


**ORIGINAL**

	<b>Plan</b>	<b>Camden Power Station</b>
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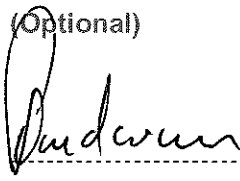

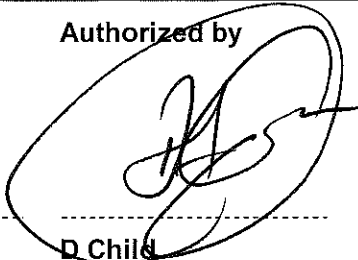
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Reviewed by	Supported by (Optional)	Functional Responsibility	Authorized by
			
<b>AA Simelane</b> EP Coordinator	<b>V Pandaram</b> GMR2 Appointee	<b>L Makhubo</b> Risk & Assurance Manager (Acting)	<b>D Child</b> GM Camden Power Station (ACNIG)
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## 1. Introduction

Emergency situations threaten, or may cause harm to lives of employees, visitors, partners and members of the public. They may cause damage to property, infrastructure, equipment and the degradation of the environment. Furthermore, emergency situations may be a security threat thus disturbing production and the rendering of services. This document sets up the requirement for an adequate level of preparedness, response and recovery for Camden power station to prevent or minimise the impact of an emergency situation pertaining to human life, environment, security and property.

## 2. Supporting Clauses

### 2.1 Scope

This plan prescribes the required emergency planning structure, risk identification, developing contingency plans (action plans) training of staff and emergency teams, evaluation and review.

#### 2.1.1 Purpose

The purpose of the plan is to ensure that Camden power station plans its emergencies in order to:

- i. Prevent or reduce the risk of business disasters and emergency situations that can negatively impact on its employees, the environment, security and the plant
- ii. Mitigate the severity or consequences of the business disaster or emergency situations that may affect employees, property, equipment, infrastructure, the environment, security, rendering of services and production.
- iii. Establish emergency preparedness teams and organizing resources
- iv. Establish rapid and effective responses to all Camden emergency situations and
- v. Establish recovery plans and rehabilitation systems for Camden continuity

#### 2.1.2 Applicability

This document shall apply throughout Eskom Holdings Limited, Camden partners and daily visitors

#### 2.1.3 Effective date

Is the date the document is signed for Authorisation when compliance to the document requirements shall have been established and implemented

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#### 2.1.4 Normative References

1. 32-123 Emergency Planning rev 1
2. 32-86 Integrated Risk Management Policy
3. 32-727 safety, Health and Environment (SHE) Policy
4. 32-108 Eskom Fire Fighting organization
5. 32-107 Eskom Fire Fighting Training Programme
6. 32-477 Eskom Safety, Health and Environment Training and development Procedure
7. 240-79537982 Security threat and Risk Assessments
8. 32-124 Eskom Fire Risk Management
9. 32-391 Eskom Integrated Risk Management
10. 32-84 Eskom Security Risk Management Procedure
11. 32-256 Emergency Response Procedure – Communication
12. 004/4101 Environmental Land Management
13. 004/4082 Environmental Aspects and Impact Procedure
14. 004/4080 Environmental Management manual Informative References

#### 2.1.5 Informative References (non-Eskom documents i.e. Acts, SANS,ISO, etc)

1. 32-86 Enterprise Risk & Resilient Policy
2. 24-77194678 Integrated Enterprise Risk & Resilient Framework
3. 240-79747329 Business Continuity Standards
4. ISO 14001 Environmental Management System Standard
5. ISO 9001 Quality Management Systems – Requirements
6. OHSAS 18001 Occupational Health and Safety Standard OHSAS 18001
7. ISO 28001 Security Management System for the supply chain
8. ISO 55001 Asset management systems – requirements
9. The National Environmental Management Act 107 of 1998
10. Occupational Health and Safety Act 85 of 1996 & its regulations
11. King III report
12. Disaster Management Act No 57 of 2002
13. NFPA 1600 – National Fire Protection Association
14. Crisis Leadership : Ian Mitrof
15. National Key point Directive: 1990
16. International Atomic Energy Agency Safety Guide No -50-sg-06
17. Industrial Emergency planning: Robert Kerlly

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## 2.2 Definitions

Assignment of responsibility: means in terms of emergency preparedness is effected by way of appointment letters. These appointment letters define the individual responsibilities and shall be signed by the responsible Manager for Occupational hygiene and Safety.

