



MANUAL

Lethabo
Power Station

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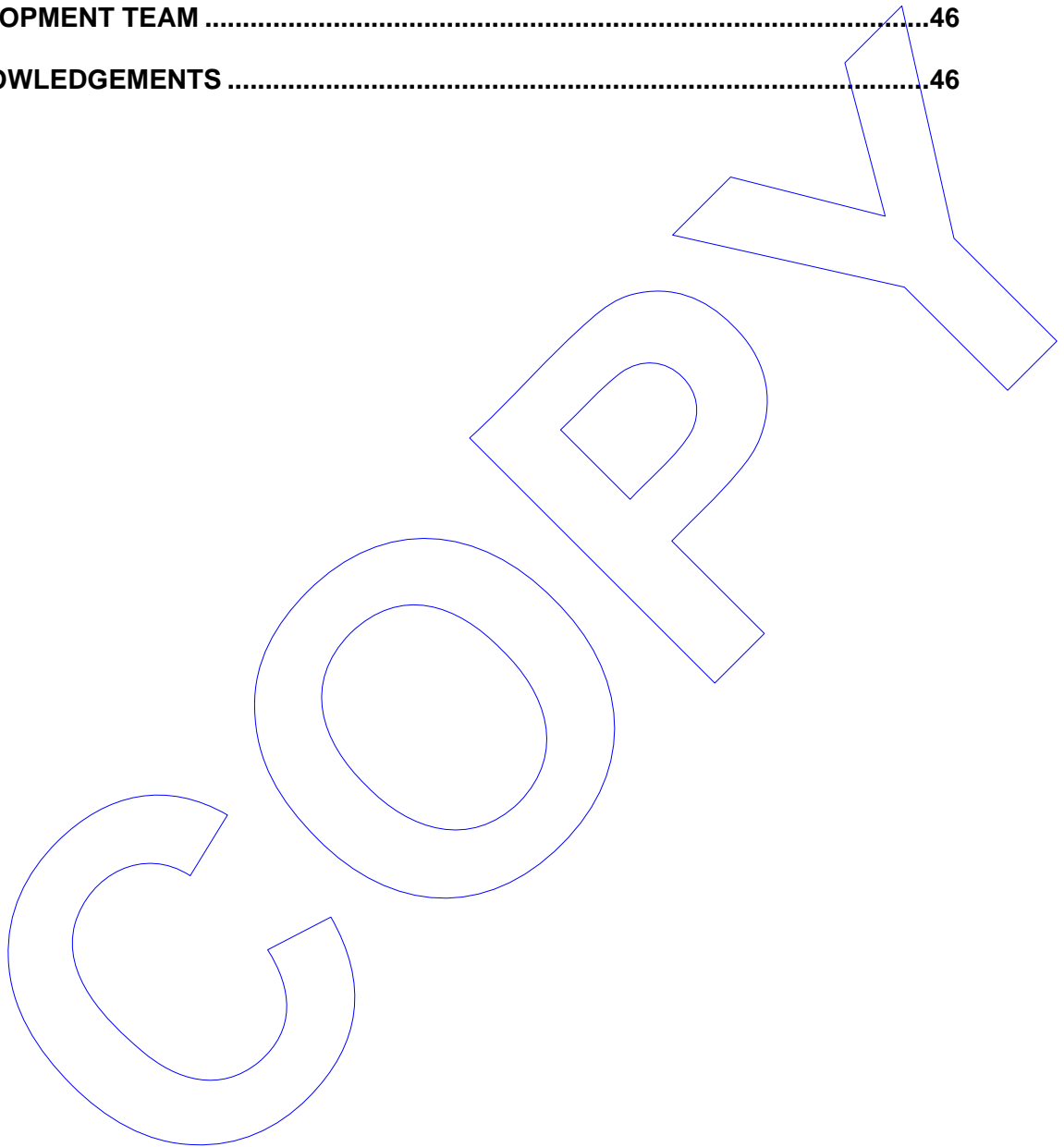
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1. INTRODUCTION

An emergency situation at the station may occur suddenly and without warning. Proper planning for emergencies is necessary to minimize the impact on station operations. This plan manual is designed to prepare the station to properly handle emergency situations that may occur on site.

The plan manual also refers to procedures for notifying appropriate personnel, defines responsibilities and provides guidelines for handling emergencies. While this plan manual does not cover every possible situation, it supplies the basic information necessary to cope with most station emergencies.

The ISO 14001 standard for an Environmental Management System (EMS) requires that an organisation shall establish, implement and maintain procedures to identify potential emergency situations and potential accidents that can have an impact on the environment and how it will respond to them.

The organisation shall respond to the actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts. The potential for emergencies exist at Lethabo Power Station due to the type of activities that happen on site. Various chemicals are used at Lethabo Power Station .Many of these are hazardous in nature due to its corrosive, toxic, irritant, strongly sensitising or flammable nature. Some of these are stored in bulk quantities locally on site .Thus the potential for spillage is a real one that requires emergency plans to be in place depending on the magnitude of the spillages. This procedure is to be used in conjunction with the Engineering departments chemical spills procedure.

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2. SUPPORTING CLAUSES

2.1 SCOPE

2.1.1 Purpose

The purpose of the Emergency Risk Preparedness Response Plan manual is to:

- Provide a management plan which addresses preparedness, response, notification and recovery from an emergency.
- Provide a plan to protect lives, safety, and health of Lethabo personnel, contractors and visitors.
- Provide a plan to protect the station facilities, properties and equipment from loss as a result of an emergency incident.
- Provide for the restoration of station facilities, functions and services after an emergency.
- Ensure that the environmental effects are addressed timeously.

This procedure covers emergency preparedness at Lethabo Power Station which includes chemical spillages on a small and emergency scale. The procedure applies to all Lethabo Power Station and staff and contractors working on behalf of this power station.

2.1.2 Applicability

This document manual shall apply throughout Lethabo Power Station, its employees, contractors and suppliers wherein Eskom, Lethabo Power Station has a controlling interest.

This plan will address the following types of emergencies that might occur inside the perimeter fence of Lethabo:

- Bomb threats & explosions
- Fires
- Chemical releases
- Blood spills
- Asbestos releases
- Natural emergencies
- Medical emergencies
- Utility failures
- Biological

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2.2 NORMATIVE/INFORMATIVE REFERENCES

2.2.1 Normative

- 32-84, Eskom Security Risk Management Policy
- 32-86, Integrated Risk Management Policy
- 32-94, Safety, Health and Environment (SHE) Policy
- 32-108 Fire fighting organisation
- 32-123: Emergency Planning
- 32-124: Eskom Fire Risk Management
- 36-371 Management of Emergency Preparedness in Gx
- National Key Point Act 102 of 1980 as amended
- Occupational Health and Safety Act
- National Water Act 36 of 1998
- National Environmental Management Act 107 of 1998
- The Disaster Management Act (Act 52 of 2002)

2.2.2 Informative

- Emergency Preparedness Policy – LBPS 019
- Emergency Preparedness Evacuation Procedure – LBA 00036
- Emergency Crisis Communication Plan – LBA 00141
- Waste management procedure –LBE 22004PC
- Environmental non-conformance investigation and reporting

2.3 DEFINITIONS

2.3.1 Classification

- a) Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

Definition	Explanation
Assembly Point	shall mean pre-determined and sufficiently identified assembly points where personnel gather after evacuation under the control of the evacuation officer
Area Controller	shall mean a person appointed to co-ordinate the actions of emergency personnel i.e. Fire; First Aid; Security; etc in a designated area of his/her responsibility, and to liaise with the EP CENTRE
Chemical	–refers to all substances usually of a hazardous nature including liquid, solid or gaseous examples include sulphur, sulphuric acid, fluorescent tubes, chlorine gas etc.

