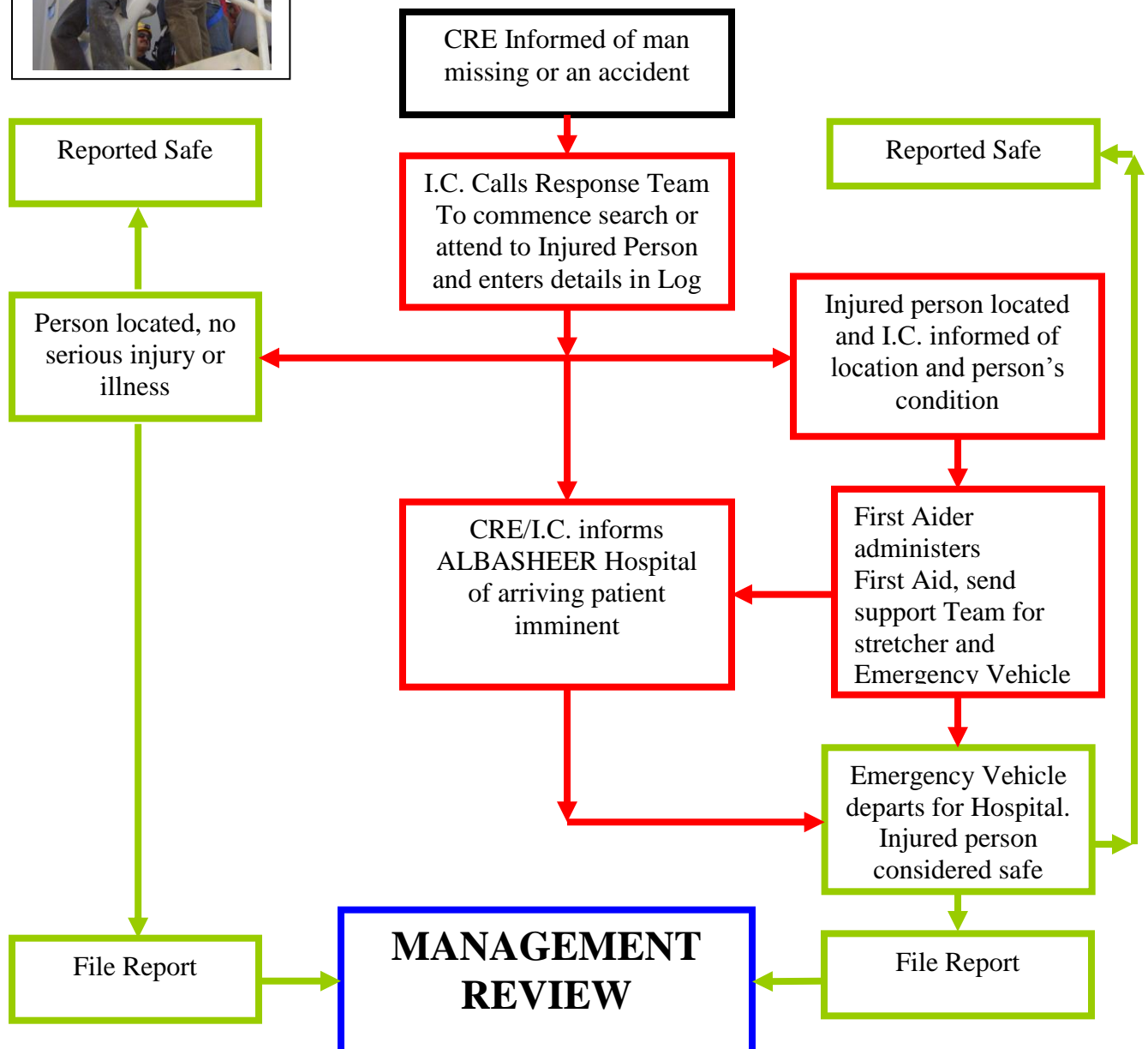



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7.0 MEDICAL RESPONSE



<u>EMERGENCY No</u>	
CCR	201& 202
CIVIL DEFENCE	911
ALBASHEER HOSPITAL	06 – 4775111
Al-HAMAIDEH Hospital	06-4785555
AMMAN POLICE	911