2.2.2 Contingency Plans: means a documented collection of procedures and information that is developed and maintained in readiness for use in an incident to enable and Organization to continue to deliver on its critical activities at an acceptable pre-defined level

2.2.3 Disaster: means a disruption of the human ecology that exceeds the capacity of the community to function normally

2.2.4 Emergency: means any unplanned event, of such nature or magnitude that cannot be coped with as a normal daily activity of Camden Power Station, which results or could result in danger to the health or safety of persons, a threat to security, damage to property, equipment or environment.

2.2.5 Emergency Action Plan: means a description of the actions or steps to be taken to prepare for the event of an emergency and facilitate emergency preparedness that contains the names of persons and their assigned duties, and includes a response plan and recovery actions

2.2.6 Emergency Exercise; means the controlled simulation of an emergency with the purpose of testing response and recovery actions

2.2.7 Emergency Preparedness Centre: means a facility equipped and located so as to facilitate continuity and control during an emergency, a facility with provision for communication and support for persons manning the centre. It is also known as emergency Operations Centre

2.2.8 Emergency Planning: means a continuous integrated management process of planning and implementation of measures aimed at:

- a) Preventing or reducing the risk of emergency situations
- b) Mitigating against the severity and consequences of emergency situations
- c) Ensuring a rapid and effective response to emergency situations
- d) Providing for post-emergency recovery and rehabilitation

2.2.9 Emergency Preparedness Coordinator: means a person designated in writing with the assigned duty of compiling and implementing and emergency action plan

2.2.10 Emergency Situations: means an unplanned and uncontrolled contingency which may threaten or have a negative impact on human life, the environment, security, assets or on the continuous rendering of strategic essential services.

2.2.11 Environment: means the surroundings within which humans exist and that are made up of the following

- a) The land, water and atmosphere of the earth
- b) Micro-organisms, plant and animals life
- c) Any part or combination of the above and the interrelationships among and between them
- d) The physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and wellbeing

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- 2.2.12 Installation: refers to in terms of the major Hazard installations regulation of the occupational health 7 safety Act 85 of 1993
- 2.2.13 Hazard Identification: means the process of identifying hazards and forms the first part of the risk assessment process
- 2.2.14 Recovery Plan: means the measures or activities to be taken during or immediately after an emergency situation to bring relief
- 2.2.15 Response Plan: means measures or activities to recover from an emergency situation and to bring relief or containment of the situation
- 2.2.16 Risk: means the probability that injury or damage will occur
- Security Threat: means a potential security event, when a threat turns into an actual event, it may cause an unwanted incident. It is unwanted because the incident may harm an organisation or system
- 2.2.17 Workplace: means any premises or place where a person performs work in the course of his/her employment.

## 2.3 Abbreviations

Abbreviation	Explanation
EP	Emergency Planning
EOC	Emergency Operations Centre also known as EP Centre
OHS Act	Occupational Health and Safety Act
OHSAS	Occupational Health and Safety Assessment Series
SAPS	South African Police Service
SANDF	South African National Defence Force
EMS	Environmental Management System ISO
IC	Incident Commander
HR	Human Resources

## 2.4 Roles and Responsibilities

### 2.4.1 Roles

#### 2.4.1.1 Emergency Preparedness Organization

Camden emergency preparedness organization comprises of the following coordinators and incumbents in the positions who are on standby shall attend the meeting at the EP Centre during an emergency situation on site. The response time required that each EP Member to report to the EP Centre would be 20 minutes, but after hours the expected time would be from one hour to two hours.

#### 2.4.1.2 Head of Emergency Preparedness

The head of EP will be the Power Station Manager or anyone of the following designated managers on standby:

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- a) GMR2 Appointee
- b) Operating Manager
- c) Maintenance Manager

#### 2.4.1.3 Deputy Head of Emergency Preparedness

- a) Operating Manager
- b) Maintenance Manager
- c) GMR2 Appointee

#### 2.4.1.4 Emergency Preparedness Coordinator

- a) Fire Risk Officer
- b) Assistant Fire Risk Officer

#### 2.4.1.5 HR Coordinator

- a) HR Manager and the deputy is:
- b) Advisor HR

#### 2.4.1.6 Engineering Coordinator

- a) Engineering Manager and the deputies are:
- b) Electrical Engineering Manager
- c) Common plant Engineering Manager
- d) C&I Engineering Manager
- e) Boiler Engineering Manager
- f) Turbine Engineering Manager