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Definition	Explanation
Environment	–is the surrounding in which human exist and that are made up of : <ul style="list-style-type: none"> • The land water and atmosphere of the earth • Microorganisms, plant and animal life • Any part or combination of the above two and the relationship between them • The physical, chemical, aesthetic and cultural properties and conditions of all of the above that influence human health and well-being.
Emergency Planning	Shall mean the planning of all actions and activities to contain and reduce the consequences of emergency situations detrimental to Lethabo business.
Emergency Situations	Shall mean an unplanned and uncontrolled event that might threaten or negatively influence human life; assets and the continuous rendering of strategic and essential services.
Emergency Risk Preparedness (EP)	Shall mean to be prepared to contain or reduce the consequences of emergency risk situations affecting our business.
Emergency Operational Centre (EP CENTRE)	Shall mean a centre specifically equipped to cater to planning, co-ordinate, directing and applying effective control during emergency risk operations.
Emergency Exercise	Shall mean the control of an emergency situation with the purpose of testing response and recovery actions of a given segment by means of a simulated or paper exercise.
Exercise Controller	Shall mean the person charged with the responsibility to control the planning, execution and evaluation of an exercise.
EP Program Evaluation	Shall mean assessing the applicability of the emergency risk planning program at the power station, by comparing the existing program elements against the list of elements in emergency planning.
Evacuation Officer	shall mean a person appointed to oversee the orderly evacuation of personnel in a designated area of his/her duty
Life Saver ID	shall mean a jacket worn by the evacuation officer (Yellow) and area controller (Orange) for identification during emergencies
Major chemical spills	A spillage that is large enough to be classified as an emergency situation requiring help from the emergency response personnel or consultants in order to deal with the situation
Material Safety Data Sheet	Detailed information sheets supplied by the manufactures of all materials and substances in terms of the Hazardous Substances Act No.15 of 1973.

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Definition	Explanation
Recovery Plan	Shall mean describing actions required by the EP team to recover from an emergency situation aimed at the reduction of the consequences and to bring the situation back to normal in the shortest and most cost effective way.
Stand Down	shall mean when the Emergency Co-ordinator on instruction of the Head of EP, informs the area controller verbally or by means of tone alarm system that the emergency situation that was prevailing, has ended and it is safe to return to the normal working areas.

2.4 ABBREVIATIONS

Abbreviation	Description
CAPCO	Chief Air Pollution Control Officer
ECAS	Eskom Catering Services
EMS	Environmental Management System
EP	Emergency Preparedness
HOD	Head of Department
JPC	Joint Planning Committee
OHS Act	Occupational Health and Safety Act
PA System	Public Address System
PSM	Power Station Manager
PPE	Personal Protective Equipment
S	Sustainability
SAPS	South African Police Services
SPC	Strategic Planning Committee
NKP	National key point
JOC	Joint Planning Committee
EPC	Emergency Preparedness Co-ordinator
MSDS	Material safety data sheet
BU	Business unit
Dept	Department
RPO	Radiation Officer
MMS	Maintenance management section
IR	Integrated risk
HR	Human resource
NKP	National key point
NIA	National Intelligence Agency
TV	Television
PC	Portable computer
SANDF	South African National Defence force
ID	Internal audit
MC	Medical centre
SRM	Safety risk management

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Abbreviation	Description
ORHVS	Operating Regulation High Voltage
SGM(PU2)	Senior general manager
DE(Gen)	Director executive
MD(Gen)	Manager director
GM(CNP)	General manager
MWP	Megawatt Park
CPR	Cardiopulmonary resuscitation
PCB	Polychlorinated biphenyls
INO	Initial notification occurrence
SAP	Systems, Applications, Products
EAP	Employee assistance program

2.5 ROLES AND RESPONSIBILITIES

2.5.1 Responsibilities during Non-Emergency Situation

- **Power Station Manager - Head of Emergency Preparedness.**
 - Ensure the availability of effective overall co-ordinated plans for the continued operation of Lethabo and swift return to normal following an emergency.
 - Operates a system to ensure that availability of effective plans to obtain assistance from all Lethabo departments and/or contractors.
 - Operates a system to ensure that Lethabo staff is competent to deal with emergency situations.
 - Has regular studies carried out regarding all aspects which could have an influence on the normal activities of the Lethabo. This will be done by liaison with external organisations and other BU's as applicable.
 - Operates a system, which ensures that management teams are familiar with plans and that the responsibilities of the individual members regarding Emergency Preparedness are incorporated in their job output models.
 - Operates a system, which ensures that all staff to serve on Emergency Preparedness teams is appointed.
 - Ensures the availability of an effective EP plan.
 - Approves programme for Emergency Preparedness exercises.

- **Chairperson of Joint Planning Committee (JPC)**
 - Plan, conduct and chair JPC meetings as per NKP requirement
 - Assist with the compilation of scenarios for EP exercises
 - Evaluate emergency plans
 - Support training courses of action with members of JOC
 - Keeps the Head of Emergency Preparedness informed.

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- **Maintenance Manager (Essential Services)**
 - Ensures availability of competent back-up staff and the existence of an effective emergency maintenance and essential services plan to cope with emergency situations.
 - Ensures that all subordinates and contractors are trained and competent to deal with emergency situations.
 - Ensures regular studies of all aspects, which could have an influence on the normal activities on his department.

- **Safety Risk Management (Fire and First Aid support)**
 - Ensures the availability of effective contingency plans with regard to fire fighting and rescue.
 - Ensures that effective plans exist for emergency situations and ensures subordinates are familiar with plans.
 - Ensures the availability of an adequate number of competent fire and rescue teams and equipment.
 - Liaises with Occupational Health Nurse to ensure the availability of an adequate number of first aid staff and an adequate medical backup service.
 - Ensures availability of competent backup personnel.
 - Assumes control of the administrative function as Log Clerk in Emergency Preparedness Centre.
 - Ensures effective record keeping.

- **Emergency Preparedness Co-ordinator (R&A Manager)**
 - Ensures that effective induction training exists for Emergency Preparedness.
 - Ensures that an effective EPC is maintained that all communication systems and other equipment are functional by regular testing thereof.
 - Ensures that all EPC area maps, personnel contact lists and communications networks are checked and updated as necessary.
 - Ensures that adequately trained personnel are available to man the EPC during an emergency.
 - Ensures that there is an effective evacuation organisation with sufficient properly trained members who can take effective action during emergencies.
 - Ensures that Evacuation Officers and Area Controllers are trained and kept in a state of preparedness.
 - Ensure that Evacuation Officers and Area Controllers are clearly identified.
 - Ensures that at least two alternative evacuation routes exist for each area.

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- Liaises regularly with the Evacuation Officers to ensure that the evacuation programme is monitored and maintained.
- Assists the Department Heads in developing, formulating, co-ordinating and implementing the departmental EP input to the Lethabo Power Station EP programme as well as the contingency plans.
- Prepare an EP programme of Lethabo Power Station.
- Checks that all EPC facilities are operational.
- On instruction of the Head of EP announces resumption of normal duties.
- **Environmental (Environmentalist)**
 - To inform or advise on the emergency situation.
 - Communicates environmental aspect of incident as per station procedures
 - Ensure appropriate rehabilitation action, where necessary.
 - Assess impact of incidents and there affects or potential effect of incident on third parties
 - If clean-up cannot be done internally, advise on the appropriate external clean-up company The Environmental Officer will provide support to confirm the magnitude of the emergency from an environmental perspective with the following responsibilities:
 - Serve as a liaison agency to the Emergency Preparedness Centre on environmental issues during the emergency incident
 - Assess chemical, radiological, biological, oil, sulphur and asbestos releases and assist in the co-ordination of appropriate containment and clean-up actions to be taken.
 - Assist with the provision of the necessary emergency supplies and equipment to handle hazardous material spills
 - Provide chemical information and MSDSs as requested
 - Document all environmental related issues and submit required reports to regulatory offices
 - Provide appropriate training to personnel on issues of hazardous spills
 - Conduct an annual appreciation of the facility to ensure compliance with the Emergency Response Plan
- **Fire Service (Fire Officer)**
 - Ensures the availability of effective plans with regard to fire fighting and rescue.
 - Ensures that team members are familiar with plans.
 - Ensures the availability of effective plans to obtain external assistance as may be necessary.
 - Ensures regular studies of all aspects which could have an influence on normal activities of his section by liaison with external organisations and other Eskom departments and BU's

