



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Operation Safety Management Procedure – Emergency Response Temporary Fuel Facility – Qatar International Boat Show (November 11 – 15, 2014)

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COMPANY PROPRIETARY INFORMATION

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1.0 PURPOSE

This procedure describes the LREDC approach for managing emergency situations, which might occur at the Temporary Fuel Facility installed at Lusail Marina in support of the Qatar International Boat Show November 11 -15 2014. This document should be read in conjunction with the Emergency Procedure documents compiled by Mourjan Marinas the facility Management team in charge of the overall facility.

2.0 SCOPE

This procedure applies to the temporary fuel facility project located at Lusail Marina in support of the International Boat Show. Mourjan Marinas maintain control of the facility and this document is provided in support of their existing documentation as a temporary addition to their operations.

3.0 DEFINITION & ABBREVIATION

- HSE MS – Health, Safety and Environment Management system.
- Emergency – An incident that can cause death, significant injuries to employees/surrounding community or significant impacts to the environment.
- Emergency Management Program – All the arrangements undertaken in support of emergency management, including the organisational structure, budget, resources, procedures and documentation.
- Emergency Response Plan – Document identifying all the activities to be undertaken from notification of an emergency incident, through incident stabilisation up to recovery from the negative impact of the incident.
- HESP Training Matrix - Health, Safety and Environmental Plan - document outlining occupational health, safety and environment policy, responsibilities, and program requirements consistent with the requirements set forth in LREDC HSE Policy.
- Intranet - LREDC internal website.
- HSE - Health, Safety and Environmental.

4.0 REFERENCES

- Qatar Construction Specifications 2010: Section 11 Part 1
- LREDC Management Framework – Section 4.4.7 Emergency Preparedness and Response
- Lusail HSE General Requirements – Section 2.5 Emergency Measures
- WOQOD Retail Operations Manual pages 76-83

5.0 RESPONSIBILITIES

The following personnel have responsibilities mentioned in this procedure:

5.1. MOURJAN MARINAS

- Ensures that the workplace has a viable and up to date in place Emergency Response Plan. This plan needs to be clear, well understood by all parties and mock-drills practiced at regular intervals, as determined by workplace Risk Assessments. Mourjan will stipulate the location of the Emergency Muster points adjacent to the Marina in case of an Emergency. They will also supply a suitably qualified Incident Controller as part of their normal Operations.

5.2 WOQOD

- Ensures that the fuel facility is in safe operational condition with the appropriately trained staff. In addition they will supply:
 - Industry standard firefighting equipment in line with current local legislation.
 - Spill response equipment for the bunded areas.
 - A safe Operating Procedure for the fuel storage area and the dispensing of fuels.
 - All Woqod staff should be trained in all the above.

5.4 LUSAIL SCEURTY / LOGISTICS

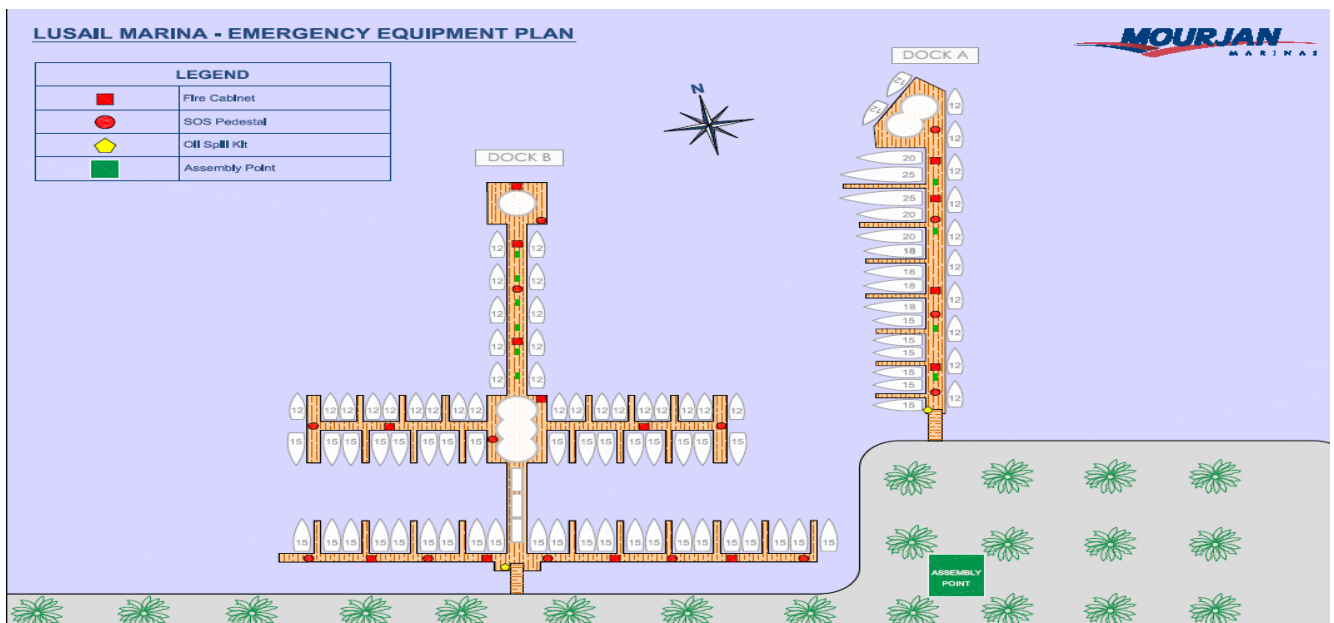
- Assist in the evacuation process after the evacuation signal has been given. Sweep the area for any potential missing persons. Account for all personnel in the warden’s designated area with headcount.
- Lusail will also supply:
 - Supervision of Woqod staff
 - Information to Mourjan regarding the fuel facility to ensure it is in line with their existing procedures for the Marina.
 - Unrestricted access to the fuel farm for emergency vehicles.