#### 2.4.1.7 Maintenance Coordinator

- a) Maintenance Manager and the deputies are:
- b) Work Management Manager
- c) Turbine Maintenance Manager
- d) Boiler Maintenance Manager
- e) Electrical Maintenance Manager
- f) C&I Maintenance Manager
- g) Common-Plant Maintenance Manager

#### 2.4.1.8 Production Coordinator

- a) Production Manager unit 1 - 4

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- b) Production Manager unit 5 – 8
- c) Production Manager outside plant

2.4.1.9 Service Coordinator

- a) Support Service Manager

2.4.1.10 Evacuation Coordinator

- b) Senior Advisor Quality
- c) Advisor Quality

2.4.1.11 Security Coordinator

- a) Security Manager and the deputies are:
- b) Crime Investigation Officer
- c) Principal inspector Shifts

2.4.1.12 Fire-Fighting and Rescue Coordinator

- a) Fire Risk Officer
- b) Asst. Fire Risk Officer
- c) Fire Station Officer
- d) Captains of the teams

2.4.1.13 Communication

- a) Senior Manager and the deputy is
- b) Communication Officer

2.4.1.14 Safety Coordinator

- a) Occupational Health and Safety Manager
- b) Senior Advisor OH&S
- c) OH&S Officers

2.4.1.15 Medical and First Aid Coordinator

- a) Senior Occupational Health Nurse
- b) Occupational health Nurse

2.4.1.16 Telephone Controllers

The secretaries for the following department:

- a) Maintenance Manager.

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- b) Operating Manager.
- c) Engineering Manager
- d) Site Outage Execution Manager

#### 2.4.1.17 Technical Scribes

- a) Site Outage Execution Manager
- b) Programme Manager
- c) Manager Projects

#### 2.4.1.18 Non-Technical Scriber

- a) Administration Clerk for OH&S Manager
- b) GMR2

#### 2.4.1.19 Incident Commander

The incident commander would be the employees trained as incident commander

- a) Fire Risk Officer
- b) Asst. Fire Risk Officer
- c) OPS B Shift Manager
- d) C Shift Team Captain

#### 2.4.1.20 Emergency Preparedness Runner

- a) Material Store Manager
- b) Coal Manager
- c) Boiler Maintenance Manager
- d) Boiler Engineering Manager
- e) Risk and Assurance Manager

#### 2.4.1.21 Environmental Coordinator

- a) Environmental Manager
- b) Senior Advisors Environment

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## 2.5 Responsibilities

### 2.5.1 Head of EP

- a) To take command and control of all the actions required in consultation with all the other relevant role players as per the Camden EP organization, to contain and or reduce the consequences of the emergency situation at hand
- b) Inform all relevant external role players (JPC Members) regarding the emergency at hand
- c) Brief Eskom line Management regarding the situation at hand
- d) Assess the emergency situation and identify the needs for protective action missions including but not limited to:
  - i. Rescue
  - ii. Medical Assistance
  - iii. Evacuation
  - iv. Sheltering
  - v. Security
  - vi. Employee information and warning
  - vii. Employee support and counselling
- e) Assess all available resources and request any assistance as need arises
- f) Monitor, coordinate and manage all activities related to the emergency situation in consultation with other members
- g) Request periodical progress report and briefing
- h) Authorise the release of information to the news media and employees at the assembly points as to status of the emergency situation
- i) Approve the plan for demobilization of all or part of emergency response personnel, equipment and resources

### 2.5.2 Deputy Head of Emergency Preparedness

- a) Stand-in for the Head of EP if not available
- b) To take command and control of all the actions required in consultation with all the other relevant role players as per the Camden EP organization, to contain and or reduce the consequences of the emergency situation at hand
- c) Inform all relevant external role players (JPC Members) regarding the emergency at hand
- d) Brief Eskom line Management regarding the situation at hand
- e) Assess the emergency situation and identify the needs for protective action missions including but not limited to:
  - i. Rescue
  - ii. Medical Assistance

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- iii. Evacuation
  - iv. Sheltering
  - v. Security
  - vi. Employee information and warning
  - vii. Employee support and counselling
- f) Assess all available resources and request any assistance as need arises
  - g) Monitor, coordinate and manage all activities related to the emergency situation in consultation with other members
  - h) Request periodical progress report and briefing
  - i) Authorise the release of information to the news media and employees at the assembly points as to status of the emergency situation
  - j) Approve the plan for demobilization of all or part of emergency response personnel, equipment and resources