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- Ensures that the adequate equipment and back-up support exists and kept in state of use.
- Assumes the role of co-ordinating fir fighting and rescue
- **Engineering Manager (Engineering Services)**
 - Ensures availability of engineering staff to provide professional advice and formulates plans to safeguard plant integrity and environment.
 - Ensure the presence of competent environmental personnel to assess the environmental impacts / potential impacts of the emergency situation.
 - Ensures availability of effective plans to maintain the continued production of suitable quantities of water and make certain that subordinate staff is familiar with it.
 - Ensures that chemistry-operating staff is competent to handle emergency situations.
 - Ensures availability of competent back-up personnel.
 - Ensures regular studies of all aspects, which could have an influence on the normal activities of the Engineering department by liaison with external organisations and other Eskom departments and Units/BU's.
 - Ensures availability of drawings, documentation, computers, operating and maintenance manuals and procedures if required
 - Co-ordinates the chemistry operating function.
 - Deputises as head of operational side of EPC
- **Logistic Support (Finance & Services Manager)**
 - Ensures the existence of effective discipline plans for all disciplines under his control
 - Ensures that an effective "Transport and Stores" function exists for implementation during emergencies.
 - Ensures regular studies of all aspects which could have an influence on normal activities of all departments by liaison with external organisations and other Eskom departments and BU's
- **Medical Services (Head of Medical Services)**
 - Ensures that the Medical Centre is kept in a state of preparedness and manned during normal working hours.
 - Ensures that there is an alternative Medical Centre
 - Ensures that there are enough first aid teams to cope with all casualties during an emergency.
 - Ensures that the first aiders are kept in a state of preparedness by means of regular training.
 - Ensures availability of effective discipline plans for Medical Services.
 - Ensures availability of competent first-aid personnel

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- Ensures regular studies of all aspects which could have an influence on the normal activities of the section by liaison with external organisations and other Eskom department and BU's
- **Operating Services (Ops Manager)**
 - Ensures the availability of effective plans to maintain the continued operation of plant.
 - Ensures that operating staff are competent to handle emergency situations.
 - Ensures regular studies of all aspects, which could have an influence on the normal activities of the Operations Department by liaison with external organisations and other Eskom departments and BU's.
 - Liaises with National Control
- **Production Coordination (Production Manager)**
 - Ensures the availability of effective plans to restore or monitor the continued production of electricity.
 - Co-ordinates resources in production to put plans into work
 - Communicates plant related conditions and/or requirements for liaison with National Control
 - Assists in EPC if production area is unaffected
 - Co-ordinates resources in production

2.5.2 Responsibilities during Emergency situation

All management; staff; contractors on site and visitors shall follow the guidelines of this plan during an emergency.

- **EP Coordinator**

During any emergency on site, the EP Coordinator will be responsible for the overall emergency coordination with the following responsibilities:

- Assess the extent of the emergency and its consequences on personnel; plant and environment
- Declare the emergency and ensure that members of the EP CENTRE has been notified
- Direct and control the emergency response effort on site to resolve the emergency
- If required, initiate an evacuation
- Ensure that appropriate site emergency personnel and fire and medical services had been called
- Co-ordinate with the PSM office as and when required
- Establish a communication network

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- Ensure that periodic drills and exercises are conducted regularly
- Provide security for evacuated and emergency incident area
- Ensure that the incident has been properly documented and photos taken of the scene
- Ensure that assembly areas had been identified and clearly demarcated for identification by evacuees
- Ensure the availability of stock of barricade materials and emergency signs
- Ensure that the necessary emergency recovery plans and efforts are successful to the fullest extent possible
- **Head of Emergency Risk Preparedness (Lethabo- Power Station Manager)**
 - Approve all policies related to the Emergency Preparedness organisation
 - Approve operational procedures that support the Emergency Response Plan
 - Work with members in the EP CENTRE through the Emergency Co-ordinator to stay informed of decisions and actions taken
 - Propose adjustments during the emergency incident
 - Manage crises communication process in the event of emergency
 - Ensure that the necessary communication with Eskom Holdings has been executed
 - Approve the information to be given to station staff concerning the emergency incident
- **Area Controllers**
 - Proceed to scene of incident to evaluate potential hazards and the need of emergency personnel
 - Evacuate area or building if necessary to protect the health and safety of occupants
 - Ensure that all occupants have evacuated
 - The Area Controller appointed to a designated area will, in the event of an emergency situation, be responsible for co-ordinating actions between Fire, First Aid, Security and Essential Services and relay instructions and requests both ways between these emergency teams and the Key Communicator at the Emergency Preparedness Centre.
 - The area controller is the gateway to the emergency area. All persons shall report to him, and only his instructions shall be followed/executed:
 - ◆ Oversee the evacuation of staff from the affected area
 - ◆ Establish radio communication link with the Emergency Preparedness Centre (EP CENTRE)
 - ◆ Enforce access control to the hazard area

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- ◆ Request traffic control
- ◆ Arrange security for the incident area
- ◆ Arrange for any photo's to be taken
- ◆ Arrange for security at the assembly points
- ◆ Barricade and display the necessary emergency signs

- **Joint Operational Committee (JOC) Members**

The members of the JOC will be responsible for the following corrective actions necessary to restore the emergency incident:

- Amongst them they provide technical support
- Furnish manpower to assist with the emergency
- Provide equipment, supplies and staff
- Supply contact telephone numbers for resources which maybe required during the emergency
- Obtain assistance from New Vaal Mine as required for emergency situations
- Provide emergency lighting if needed
- Provide for debris removal
- Evaluate the impact of the emergency on the production of the station and take appropriate actions
- Determine structural safety of buildings
- Provide necessary vehicles and operators to support emergency
- Ensure that recovery plans are implemented
- Execute their tasks on matrix basis

- **Lethabo Fire Officer**

The Fire Officer has the following duties:

- Respond to an emergency involving fire, hazardous material or natural disaster
- Has overall authority for fire and combustible matter at the scene
- Ensure proper PPE to workers during emergency
- Attempt to resolve emergency by using available resources
- Ensure adequate fire and rescue personnel has been called out
- Ensure that the appropriated hazardous material teams have been called
- Ensure a reliable fire alarm system
- Reset all fire alarms and allow for re-entry into buildings when the situation is determined to be safe
- Replace used fire extinguishers
- Arrange for fire watch in areas unprotected by fire alarms or fire protection systems
- Post the necessary safety signs during emergency

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- **Evacuation Officers**

The evacuation officers shall be responsible for:

- Determine, assess and demarcate assembly area
- Direct and co-ordinate evacuation of personnel
- Determine the approximate number of staff if transport has to be provided in the form of buses
- Ensure that all staff are aware of fire drills and safety measures
- Ensure that an evacuation plan for their building exists and is displayed for observation purposes by staff
- Ensure that routine evacuation drills are conducted and the results sent to the Emergency Preparedness Chairman.

- **Head of Medical Services**

The head of medical services has the following duties:

- Provide emergency medical services
- Respond to emergency incident immediately
- Ensure that medical staff is properly trained
- Provide medical care and ambulance transport for injured personnel
- Provide emergency medical care at the Emergency Preparedness Centre
- Provide a member at the Emergency Preparedness Centre

- **Telephonist**

The Telephonist will:

- Provide telephone switch board facilities at the Emergency Preparedness Centre
- Operate the fax emergency call system
- Set up a telephone log to handle enquiries from spouses; family; etc
- Compile and distribute Emergency Telephone List for call-out purposes
- Ensure that the Notification/Call-Out List be reviewed and updated quarterly.

- **Security**

Protective Services will:

- Ensure proper access control at entrance to Emergency Preparedness Centre
- Assist with the shuttle buses during the evacuation of the site

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- Ensure access control at main gate at all times
- **Staff**
 - Become familiar with emergency response procedures
 - Know the building evacuation routes and assembly points
 - Learn how to operate a fire extinguisher
 - Immediately evacuate the building when the emergency alarm goes off or when requested by any emergency staff member
 - Fully co-operate with the evacuation officer and area controller
- **Key Communicator**

Key Communicator has the following duties:

 - Maintain an internal radio communication network in the EP Centre
 - Maintain an external radio communication network in the EP Centre
 - Maintain telephone and fax facilities in the EP Centre, including a telephone directory.