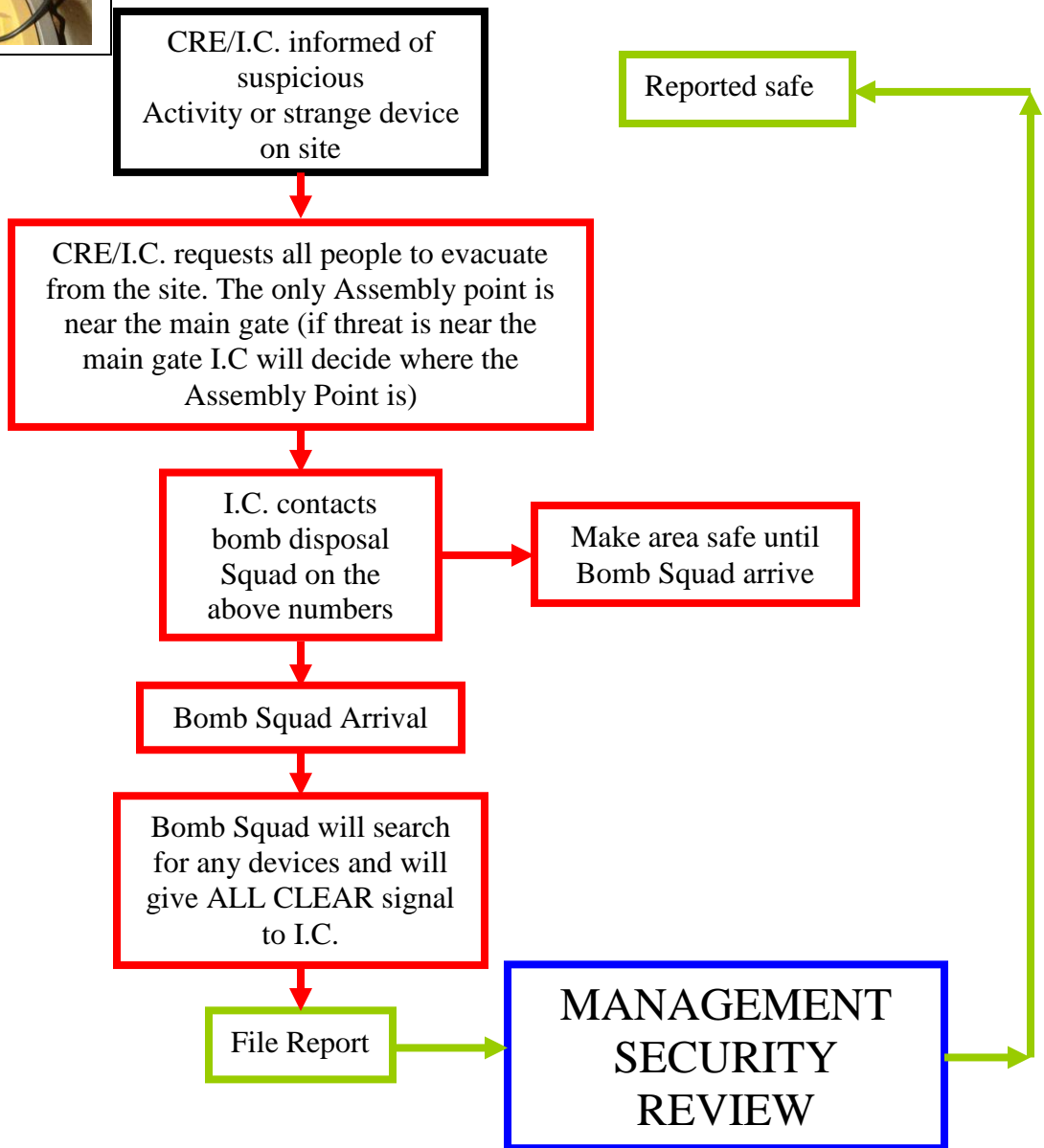



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8.0 TERRORIST THREAT



<u>EMERGENCY NUMBERS</u>	
CCR	201& 202
AMMAN POLICE:	911
BOMB SQUAD CAN BE CONTACTED BY PHONING THE AMMAN POLICE:	911



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9.0 CHEMICAL SPILLS



EMERGENCY No

CCR	201 & 202
CIVIL DEFENCE	911
ALBASHEER HOSPITAL	06 - 5665131
AI-HAMAIDEH Hospital	06-4785555
AMMAN POLICE	911

Chemical Spills on the AES Jordan PSC AEPP are not considered to be a major threat due to good segregation of all chemicals, all stored to the guidelines of the information depicted on the Material Safety Data Sheets (MSDS).