### 2.5.3 Emergency Preparedness Coordinator

- a) Ensure that the EP Centre is at all-time fully functional with regards to internal and external communication tools
- b) Explain the evacuation procedure for the building to the members before the meeting
- c) Ensure the availability of the exit doors in case of an emergency situation
- d) Ensure that logistics are available
- e) Update all emergency information in each member's file
- f) Ensure a quiet and smooth running of the emergency preparedness centre
- g) Attendance register is filled in correctly and files properly
- h) Station exercise drills are conducted, report discussed and filed for audit purposes

### 2.5.4 Maintenance Coordinator

- a) Implement the contingency recovery plan aimed at the reduction of the consequences of plant and equipment failure during emergency situation at Camden power Station which includes:
  - i. Arranging equipment and spares
  - ii. Transportation of spares and equipment to and from Camden
  - iii. Activate standby list
  - iv. If required liaise with Head of EP or agencies dealing with spare for all critical spares
  - v. Attend necessary emergency meeting and de-briefings to update information
  - vi. Keep hard copies of all emergency purchases

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### 2.5.5 Security Coordinator

- a) Obtain briefing and assignment ]
- b) Give instruction to security guards to close all entrances and exit points to the power station
- c) Receive and escort emergency agencies to the power station or EP Centre
- d) Secure the scene to protect people and evident
- e) Setting up and supporting emergency response and rescue operations
- f) Ensure that Public safety is maintained during emergency situation and that law enforcement is stabilized
- g) Assist in the search and rescue operation during the emergency situation
- h) Arrange security agents when instructed to do so by the head of EP
- i) If required, arrange meeting between the Head of EP and the special security agencies
- j) Keep hard copies of all emergency messages
- k) Attend the de-briefing session

### 2.5.6 HR Coordinator

- a) Contact and support the next of kin in the event of injuries or fatalities sustained by employees
- b) Organise and activate contingency plan which includes:
  - i. The supply of counselling or EAP to affected employees
  - ii. Liaise with the Transport Officer for the transportation of families for those hospitalized employees to visit them
  - iii. Ensure the sheltering or welfare of employees and the response team
  - iv. Communicate with the employees at the assembly points and provide advise
  - v. Give regularly feedback to the EP Centre
  - vi. Attend the de-briefing session with the emergency preparedness members

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### 2.5.7 Communication Coordinator

- a) Obtain briefing and assignment
- b) Set up area outside the coordinating control designated for news media and control their activities
- c) Obtain approval from head of emergency for the release of all messages to the media or to employees
- d) Assemble information and prepare message for emergency broadcast
- e) Attend necessary meetings and briefing to update information
- f) If required, arrange meetings between Head of Emergency and the Media
- g) Keep hard copies of all emergency messages and press release statements for future references

### 2.5.8 Fire-Fighting and rescue coordinator

- a) Ensure that training for all Camden response team and volunteers are conducted on a regular basis and are addressing the risk identified through the risk assessment
- b) Ensure that all fire-fighting equipment are tested as per the regulation and are available at all times
- c) Ensure safety when responding to all emergency situations either on site or offsite
- d) Ensure that all EP members are available or on standby for emergency situations
- e) Ensure that all emergency vehicles are maintained and kept ready for responding to any type of emergency situations

### 2.5.9 Medical and First Aid Coordinator

- a) Ensure the availability of trained and equipped First Aid teams
- b) Ensure that the Station Ambulance is ready and equipped to deal with the station calculated emergencies
- c) Ensure that the station ambulance is replenished after each use and run tested regularly

### 2.5.10 Station Evacuation Coordinator

- a) Ensure that the emergency procedure is drawn up, implemented and maintained
- b) Ensure that the evacuation procedure is updated, implemented and tested by all employees at Camden
- c) Ensure that all identified assembly points are maintained in a safe working manner
- d) Each assembly point wardens are trained and equipped with necessary communication equipment and are identifiable
- e) During emergency situations each assembly point is fully functioning properly
- f) The roll calls are conducted at each assembly points and that the register is kept at the EP Centre for future references

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- g) Support department and the Station to conducted their drills as per the procedure and that all recommendations are addressed