2.6 PROCESS FOR MONITORING

- None

2.7 RELATED/SUPPORTING DOCUMENTS

- None

3. DOCUMENT CONTENT

3.1 Emergency Preparedness Organisation

3.1.1 Emergency and Disaster Management Structure

The Joint Planning Committee (JPC) shall consist of:

- Joint Planning Committee (JPC) chairman
- Head of Emergency Preparedness (Power Station Manager)
- JOC Members (All Departmental Managers)
- Production Managers
- Representatives from:
 - SAPS
 - NKP Representative (Dept of Safety & Security)
 - NIA
 - Eskom Holdings, Corporate Risk Services Representative

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The Emergency Preparedness Centre (EP CENTRE) members shall consist of:

- Emergency Preparedness Co-ordinator
- Joint Operational Committee members
- Key Communicator including 4 communicator assistants
- Emergency Rescue Team members (Fire fighters and 1st aiders)
- Log Clerk
- Scribe
- Telephonist
- Protective Services
- Medical Services
- Catering Services Staff

3.2 Emergency Preparedness Centre

- Maintain a fully equipped Emergency Preparedness Centre (EP CENTRE), with planning; communication and medical facilities
- Equip the EP CENTRE with aerial photos; maps; furniture; emergency medical equipment; radio's; grid references for helicopter landing pad; stationary and basic emergency equipment such as torches; candles; gas bottles; telephone directories; etc.
- Ensure the room is equipped with a standby generation facility in the case of power failures

3.3 Emergency Preparedness Support Structure

- Maintenance to supply and maintain a resource tools register in the EP CENTRE of all emergency equipment available on site
- Engineering to supply and maintain a resource tools register in the EP CENTRE of all emergency equipment available from New Vaal Mine
- Medical Centre to supply and maintain a resource list register in the EP CENTRE of all emergency services available in the Vaal Triangle
- Fire Section to supply and maintain a resources list register in the EP CENTRE of all available Fire machines in the Vaal Triangle

3.4. Declaration of an Emergency

The PSM or the Joint Planning Committee Chairman (in the absence of the PSM) will determine the level of the emergency for the station during an emergency.

3.5 Notification of an Emergency

Always call 5555 first for all life & plant threatening conditions.

The Electrical Control Desk will serve as the initial contact for all level 1 to 4 emergencies.

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The Electrical Control Desk will initiate the emergency alarm and follow it up with an announcement over the PA system

In the case of any after-hours emergency, the Electrical Control Desk will notify the following Lethabo personnel:

- Power Station Manager
- Emergency Preparedness Coordinator
- Fire Chief
- Medical Centre
- Safety Risk Manager
- Environmental Officer
- and the EP CENTRE staff

3.6. Evacuation Plan

The plan provides the station with an effective means to respond to an emergency requiring a partial or total evacuation of the station for detail actions. It provides for the evacuation of staff, contractors and visitors, dispatches emergency response teams, activating of EP Centre and the establishment of operating procedures for an effective evacuation of the station.

3.6.1 Initial Response & Notification

- The evacuation officers will order evacuation of buildings. In the case of a site evacuation, only the PSM or in his absence, the Emergency Co-ordinator may order all staff to evacuate.
- The emergency co-ordinator will immediately notify the members of the EP CENTRE to activate the EP CENTRE.
- The primary means of communication will be via the station PA System, and thereafter by telephone, two way radio, cell phone and pager as back-up.
- The following staff will report to the EP CENTRE:
 - Emergency Preparedness Co-ordinator (EP CENTRE)
 - Joint Emergency Operational Centre members
 - Key Communicator including 4 assistants
 - Emergency Rescue Team members
 - Log Clerk
 - Scribe
 - Telephonist
 - Protective Services
 - Catering Services Staff
 - Area Controllers (by radio)

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3.6.2 Emergency Preparedness Centre (EP CENTRE)

- The Emergency Preparedness Centre (EP CENTRE) serves as the central meeting point of contact with all local area controllers in the event of an emergency
- Members of the EP CENTRE will report to the EP CENTRE and implement an appropriate recovery response to the emergency. They will continuously evaluate and co-ordinate all activities during the emergency.
- The primary location of the EP CENTRE will be at the entrance of U2 auxiliary bay. The secondary site will be located at the Main Security Gate of Lethabo Power Station.
- Site maps; telephones; radio's; call lists; support staff; support equipment and emergency log and emergency plans are kept in the EP CENTRE.

3.6.3 Communications

- Commercial telephones would be the primary means of communications between fixed locations.
- The primary means between mobile locations would be via radio
- The EP CENTRE will be equipped with portable radios for communications purposes
- The following communication devices are available:
 - PA system
 - Telephones
 - Two-way radios
 - Fax
 - Cell Phone
 - Messengers
 - Local community radio
 - TV broadcasting service
 - EP centre has been equipped with Emergency Service telephone, number 5999 for use by external parties during emergencies and in case of enquiries

3.6.4 Evacuation Warning

- The primary means to warn the site of an emergency situation will be via a constant single tone alarm system that can be heard per seven zones or as one zone system
- The site will be informed of an evacuation will be via the PA system, and te message will be repeated.
- All buildings are equipped with fire alarms, and personnel may use these devices to initiate the alarm for evacuation
- Once occupants have been warned to evacuate, evacuees should immediately proceed to the appropriate assembly point

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- The secondary means of communication will be a combination of the following means:
 - Telephones
 - Two way radios
 - Messengers
 - Fire department vehicles with loudspeakers
 - In the case of disasters, local community radio and/or TV broadcasting shall be used

3.6.5 Building Evacuation Procedure

Exit the building as calmly and quickly as possible using the nearest safe emergency exit.

“DO NOT USE ELEVATORS/LIFTS”

- Alert all persons in your area
- Turn off all ignition sources; close windows and doors; leave the doors unlocked and place a towel over your face in case of smoke
- Proceed to the assigned assembly point and wait for further instructions
- Stay away from buildings and windows
- Do not return to an evacuated area until permission is granted
- Area Controllers and Evacuation officers will assist with the evacuation of staff
- Evacuation plans are to be posted on all floors in office areas, and should indicate fire extinguishers; fire alarm stations; fire exit doors and first aid kits.

3.6.6 Assembly Areas

Depending on the hazard; wind conditions and the location of the incident, evacuees will be directed to one or more assembly areas listed below:

- South end of site at Plater shop entrance
- North end of site at the far end of the HV Yard
- West side of site at the main security gate
- East side of the site at Venna Venter Conference Centre
- All assembly area/s have been determined pro-actively by EP Co-ordinator
- Evacuation officers will take register of all staff
- EP CENTRE will arrange for food and/or shelter when circumstances requires
- All First Aid staff is requested to take along medical kits to the assembly point

3.6.8 Transportation

Lethabo transport will supply transport and/or shuttle service if and when required

CONTROLLED DISCLOSURE

3.6.9 Training; Exercises & Drills

- The EP Co-ordinator is responsible for overall coordination of EP training
- Emergency response exercises will be conducted to ensure adequacy of plans.
- Exercise will be conducted as per LBS00004PC.

3.7. Emergency Response Plan: Fires

3.7.1 Initial Response & Notification

- If you noted fire or smoke, immediately activate the nearest fire alarm station to warn occupants.
- An alarm will automatically sound on site
- Call the fire department on site
- If the fire is small and you have been trained, attempt to put out the fire with a fire extinguisher. Do this only after evacuation has started and the fire department had been called.

3.7.2 Specific Emergency Procedures

- If you choose not to fight the fire, quickly shutdown your PC, switch off all electrical equipment and shut all windows
- Exit the building as calmly and quickly as possible using the nearest safe exit
- Close all doors on the way out, but don't lock them
- Follow the normal evacuation procedure.
- Go to your assigned assembly area

3.7.3 Evacuation Officers

- Ensure all occupants has left the building
- Take roll call at the assembly point
- Report personnel not accounted for immediately to the nearest staff member and the area controller
- Stay with the occupants of your building until time to re-enter the building has been announced by the EP coordinator

3.7.4 Fire Officer

- Control the scene in terms of access
- Set up command post and activate disaster recovery plan
- Locate the fire if possible and direct fire fighters to it
- Prevent unwanted personnel from entering the building

CONTROLLED DISCLOSURE

3.7.5 Portable Fire Extinguishers

- Fire extinguishers should only be used by trained personnel
- If you have the slightest doubt, leave the area and set off the fire alarm
- Fight the fire only if:
 - The fire is small
 - You have a way out and you can fight the fire with your back to an exit
 - You have been properly trained in the use of fire extinguishers
- To operate a fire extinguisher, remember the word **PASS**:
 - **PULL** - the pin by grasping the extinguisher neck & removing the pin
 - **AIM** - the nozzle, hose or horn at the base of the fire
 - **SQUEEZE** - the handle to release the extinguisher agent
 - **SWEEP** - from side to side at the base of the fire until it is out
- Call the Fire Officer to replace the used fire extinguisher