A further very prominent aspect of control of the Chemical hazards is the state of art engineering during design. The mechanical process recovery has enabled accidental spills of chemicals to be reduced to As Low As is Reasonably Practicable (ALARP) which is compliant with International Risk Management Regulations.

Spills on AES Jordan PSC AEPP are likely to be minor spill such as a drum of chemicals punctured by the forklift, therefore this procedure will address the more hazardous of the these chemicals on the Plant in this eventuality.


9.1 Hydrochloric Acid

Wear PPE. Contain and recover liquid where possible. *Neutralise with lime* then absorb with dry sand and place in a chemical waste container.

Cautions: Do not under any circumstances add water to acid for dilution as it will react by boiling and spitting.

9.2 CorTrol OS 5601

Wear recommended PPE as per MSDS. Remove any source of ignition. May cause slight irritation to the skin. May cause slight Irritation to the eyes. Mists/aerosols may cause irritation to upper respiratory tract. Neutralise by diluting with water .After neutralisation, transfer to a secure vessel for disposal.

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9.3 Sodium Hydroxide

Severe irritant; Residues from spills can be diluted with water and neutralised with diluted Hydrochloric Acid. Package them in a suitable container for disposal.

9.4 Anti Scalent

Anti-Scalent Should be prevented from entering drains. Absorb in vermiculite, dry sand or earth and place in to containers. Collect and reclaim or dispose in sealed containers in licensed waste. Containers with collected spillage must be properly labelled with correct contents and hazard symbols.

9.5 Steamate NA1324

Stop leak or spill if you can do so without risk. Ventilate area. Carefully use specified protective equipment. Contain and absorb on absorbent material. Place in waste disposal container. Flush area with water. Wet area may be slippery. Spread sand/grit. Corrosive. Absorbed by skin. Corrosive to the eyes. Vapours, gases, mists and/or aerosols cause irritation to the upper respiratory tract.

9.6 OptiSpurse HP5455


Ventilate area. Use specified protective equipment. Contain and absorb on absorbent material. Place in waste disposal container. Flush area with water. Wet area may be slippery. Spread sand/grit Water contaminated with this product may be sent to a sanitary sewer treatment facility, in accordance with any local agreement, a permitted waste treatment facility or discharged under a permit

May cause slight irritation to the skin. May cause moderate irritation to the eyes. Mists/aerosols may cause irritation to upper respiratory tract.

9.7 Corrshield NT 4209 as corrosion inhibitor :

May cause moderate irritation to the skin. Severe irritant to the eyes. Mists/aerosols may cause irritation to upper respiratory tract.

Ventilate area. Use specified protective equipment. Contain and absorb on absorbent material. Place in waste disposal container. Flush area with water. Wet area may be slippery. Spread sand/grit.

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Water contaminated with this product may be sent to a sanitary sewer Treatment facility, in accordance with any local agreement, a permitted Waste treatment facility or discharged under a permit.

9.8 Spectrus NX1164 as Biocide :

Keep spills and clean-up residuals out of municipal sewers and open bodies of water. Adsorb the spill with spill pillows or inert solids such as clay or vermiculite, and transfer contaminated materials to suitable containers for disposal. Deactivate spill area with freshly prepared solution of 5% sodium bicarbonate and 5% sodium hypochlorite in water. Apply solution to the spill area at a ratio of 10 volumes deactivation solution per estimated volume of residual spill to deactivate any residual active ingredient. Let stand for 30 minutes. Flush spill area with copious amounts of water to chemical sewer (if in accordance with local procedures, Permits and regulations). DO NOT add deactivation solution to the Waste pail to deactivate the adsorbed material.