#### 2.5.11 Safety Coordinator

- a) Ensure that the station conduct its emergency safely and as per Occupational Health and Safety Act
- b) All exercises for the department and the station are safe
- c) When employee evacuate to the assembly points all safety precautions are adhered to e.g. when ascending down the steps a three way contact is applied
- d) Ensure that the Plant, workshop and offices are equipped with the necessary signage's
- e) Ensure that all vehicles entering Camden power station compliance to 32-93 procedure
- f) Taking part in planning, implementation and evaluation of emergency operations
- g) Taking part in safety scheme, specifications of structures, equipment and operations
- h) Verifying operational staff and emergency services are trained
- i) Taking part in the organization of exercises
- j) Taking part in their evaluation
- k) Advice on commissioning of structures, equipment and operations
- l) Taking part in the evaluation of significant incidents

#### 2.5.12 Technical Scriber

- a) Ensure the availability of all technical material in the EP Centre for recording and communicating technical issues and information
- b) Establish a good working relationship with the Head of Emergency preparedness, Emergency response Team and the EP Team
- c) Advice the Head of EP on technical issue with the aim of reducing the emergency situation
- d) Record technical information during each emergency situation

#### 2.5.13 Engineering Coordinator

- a) Advice on the phenomenon of natural disaster , science and technology with the intention of reducing the impact of the emergency
- b) Advice the Station in terms of building structure and their location
- c) Advice the Station on emergency back-up power supplies and other necessary commodities to keep the generating of electricity to the grid
- d) Recommend for new technology devices for the Station to track emergency incidents e.g. early warning signs
- e) Advice the Station on alternative route to the Station during emergency situation

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#### 2.5.14 Production Coordinator

- a) Ensure that production is maintained during emergency situation at Camden
- b) Advise the Head of EP and the team on the production status and the way and means of avoiding any unit or multi-unit trips
- c) Advise and support the response team on the method to be used to extinguish any fires in critical areas e.g. Boiler, FFP, Turbine and etc.
- d) Liaise with the national Control on issue of unit reduction or total switch off either of single or multi units to avoid disaster or injuries to employee, plant and environment

#### 2.5.15 Service / Logistic Coordinator

- a) Ensure that Camden vehicle , mobile cranes, cherry pickers, bulldozers or heavy moving equipment contingency plans are drawn and tested regularly
- b) Ensure that the EP Centre is staffed adequately with regards to refreshment that would last for 3 days as minimum requirement
- c) All emergency vehicle used during emergency situation are recorded including Ambulances from external
- d) Monitor and track employees and partners been transported to various Medical facilities and ensure that the medical doctor issue medical record
- e) Update the Head of EP on the status of injured employees and partners

#### 2.5.16 Telephone Operators

- a) Ensure that the EP Centre telephone register is up-dated and available
- b) Ensure that all the telephone device used at the EP Centre are working
- c) Defect any defective telephone devices as priority one
- d) Receive calls during emergency situation and transmit information to the EP Runner for the EP Team to make decision
- e) To effectively relay messages across from the EP Centre
- f) Ensure that all messages receive and send out are recorded and kept properly
- g) Ensure that they maintain all information received as confidential as possible
- h) Always strive to professionalism and maintain Eskom ethics and image

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### 2.5.17 Non-Technical Scriber

- a) Ensure that all non-technical information are recorded accurately and kept for future reference
- b) Ensure that the station drawings and pictures are available and updated on a regular basis
- c) Ensure that the EP meetings minutes are recorded and signed by the Head of Emergency on the next EP meeting and kept on file
- d) Ensure that the EP Centre overhead projector and the laptop or work station computer is working and available

### 2.5.18 Incident Commander

- a) Develop a quick incident objective
- b) Manage all incident operations
- c) Applying resources as well as responsibility for all person involved
- d) Ensure that all emergency response personnel are safe from avoidable harm
- e) Ensure that safety of the response team
- f) Assess the incident priority to determine the strategy and tactics that will be used, and those priorities are:
  - i. Life safety
  - ii. Incident
  - iii. Property conservation
- g) Develop a management structure to handle the incident properly through the principal of span of control and unit of command
- h) When releasing information to the media ensure that Eskom procedure is adhered  
Coordinate activities with outside agencies