6.0 TEMPORARY FUEL FACILITY

6.0 Existing Marina Facilities

6.1 Equipment & Infrastructure Mourjan

- a) Mourjan currently operate the Marine facility. An outline of the existing Emergency Equipment facilities is illustrated below.



6.2 Lusail Temporary Fuel facility

In addition to the existing facilities Woqod have installed a temporary fuel facility to the East of the marina. An outline of the additional facility is provided below. Lusail / Woqod will be responsible for the supply, storage and distribution of fuel and the associated emergency equipment & training required to operate the facility safely.

Insert Diagram here

7.0 Additional Fire Fighting Equipment

7.1 Lusail / Woqod Responsibilities

Lusail / Woqod will be responsible for supplying all fire fighting equipment for the fuel storage and dispensing area on top of the existing equipment as per the diagram above. They will also be responsible for supplying any additional signage required and for ensuring unrestricted access for emergency vehicles.

Woqod staff will operate under their own safe operating procedure for the facility and respond to any instructions or requests from the facility management team in line with their emergency response procedures for the marina.

8.0 First Aid & Medical Facilities

8.1 Lusail Responsibilities

Lusail have made arrangements for an Ambulance with suitable trained medical professional to be on site for the duration of the event. Anyone requiring treatment should contact them directly.

9.0 Training & Induction

All Woqod staff will be required to complete a Lusail Induction for the project. They will also receive a briefing from Lusail staff on Emergency response procedures outlining their responsibilities regarding fire and spill response. Mourjan will be expected to provide whatever other inductions they deem necessary in line with their operations.

10. Emergency Evacuation Plan & Coordination

10.1. EMERGENCY EVACUATION PLAN

All additional facilities and staff will fall under Mourjan's Evacuation plan for the facility. When required to do so staff will shut down all existing equipment and operations as per the operating manual and proceed to the emergency assembly areas. Mourjan will be responsible for contact the LRDEC Control room for any emergency on 44977 666. Secondary support teams will be supplied as required via LREDC internal procedures as per internal procedures.

10.2. EMERGENCY CO-ORDINATION

To ensure all emergency responses are dealt with effectively all additional facilities and staff supplied by Lusail & Woqod will operate under the direction of the facilities management team and their emergency coordinator and will follow all instructions accordingly.

11. Hydrocarbon Spill Response

Woqod staff operating the fuel supply infrastructure will be required to manage and hydro carbon spill in line with local procedures and LREDC internal procedure **XXXXXXXXXX**. Spill response materials are located on the marina area and should be utilised to prevent any damage to the marine environment. It is anticipated that the bund will contain any spillage from the fuel storage area as per design.

Any leakage in the marine area will require the immediate shut down and depressurisation of the liens as per Woqod Operations Manual.

12. Appendix

[LUS-HSE-FM4-446-109](#)

Fire Emergency Checklist

Appendix1**Fire Emergency Checklist - [LUS-HSE-FM4-446-109](#)****FIRE EMERGENCY CHECKLIST**

<u>Action</u>	<u>Description</u>	<u>Tick when done</u>
Action 1	Raise the alarm by shouting "Fire Fire Fire" and activate alarms	<input type="checkbox"/>
Action 2	Order evacuation of affected buildings and docks	<input type="checkbox"/>
Action 3	Telephone the Fire Service on 999 and tell them:	<input type="checkbox"/>
Action 4	<ul style="list-style-type: none"> • Location – Lusail Marina, Public Promenade, Lusail City • Type – boat, building, fuel etc • If any people are at risk or are trapped Open all security gates and vehicle barriers	<input type="checkbox"/>
Action 5	Instruct a runner to meet and hand to the emergency services ERP plans for the marina	<input type="checkbox"/>
Action 6	Turn off all electrical power to the fire area	<input type="checkbox"/>
Action 7	Mobilise the fire systems and devices including the portable and workboat fire pumps	<input type="checkbox"/>
Action 8	Attempt to control the fire until the fire brigade arrive, evacuate if necessary	<input type="checkbox"/>
Action 9	Contact marina and company management	<input type="checkbox"/>
Action 10	Proceed to the follow-up action checklist (Form 6.15 ERP - Follow up Actions)	<input type="checkbox"/>
Manager:	Date:	

REMEMBER

- *Never put yourself or others in danger, stay safe*
- *Do not fight the fire unless it is small and you can do so safely*
- *Do not turn on electricity or allow personnel to turn to the area, until advised by the Fire Service that it is safe to do so.*