3.8. Emergency Response Plan: Bomb Threats & Explosives

3.8.1 Initial Response & Notification

a. Receipt of Call

- Remain calm and try to obtain as much information as possible from the caller
- Get a co-worker to call security while you continue to talk to the caller
- If the caller does not indicate the location of the bomb and the time of detonation, ask for the information
- Listens closely to the voice to determine sex; age; accents; words used repeatedly
- If the caller is talkative, ask for his name and where about

b. After Receipt of Call

- Immediately call security services
- Notify your immediate supervisor
- Don't state the nature of the call to anyone except to security

3.8.2 Specific Emergency Requirements

a. Evacuation

- Establish a command post
- Do not evacuate until told to do so, since routes may be unsafe

CONTROLLED DISCLOSURE

- Security will control traffic very strictly
- If no bomb is found, the SAPS, Bomb Squad will decide when re-entry is permitted
- If terrorism is suspected, Security will take it up with the SAPS & SANDF jointly

b. Search Procedures

- The SAPS will be in charge of the search
- The search will be conducted by the SAPS or individuals authorised to do so
- Area controller, evacuation officer and personnel should remain in close proximity, but out of danger
- Under no circumstances should the suspected bomb be touched or moved
- Inform SAPS of any other suspicious objects in your location
- Only properly trained individuals are allowed to remove the suspected bomb

c. Explosions

- Pull the fire alarm
- Get out of the building as quickly and calmly as possible
- Avoid standing in front of windows
- Don't try and rescue other people
- It is important to know that the scene of a bombing is also a crime scene
- If trapped, cover your mouth with clothing and get underneath shelter to protect you from falling objects
- If terrorism is suspected, then Security will take it up with SAPS

In the light of these anticipated actions, the following **HIGH LEVEL GENERIC PLAN** will be used in case where terrorism actions are planned.

3.9 High Level Generic Bomb Threat Plan

3.9.1 Protective Services

- All gates shall be kept locked at all times and only open for entrance purposes (this includes the main security gate as well as Oscar Gate).
- As soon as Protective Services is aware of a possible explosives, the entrance area of the station shall be barricaded and the necessary road signs for limited entrance shall be displayed
- Protective Services shall only allow employees with a Lethabo ID Permit to access the premises
- All visitors entrance forms must be properly completed and authorised
- The following information shall be clearly indicated on all forms:
 - The name and ID of the visitor, including all passengers
 - The vehicle registration number, type of vehicle and colour

CONTROLLED DISCLOSURE

- The name of the host and purpose of the visit
- All employee, contractor and visitors vehicles shall be thoroughly searched prior to entering and exit of the premises.
- All business bags and handbags shall be thoroughly searched prior to entering and exit of the premises.
- Protective Services must increase their number of patrols and visits to strategic points on site
- Protective Services must look for possible evidence on the ground when visiting remote and off site area's.

3.9.2 Emergency Preparedness Team Members

- Confirm their telephone contact numbers with the Electrical Control Desk of any changes.
- Every member must identify a person that could stand in for him/her when not available.
- Every member must ensure that his/her emergency equipment is in good operational order.

3.9.3 Communication Flow

- During normal office hours:
 - Information from any recognised source to be sent to EP Chairman
 - The EP Co-ordinator informs the Power Station Manager
 - The MC members and relevant EP members will be briefed as and when required
- After hours and week-ends:
 - Security to inform the EP Co-ordinator immediately of any change of information on cell 083 650 5079
 - **Note!** If the EP Co-ordinator can't be contacted, then call the Production Manager on duty via the Electrical Control Desk at Tel 5604/5 who then has the duty to inform the EP coordinator
 - The EP Co-ordinator will inform the PSM
 - If necessary, the EP Co-ordinator will call-out all relevant EP members

3.9.4 Steps to be taken when explosive is found

- The EP CENTRE shall be activated
- DE(Gen) & SGM(PU2) shall be informed about the situation by the PSM
- The Power Station Manager (or his authorised stand-in) will act as the Lethabo spokesperson
- The Lethabo spokesperson may decide to draft a statement

CONTROLLED DISCLOSURE

- Any statement shall be forwarded to Eskom Spokesperson for authorisation prior to the issuing of any statement to the media
- Only thereafter shall the statement be issued to the media by the Power Station Manager

3.9.5 Ongoing activities

- The Lethabo Spokesperson shall ensure constant contact with Corporate Communication, Lethabo MC and the EP Team
- Logbook shall be kept to capture all activities with immediate effect, including today.
- Summary of all chronological events shall be sent through to Corporate Communication via Generation Communication
- Synopsis and analysis of the situation shall be sent to MD(Gen) & GM(CNR)

3.9.6 Crisis Communication CONTACT Team

- Corporate Communication Manager Tel: 800 5977
- MWP Control Centre Tel: 800 2073
- MWP Control Centre Emergency Number Tel: 800 6666
- MWP Security Tel: 800 6315
- Power Station Manager Tel: 457 5500
- EP Co-ordinator Tel: 457 5538

3.9.7 Communication Crisis Toolkit

- Communication section to prepare specific area with correct corporate identity background for the holding and issue of all press release statements
- Protective Services to ensure the necessary road block barricading and entrance signs are available
- Communication Section to ensure photography service

3.9.8 Back-up Services

- As per Lethabo emergency telephone list

3.10. Emergency Response Plan: Medical Emergencies

- In the event of a medical emergency act immediately; stay calm and reassure the victim.
- Call your first aid person to assist with the injured member.
- Do not move seriously injured persons.
- Render appropriate first aid to accident victims
- Do not transport seriously injured staff to the hospital. This will be done by Netcare after consultation with the Head of Medical

CONTROLLED DISCLOSURE

3.10.1 Initial Response & Notification

a. Life Threatening Conditions

- Check the scene for safety
- Check the victim for consciousness, breathing, pulse and severe bleeding
- Call for medical assistance immediately
- Watch signs for shock
- Do not remove the victim unless absolutely necessary
- Provide care if you had proper training
- If needed to transport victim to hospital by helicopter, the Lethabo helipad will be utilised

b. Non-Life Threatening Conditions

- Watch for changes in breathing
- Help the victim rest comfortably
- Keep the victim from getting chilled or overheated
- Reassure the victim
- Call for medical assistance immediately
- Departments/Sections are responsible to provide first aid for minor conditions such as cuts and scrapes with notification to the medical centre

3.10.2 Specific Emergency Procedure

a. Life Threatening Conditions

- Look, listen and feel for breathing
- If no pulse start with CPR
- If not breathing, give rescue breathing
- If you suspect the victim is choking, give abdominal thrusts (Do not slap victim on the back)

b. Inhalation Exposure

- Move victim to fresh air
- Keep the victim at rest and warm
- Start rescue breathing if breathing has stopped
- Do not leave unconscious victim unattended

c. Skin Exposure

- If only a small area is exposed, flood promptly with water and wash gently with soap

CONTROLLED DISCLOSURE

- Go to the nearest shower and flood with large amounts of water for 15 minutes
- Remove clothing while standing in the shower
- If chemicals are splashed on the head, eye protection should be left on until the chemical has been washed away
- Do not use chemical neutralisers on skin

d. Eye Exposure

- If chemical is splashed into eye go immediately to the nearest eye wash fountain
- Wash the eye for at least 15 minutes
- If no eye wash station is available, lay the victim on his/her back, turn the head, and pour water into the eye
- Do not attempt to remove foreign objects from the eye
- Cover the eye with a sterile pad and obtain medical assistance

e. Poisoning

- Report content of the container to the environmental officer and medical centre via phone
- Get assistance from the laboratory immediately
- Monitor breathing and care for shock
- Do not give anything by mouth unless to instruct to do so

f. External Bleeding

- Put on a pair of latex gloves
- Cover the wound with dressing
- Apply a pressure bandage snugly over the wound
- If bleeding still does not stop, apply extra dressings
- Remove foreign materials from small cuts and wash carefully with soap and water
- Apply an antiseptic and bandage

g. Shock

- Shock is life threatening
- Signs of shock is restlessness, irritability, extreme paleness, cold and clammy skin, weakness, vomiting, shallow breathing and a weak rapid pulse
- Do not give the victim something to eat or drink

h. Cryogenic (Cold) Burns

- For short contact, immediately flush the area with large quantities of water
- For prolonged exposure or if visible tissue damage is apparent, seek medical help immediately