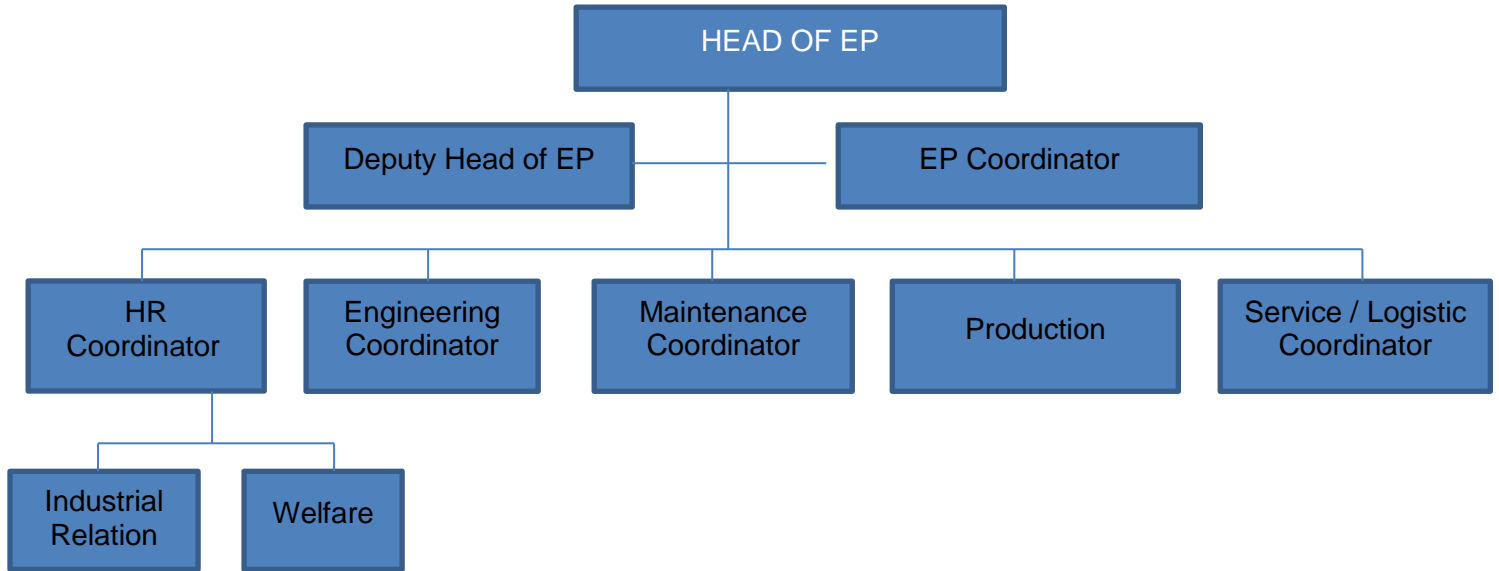
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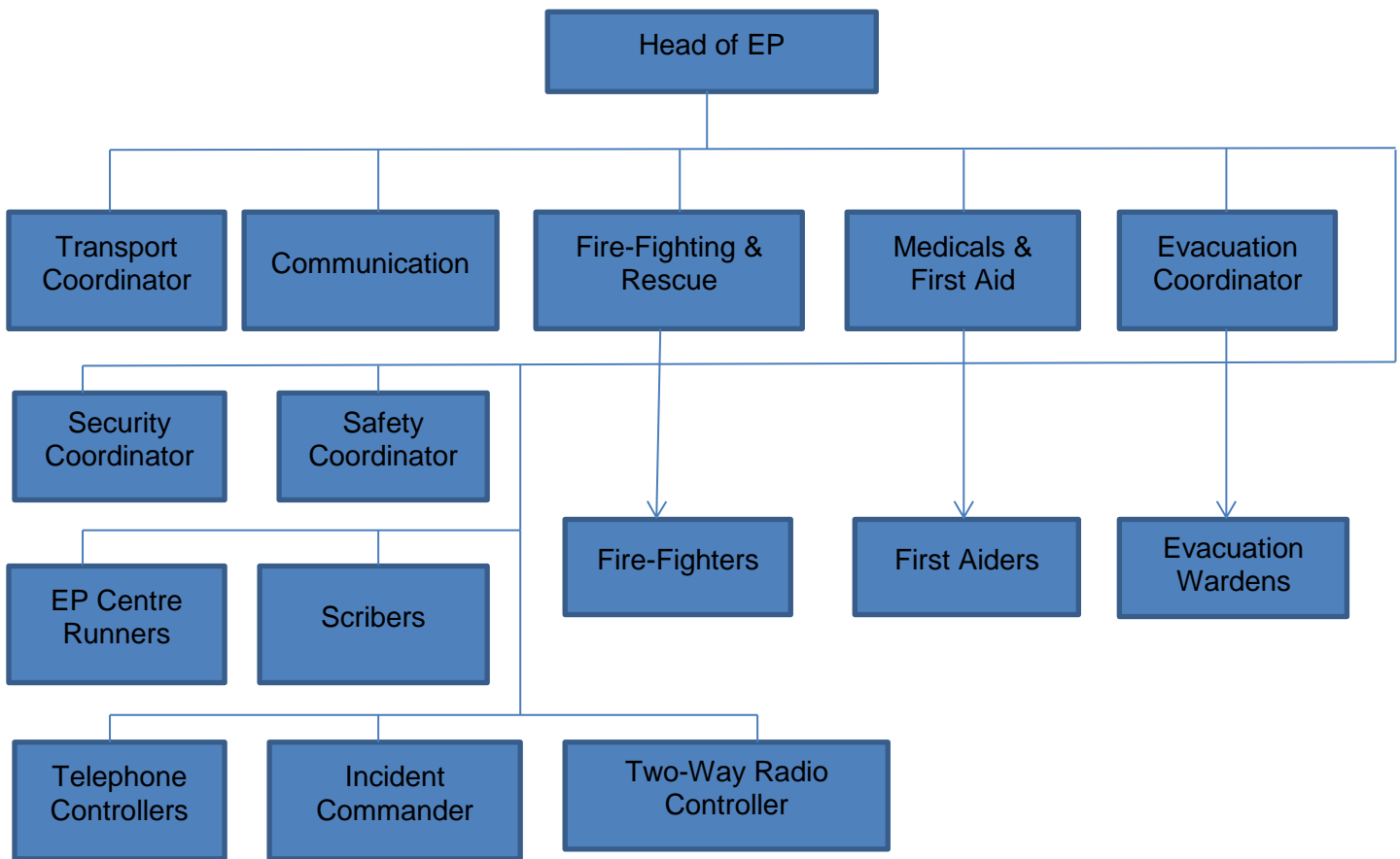
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### 3. Camden EP Organogram