Water contaminated with this product may be sent to a sanitary sewer treatment facility, in accordance with any local agreement, a permitted waste treatment facility or discharged under a permit.

Corrosive to skin. Skin sensitizer with delayed onset of symptoms. Corrosive to the eyes. Mists/aerosols cause irritation to the upper respiratory tract.


11.0 Natural Disaster (Earthquake):

- 11.1 evacuate to an open area
- 11.2 the use of elevator is not allowed
- 11.3 evacuation should be in a calm way , people should not get panic

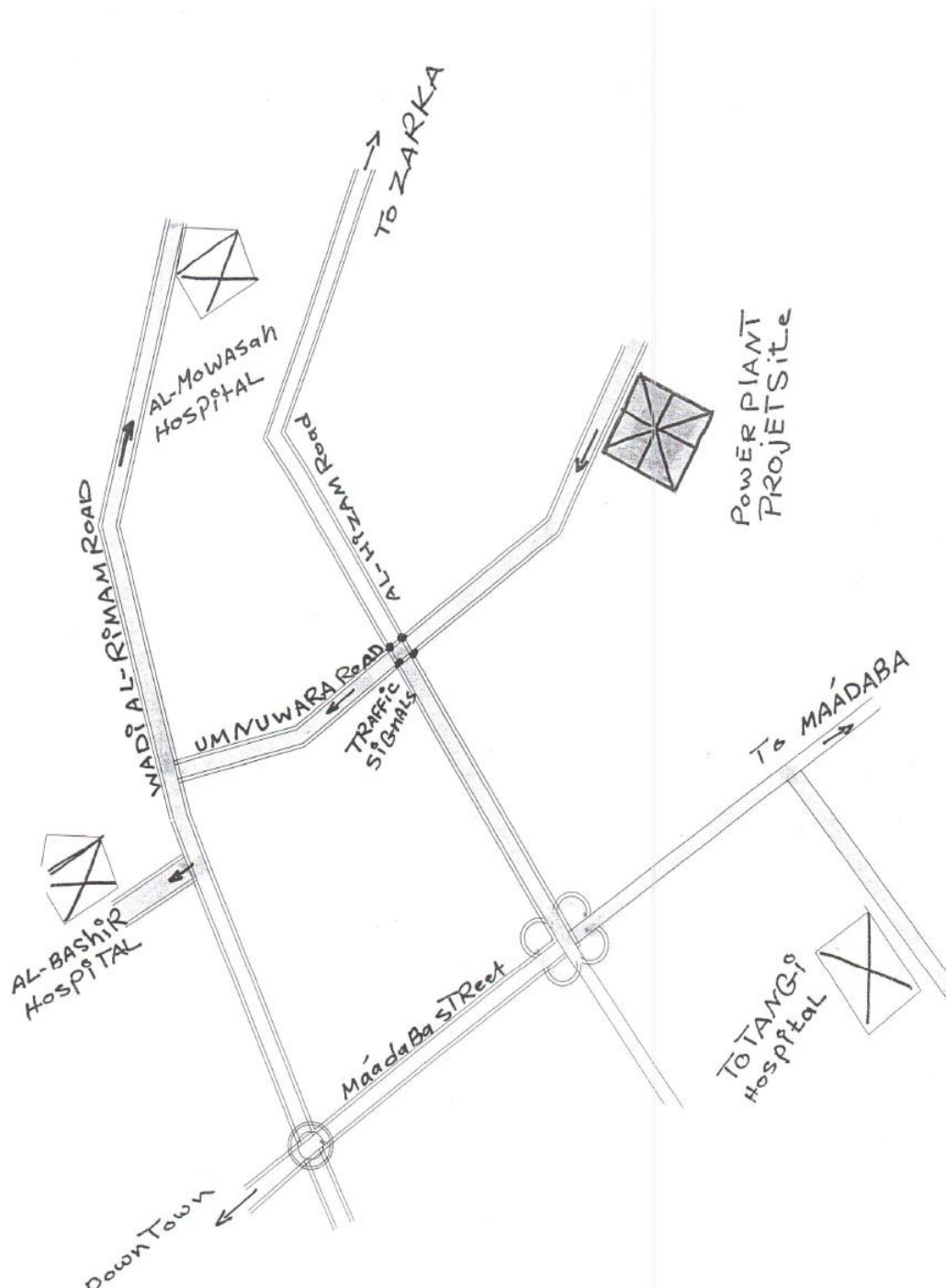
12.0 Telephone Response to Enquiries


The IC/Log Keeper should respond to enquiries regarding an incident in the following manner, dependant upon the current situation;-

- We have no knowledge of an incident within our operations, however, should we be informed of such an occurrence, may I have your name and phone number and we will get back to you.