CONTROLLED DISCLOSURE

i. Fractures

- Do not move the patient
- Check for proper circulation before and after splinting
- Treat for bleeding and shock

j. Strains & Sprains

- Have the victim lay down
- Apply ice to the injured area
- Elevate the injured area

k. Electrical Shock

- Disconnect power
- Do not use metal or anything that is wet
- Do not touch the victim until removed from circuit
- Check breathing and pulse and give appropriate care

l. Clothing Fire

- Proceed to safety shower
- If not, fall on floor and roll to smother flames
- Use fire blankets as last resort
- Do not use fire extinguishers
- Do not remove clothing from burnt skin

m. Thermal Burns

- Cool the burn area with large amounts of cool water
- Cover the burn with dry and clean dressing
- Don't apply ice to burn, unless it is very minor
- Watch for shock
- Call for medical assistance

n. Sudden Illness

- Help the victim to be comfortable
- Keep the victim from getting chilled or overheated
- Reassure the victim
- Watch for changes in breathing and consciousness
- Place on side if victim vomits

CONTROLLED DISCLOSURE

o. Seizure

- Do not hold or restrain the victim or place anything between the teeth
- Remove any objects that may cause injury
- Cushion the victims head
- Call for medical assistance

p. Diabetic Emergency

- Give the victim some kind of real sugar
- Call for medical assistance if no improvement in 5 minutes

q. Heat Related Illness

- Get the victim out of heat
- Loosen tight clothing
- Apply cool, wet cloths to the skin
- Fan the victim
- If victim is conscious, give cool water to drink
- Cal for medical assistance if victim refuses to drink water or starts to vomit

r. Hypothermia

- Call medical assistance
- Care for life threatening conditions
- Move victim to warm place
- Remove wet clothing and dry victim
- Warm the victim slowly
- Apply other sources of heat if available

3.11. Emergency Response Plan: Deaths

3.11.1 Initial Response and Notification

- Immediately notify the medical centre
- Immediately notify the PSM

3.11.2 Specific Emergency Procedure

- If death is a result of a work related injury, Safety Risk Management will report via the appropriate channels to all regulatory offices
- Security has to secure scene until the arrival of SAPS
- Security will prevent unauthorised access
- SAPS will conduct a full investigation

CONTROLLED DISCLOSURE

- PSM will convey the message of condolences to immediate family
- HR Manager will ensure that copies of death certificate; autopsy report; marriage certificate and birth certificate is on the employees personal file
- Investigation of the cause of the death is the responsibility of the medical practitioner

3.12. Emergency Response Plan: Chemical Hazards

3.12.1 Initial Response & Notification

- Any incident which endangers people, plant or environment should be treated as a major release
- The following are examples of chemical releases that should be considered major:
 - Combustible liquids
 - Toxic liquids
 - Concentrated Acids
 - Leaks from Gas Cylinders
 - Unknown chemical
 - Mineral spirits
 - Ammonia, Mercury
 - Sulphuric acid, Caustic Soda
 - Chlorine, acetylene
 - Vandalism or terrorism
- Do not attempt to clean up a major release
- If flammable or combustible liquids are released, turn off all sources
- Remain calm
- Evacuate persons in the immediate vicinity
- Remove injured personnel to fresh air
- Report hazardous releases immediately to the environment section
- Personnel should be properly trained in how to deal with spillage
- Wait in a safe place for the emergency team members to arrive
- Emergency teams will evaluate the hazard
- If necessary the EP CENTRE will be activated and staff will be ordered to evacuate
- Site security will be responsible for crowd control and to prevent entry into the area contaminated
- All individuals handling hazardous substances will be trained in the proper handling of such chemicals

3.12.2 Specific Emergency Procedure

- Determine the name of the chemical
- Do not touch the chemical
- Consult the MSDS
- Wear appropriate protective clothing
- Stop the leak by closing or isolating the source of the leak
- Follow the containment procedure for the specific chemical as detailed below

CONTROLLED DISCLOSURE

- Use appropriate absorbent material for small spills
- For large releases, use squeegee to bring liquid in contact with absorbents
- Push solids into a pile
- Check leaks on a frequent basis

3.12.3 Emergency Response Actions

- Where safe to do so the spill must be immediately contained using non-reactive material or be diverted to a remote location for recovery.
- For a mercury spill, a mercury vapour suppression solution can be used to wash areas.
- Sufficient time must be provided for the solution to react and then the area can be washed with water.
- For caustic soda, a small spill flushed with water. Larger spills should be contained and contractors used for the clean up
- For sulphuric acid, sand can be used for containment and a contractor used for spill clean up
- There are no containment measures for Chlorine Gas, the necessary barricading and ventilation will be carried out by the Emergency Response Team
- Chemical Services Have developed procedures for the proper handling of potential hazardous releases
- All individuals involved with hazardous chemicals should receive training in the proper handling of these chemicals as well as the emergency procedures therefore
- Emergency kits containing appropriate supplies to handle chemical releases are available from Chemical Services
- Oils containing PCB's must be dealt with in accordance with Eskom Standard ESKASAAC22.6.5.1 Procedure

Actions to be taken in the event of major chemical spill

- In the event of a serious chemical spill the environmental co-ordinator, chemist and emergency response team shall be notified immediately and provided with a brief description of the prevailing spill condition. The supervisor must make immediate arrangements to evacuate people from the immediate vicinity of the spill and barricade the area to prevent unwanted exposure of employees

Assessment of the spillage

- The emergency response team leader together with the chemist will evaluate the cause, extent and ultimate corrective action .The assessment shall include the following factors :
 - Identifying the source of the spill
 - The age of the spill
 - Life threatening conditions

CONTROLLED DISCLOSURE

- Weather conditions including rain and wind direction
- Properties affected (Eskom, neighbours, national roads)
- Traffic implications
- Threat to any water resources
- Soil types and
- Public relations threat

Confinement of the spill

- The emergency response team leader must arrange to confine the spill by either:
- Building of dams or dykes near the source of the spill
- Collecting the spilled material into the container
- Diverting (redirecting)the flow of the spill to a remote location where it v
- Can be easily recovered
- The following must be readily available to perform these operations:
- Shovels for building earthen dams
- Salvage covers for making catch basins
- Charged hose lines for creating division channels

Confinement of the spillage

- This is the act of stopping the further release of material from its container. The emergency response team leader must make the necessary arrangements to have the spill contained by an authorised technician that that is trained to perform this operation. This use of spillage response consultants is acceptable in cases where proper equipment or expertise is not readily available. Prompt containment of spillage is crucial to reduce the time needed for recovery operations.

3.12.4 Roles & Responsibilities when dealing with Chemical Spillages

- Emergency Fire Team members on shifts to attend immediately.
- The Shift Manager to call out the following emergency members:
 - Emergency Fire Team
 - Environmental Advisor
 - Chemical Services Manager
 - Ops Support Manager
 - Area Controller
- **Emergency Fire Team will:**
 - have training in hazardous material
 - barricade the area
 - set up incident command centre
 - Have software package for MSDS identification and handling

CONTROLLED DISCLOSURE

- **Environmental Advisor will:**
 - Asses the area
 - Give advice
- **Chemical Services Manager will:**
 - Know all chemicals used on site
 - Have emergency procedure
- **Area Controller will:**
 - Will take charge of the scene
 - Call Medical Centre
 - Call EP co-ordinator
 - Use Security to control access
 - Inform Security not to delay entrance to outside help
- **Ops Support Manager will:**
 - Be responsible to arrange for cleaning on time
 - Contain the spill
 - Ensure we have the following upfront:-
 - Spill containing material e.g. sand bags
 - Correct PPE for 6 people (minimum)
 - Cleaning equipment
 - Safe work procedure
 - Risk assessment on all areas identified
 - Station cleaning is trained to handle & clean chemicals used on site
 - Know which companies to call if outside help is required

3.13. Emergency Response Plan: Asbestos

3.13.1 Initial Response & Notification

- Prevent access to contaminated area
- Shut & lock doors
- Report the spill
- Do not attempt to clean up the area

CONTROLLED DISCLOSURE

3.13.2 Specific Emergency Procedure

a. Major Release

- Call a licensed asbestos contractor to clean up
- SRM to ensure the site is secured until arrival of asbestos contractor
- If necessary, evacuation of area and/or building will be ordered

b. Dam overflow

- Should an incident occur ,environment must be notified
- Environment should notify Department of Environment and Department of Water Affairs immediately.
- An INO shall be completed within 24 hours and sent to environment
- An investigation shall be conducted and in the process chemical services must be notified to take a water sample
- SAP close-out will be done by environment and the relevant investigation personnel as investigation when investigation is loaded.

c. Ground water pollution

- Should an incident occur ,environment must be notified as per LBE22005 Rev 02
- Environment should notify Department of Environment and Department of Water Affairs immediately.
- An INO shall be completed within 24 hours and sent to Lethabo environmental section as per LBE22005 Rev 02 and Water Use License.
- An investigation shall be conducted and in the process chemical services must be notified to take a water sample, if the water has seeped into the soil, identify the product that spilled, volume of the spillage ,know the characteristics of the soil it will help to know the depth of sampling, then a soil sample can be done by external consultant
- SAP close-out will be done by environment and the relevant investigation personnel as investigation when investigation is loaded.
- Lethabo Environmental section will decide future plans after the investigation either boreholes to monitor pollution or rehabilitation of that specific area.

d. Minor Release

- SRM to assess the spill
- Use licensed asbestos contractor for clean up

e. Clean Up Process

- Secure the area
- Assess potential for fibre release

CONTROLLED DISCLOSURE

- Assess the need for PPE
- Use proper respiratory protection
- Prevent fibres from being re-suspended by wetting down the area
- Deposit all debris into plastic asbestos bag, seal & use a licensed contractor for disposal. Follow the Lethabo waste Procedure for correct disposal practices.
- Do not dispose in regular trash
- Take clearance samples before re-occupancy of the area

3.14. Emergency Response Plan: X-Ray Equipment

3.14.1 Initial Response & Notification

- In the case of overexposure from x-ray equipment, immediately turn off the source
- Call medical assistance
- Notify the Radiation Officer (RPO) from the Chemical Section or the assistant RPO from MMS
- Keep persons contaminated to remain in the area until surveyed

3.14.2 Specific Emergency Procedure

- Safety Risk Manager to investigate the incident
- Shut down the equipment if leakage of radiation is above permissible limits
- Electrical Control Desk to announce via the PA system every time X-ray to be conducted
- Any release of radiation to be reported via Lethabo Occurrence Management System
- Evacuate all personnel from the area
- Restrict access to contaminated areas

3.15. Emergency Response Plan: Blood Spills

3.15.1 Initial Response & Notification

- Do not attempt to clean up the blood spill
- Only properly trained staff may clean up blood spills

3.15.2 Specific Emergency Procedure

- Secure the area
- Use disposable gloves
- Wear rubber utility gloves when cleaning surfaces
- Dispose of the bag as infectious waste with a licensed disposal contractor. Follow the Lethabo Waste Procedure for correct disposal practices.
- Call the medical centre staff immediately for assistance

CONTROLLED DISCLOSURE

- Wear appropriate PPE such as gloves; eye protection; gowns; masks and mouthpieces to prevent exposure to blood and other potentially infective body fluids

3.16. Emergency Response Plan: Utility Failure

3.16.1 Emergency Shutdown

a. Electrical

- According to the ORHVS, any person can switch open – only such breakers or switches as may be necessary to avoid imminent danger to life or damage to apparatus. Immediately contact Electrical Control Desk and inform them after such switching has been done.

b. Flooding

- Do not use electrical equipment in the area of flooding
- Building occupants had to be told if sewerage systems cannot be restored in a reasonable time
- Use plastic sheeting to protect equipment

c. Gas leak

- If you smell gas or hear blowing or hissing noises, open windows and leave the area immediately
- Activate the fire alarm
- Facility Maintenance will dispatch a plumber to the scene

d. Telephones

- Report telephone failures to the switch board operator
- Check in the meantime for other means of communications in the case of emergency

e. Elevator Failure

- If trapped inside an elevator, use the emergency procedure as inside the elevator
- Pull the alarm if the elevator does not have a telephone
- The electrician will attempt to rescue you
- Stay calm until rescued

3.16.2 Structural Damage

- Call Facilities Maintenance
- If necessary, evacuate the building

CONTROLLED DISCLOSURE

- Barricade the building and allow security to exercise access control
- Facilities Maintenance will take appropriate actions to correct problem
- Once the structural part of the building is sound, re-entry into building will be allowed
- SRM will take pictures and submit with occurrence report

3.17. Emergency Response Plan: Terrorism

3.17.1 Initial Response & Notification

- Terrorism is the use of violence or force against people or the environment. Although terrorism can be in various forms, bombings are the most frequently used method.
- After a terrorist attack the following could happen:
 - Damage to buildings
 - Large number of casualties
 - Disruption in services
 - Strong public fear can continue for long periods
 - Workplaces & schools may be closed
 - Restrictions on travelling
 - Evacuation of areas may occur
 - Clean up activities may take months
- Response to a terrorist attack may involve little or no warning
- If an evacuation is needed it will be handled as described in the beginning of this manual

3.17.2 Hazards

- Explosives is the easiest weapon for terrorists attacks
- 70% uses conventional explosives and less than 5% of actual bombings were preceded by a threat
- Conventional explosive will be handled as describe in the section Bomb Threats
- Terrorists incidents involving chemicals will be handled as described in the section Chemical Hazards

3.17.3 Suspicious Packages, Letters & Powders

- Terrorism attacks can come in the form of suspicious packages; letters and powders
- Identification characteristics are:
 - Excessive postage
 - No postage
 - No return address

CONTROLLED DISCLOSURE

- Incorrect spelling of names and addresses
 - Unexpected parcels
 - Excessive weight
 - Marks and dirt
 - Distorted handwriting
- If you identify a suspicious package or letter put it immediately down, do not open, shake or bump
 - Leave the room immediately
 - If powder is present turn off fans immediately
 - Do not allow anyone to enter until declared safe for use
 - List all people who were in the room and give information to police services
 - In order to counter act terrorism attacks, ensure proper housekeeping at all times

3.17.4 Reducing Vulnerability to Bomb Attacks

- Restrict parking to 100 meters from buildings
- Highly visible security patrols are a significant deterrent
- Establish controls for positively identified individuals
- Install detection devices
- Implement an electronic biometric access control system

3.18. Emergency Response Plan: Industrial Strikes

In the light of anticipated IR actions, the following emergency contingency actions are requested with immediate effect:

3.18.1 Execution of Contingency Plan

- The plan shall be executed in three phases:
 - Phase 1 – Preparation
 - Phase 2 – Execution of Action
 - Phase 3 - Debriefing

3.18.2 Preparation Phase

a. Protective Services

- As soon as Protective Services becomes aware of a possible mass action demonstration, signs for limited entrance shall be displayed
- Protective Services shall exercise their authority in terms of the NKP Act.
- Protective Services shall only allow employees with a Lethabo ID Permit to access the premises
- All visitors entrance forms must be properly completed and authorised

CONTROLLED DISCLOSURE

- All contractors and visitors vehicles shall be thoroughly searched prior to entering the premises

b. Management Team Members

- Confirm their telephone contact numbers with the Electrical Control Desk of any changes
- Every member must identify a person that could stand in for him/her when not available

c. Communication Flow Management during Mass Action/Strikes

- Information from source is sent to IR
- The IR informs the Power Station Manager
- The MC members will be briefed as and when required by the PSM

d. Logistic Support

- HR Manager to initiate process for toilettes; water; food & medical support
- HR Manager to communicate that the anticipated gathering point is between scoreboard & cooling tower.
- IR to ensure that a person has been identified to exercise route control
- HR Manager to ensure that picketing rules has been communicated to all staff

3.18.3 Execution Phase

a. Steps to be taken when media arrive for unplanned interviews

- Power Station Manager shall decide if it is needed to activate the Visitor Centre as a Media Centre
- The Power Station Manager (or his delegated stand-in) will act as the Lethabo spokesperson
- DE(Gen) and SGM(PU2) shall to be informed about the situation at all times

b. Ongoing activities

- IR section shall be responsible to monitor the movements of labour members
- Logbook shall be kept by IR section to capture all activities on the ground
- Summary of all chronological events shall be sent through in synopsis format of the situation to MD(Gen)
- Management will gather at times as requested by PSM
- PSM will arrange with HR Manager with regards to any internal communication