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- We are aware of a minor incident having occurred, but details have yet to be confirmed. May I have your name and phone number and we will get back to you when we have more information.
- We have reports of an incident. However, we have a highly trained emergency response team on location at this moment in time assessing the situation. May I have your name and phone number, and we will get back to you when we have confirmed information.



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13.0 Fire System Testing and Preventive Maintenance Plan:

Item	Activity	Responsible	Frequency	Reference NFPA 25
Sprinklers	1. Inspection for corrosion, paint, physical damage 2. Replace faulty one.	Maintenance	Annually	2-2.1.1
	1. Nozzle discharge pattern and direction. 2. Automatic & Manual system test. 3. Record the response Time.	ERT, Operation	Annually	7-3.1.3 7-4.3 7-4.3.1
	Inspection for physical damage and calibration.	I&E	Annually	2-3.3
Alarm Devices	1. Testing the water flow alarms 2. Pressure switches signals	I&E, ERT, Operation	Quarterly	2-3.3
	1. Calibration	I&E	5 yearly or when required	9-2.8.2
Gauges	Inspection & Cleaning	Maintenance	Annually	4-4.2
Monitor Nozzles	Lubrication	Maintenance	Annually	4-4.4
	Test	ERT, Operation	Monthly	4-3.2
Fire Hoses	Test	ERT, Operation	Monthly	4-2.2.7 NFPA 1962
Hydrants	Test	ERT, Operation	Annually	4-3.2
	Lubrication	Maintenance	Annually	4-4.3.1
Fire Pump	Auto Cut In Test for 30 minutes.	Operation	Weekly	5-3.2.2
	Preventive Maintenance	Maintenance		5-3.2.2
	Performance Test	Maintenance	Annually	
Foam System	1. Foam Sample	ERT, Operation	Annually	8-2.12
	2. Foam Concentration Testing		Annually	8-3.6
	3. System Testing		Quarterly	8-3.3
	4. Manual Actuation devices Test		Annually	8-3.5

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Item	Activity	Responsible	Frequency	Reference NFPA 25
Deluge Valves	Full Flow Test	ERT, Operation	Annually but not exceed from 3 years.	9-4.3.2.2
	Preventive Maintenance	Maintenance	Annually	9-4.3.3.2
Foam Chambers at Fuel oil Tanks	Cleaning	Maintenance	Annually	NFPA 25
Valves	Lubrication of outside screw and Yoke.	Maintenance	Annually	9-3.5
Check Valves	Internal Inspection	Maintenance	5 yearly	9-4.2
Heat & Smoke detectors	Preventive Maintenance	I&E	Annually	NFPA
CO ₂ cylinders for CCR	Weight & Inspection	ERT, Operations	Annually	NFPA 1962
Fire Protection System Log	Readings as per standard	Operation	Quarterly	NFPA1962
Pull Stations	Preventive Maintenance	I&E	Annually	NFPA

Fire / Emergency System Audits and Follow up Plan:

Item	Activity	Responsible	Frequency
Fire Extinguishers	Inspection & Follow up	Safety Committee	Monthly
Fire Cabinets	Inspection & Follow up	Safety Committee	Monthly
Emergency Shower/ Eye wash	Inspection	Safety Committee	Monthly
Exit Light	Inspection	Safety Committee	Monthly
SCBA	Inspection & Follow up	ERT	Monthly
Plant Paging System	Audit, Inspection & Follow up.	ERT	Monthly
Fire Alarm Panels	Audit and Follow up for any standing Alarm	ERT	Monthly
Fire House Stock for Fire Extinguishers and SCBA	Check List and Maintaining	ERT	Monthly or when required.
Exit Light Audit	Inspection	Safety Committee	Monthly