3.18.4 Debriefing Phase

a. De-Briefing

CONTROLLED DISCLOSURE

- IR section to arrange and chair the de-briefing session as soon as possible after the action is over

3.19. Emergency Response Plan: Natural Disasters

3.19.1 Floods

- Floods are the most common and widespread of all natural disasters
- At Lethabo, the site is situated underneath the Vaaldam wall and is located next to the Vaal River
- Prevention of this could require the following actions:
 - Ensure adequate pumps; generators; sandbags; tarpaulins and emergency lighting
 - Ensure all pumps are operable
 - Prepare for disruption of electricity; fire alarm and flooded basements
- During a flood, monitor the weather forecast at all times
- Pump water out and monitor storm drains for back-up
- Turn off lights
- Begin sand bagging if needed
- Provide barriers and seal door openings as needed

3.19.2 Hurricanes

- Upon indications of possible hurricane, review evacuation plan and consider evacuating the site
- Assist in warning the site
- Notify members of the EP CENTRE and identify alternative EP CENTRE
- Provide traffic control

3.19.3 Thunder Storms and Lightning

- Be alert of possible flooding
- Use the precautions as stipulated previously in this planning document

3.19.4 Earthquakes

- Maintain contact with civil protective services
- Ensure adequate supply of barricades
- Be aware of possible floods
- Ensure the availability of generators; food stocks; emergency lights and cleaning supplies
- Prepare for possible power failures

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- Ensure everybody knows the evacuation routes
- Secure all structures; shelves; PC equipment; etc

3.19.5 Lightning Strike

If thunder happens within 30 seconds of lightning, then the storm is within 10 kilometres of your location. Lightning safety experts consider this the strike danger zone and advise people to follow the 30/30 rule.

The 30/30 rule

Follow the precautions outlined below when thunder is heard within 30 seconds of a lightning flash and wait for 30 minutes after the last thunder is heard to resume your activity. If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

General precautions:

- Stay away from metal poles, fences, clothes lines etc.
- Never ride horses, bicycles or drive in open vehicles.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside metal-bodied (hard top) vehicles or caravans but do not touch any metal sections.
- Avoid large trees, hilltops and other high places.

If shelter is not available:

- Crouch (alone, feet together), preferably in a hollow. Make yourself a small target.
- Remove metal objects from head/body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning) but avoid being highest object.
- If your hair stands on end or you hear buzzing on nearby rocks, fences etc, move immediately. At night, a blue glow may show if an object is about to be struck.
- Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves.
- Keep out of, and well away from, water bodies or watercourses.
- Keeping hands off the ground.
- Spread group members out – about ten metres apart, but within calling distance.
- Never shelter under tree/s.

First aid

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- Apply immediate CPR to lightning victims until medical help arrives. (You won't receive a shock from the victim.)
- If a person is struck by lightning, there is no residual charge left on the body. The quick application of CPR may maintain vital body functions until medical help can be obtained

3.20. Emergency Disaster Recovery Plan

3.20.1 Restoration of Facilities

- The Head of EP will request a recovery team that will estimate the extent of the damages
- SRM will document damage through photo's
- PSM will compile all news reports as part of our communication strategy/plan
- Salvage operations will start as soon as building is declared safe
- Restoration of loss of utilities shall be done as described in the previous section for Utilities
- Environmental Advisor will arrange Rehabilitation for natural areas

3.20.2 Restoration of Operations

- Purchasing section will use local vendors as much as possible to replace needed items
- The identified recovery team will establish a plan for resuming operations
- All areas will be properly secured from unauthorised entrance
- Fire Chief will ensure that fire alarm is back in service
- Telecommunication will be a top priority during restoration process
- All computer back-up services will be verified
- The EP CENTRE staff will make decisions regarding the relocation of offices
- Every department will follow their own recovery plans
- Recovery plans to be drawn up per section/dept or building

3.21. Post Traumatic Plan

3.21.1 Definitions and terms used to describe trauma:

- **Emotional** – shocked, devastated, it blew me apart, I could not get myself back together, I fell apart, I just can't face it anymore
- **Mental** – I can't get it out of my mind
- **Physical** – I felt sick in the stomach, I couldn't sleep

3.21.2 Preparedness Plan

- Formal crisis communication plan exists to address employees, the media, community groups, and head office staff

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- Security plan to be in place to ensure safety of personnel and property
- EAP section to ensure procedures is in place to handle post-traumatic stress in the aftermath of the disaster
- Procedures to manage employee layoffs; leave and absence

3.21.3 Specific Post Traumatic Planning Procedure

- Establish a traumatic meeting place that is safe and private enough
- Venue should be comfortable and equipped with coffee; tea; sugar and soft drinks; biscuits; etc for use during the post trauma phase
- Provide basic facts about trauma
- Focus on the natural ability of everyone to cope
- Train EAP staff in disaster mental stress support

3.21.4 Specific Traumatic Activities

- Identify employee with specific medical matters i.e. pregnant woman; diabetes; etc
- Provide contact details for those who wish to talk more
- Let people go when they are ready
- If a worker has been killed a mark of respect should be visible on site until after the funeral
- Procedurise what to do in the event where someone does not come back to work
- Guard these people against disruption
- Let people speak, or not speak, whichever they prefer
- Watch for people not coping

3.22. Awareness

- Implement awareness posters in the station
- Ensure E-Prep management is part of the Lethabo Induction Program
- Ensure integration of Environment with all Emergency Risk related activities

3.23. Education and Training

The following will be concentrated upon in terms of training:

- All appointed Evacuation officers must do a course in evacuation prior to appointment authorisation
- The station shall execute at least one integrated exercise per annum
- All departments must execute at least two evacuation drill exercise per annum

3.24. Risk Reduction

- All procedures to be updated and enhanced every 3 years

CONTROLLED DISCLOSURE

- Station emergency appreciation to be updated every 3 years
- Station Emergency Risk Response Plan to be updated whenever changes has taken place
- Continuous risk assessments to be conducted and catered for in the plan
- Periodic exercises must be executed

3.25. Support Plans

The following support plans must be maintained and submitted to the EP CENTRE:

- Evacuation plans for Dept/Sections
- Emergency equipment/ tools register
- Awareness plans
- Assembly point layout plan

3.26. Emergency Exercise/Training Evaluation

3.26.1 Exercises

- Authorisation for exercises must be obtained via the EP Coordinator
- The proposed format for exercise preparation shall be adhered to.

3.26.2 Evaluation

- All exercises shall be concluded with a proper debrief session
- A debrief report shall be forwarded to the EP Coordinator
- Deficiencies shall be recorded in writing and forwarded to the EP Coordinator

4. AUTHORISATION

This document has been seen and accepted by:

Name	Designation
B Phahle	Risk & Assurance Manager
G Stapelberg	Business Improvement Manager
L Monnakgotla	Maintenance Manager
H Sewsunker	Engineering Manager
M Tsoaeli	Finance & Services Manager
N Gatebe	HR Manager
V Mokoena	Acting Operating Manager
R Hartman	Production Manager – Primary Energy
JC Els	Production Manager – Outside Plant
S Ntjio	Production Manager – Units 1-3
P Motaung	Production Manager – Units 4-6

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Name	Designation
M Hariram	Environmental Manager
T Modise	Project Manager
C Pires	Outage Manager

5. REVISIONS

Date	Rev.	Compiler	Remarks
19 May 2008	01	G Stapelberg	Manual has been revised considerable to include responsibilities for all EP key staff during non emergency as well as during emergency situations.
5 August 2008	02	G Stapelberg	Cosmetic changes to format in terms of ISO 9001
21 May 2009	03	G Stapelberg	5.12.4 Insert roles & responsibilities in case of chemical spillages 5.19.5 Include lightning strikes
09 Sep 2010	04	G Stapelberg	Update the plan its evacuation; activation of EP centre & role and responsibilities
08 Jan 2014	05	M Phindulo	Update the environmental emergency response plan 1.Introduction 2.2 definitions 2.3 abbreviations 3.13.2. b and c

6. DEVELOPMENT TEAM

- G Stapelberg

7. ACKNOWLEDGEMENTS

- Not Applicable

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