#### 3.1 Emergency Planning Structure



#### 3.2 Emergency Planning Functional Structure



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## 4. Document Content

### 4.1 Communication during emergency situation

Camden Power Station has establish an emergency two-way radio channel (EP- 15) that will be used during an emergency to communicate to all relevant stakeholders within the power station environment.

The reporting from assembly point's warden to the EP Centre evacuation coordinator will be done through the two-way radios

The IC will communicate instructions and feedback through the two-way radio to either the EP Centre or response teams on the scene

Any feedback from the Head of EP with regards to the decisions will be communicated through the two-way radios

For outside Camden Power Station communication, the used of telephone, cell phone and Satellite phone will be applied

Camden is also equipped with a Public Address system and that can be used to communicate to employees whether inside the plant, Offices and workshops

No individual employee is permitted to make use of his/her personal cell phone to communicate with the outside agencies during an emergency as that will compromised the confidentiality of Eskom and might put employees in danger

### 4.2 People with Disabilities

- a) There are challenges that normally experienced by employees with disabilities like
  - i. Difficulties in reading small prints
  - ii. Understanding instructions
  - iii. Getting to places quicker
  - iv. Hearing what is said
- b) Employees with disabilities may need additional assistance to obtain the service they need
- c) The following strategies may have to be implemented to ensure that everyone is safe during an emergency
  - i. Universal design
  - ii. Accessible environments
  - iii. Easy to read information
- d) Evacuation warden, safety representatives and supervisors need to know how to evacuate employees with disabilities in their working environment as first responders

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### 4.3 Reporting and resolving emergency situation

<p>3.3.1 Reporting of incident to EOD (7911) or 017 827 8471</p> <p>In the event of an incident that constitutes danger to the safety, or health of the people, plant and the environment or which has caused injuries to people, damage the plant or any hazardous situation that arises out of the process of generating electricity, it must immediately be reported to EOD at telephone 7911 or (017) 827 8471 and provide the operator with the following information:</p> <p>Your name</p> <p>Telephone number from where you are calling</p> <p>Exact location of the incident</p> <p>The type of incident example Fire or any accident that caused injuries to people, damage to the plant or equipment or causes major spills into the environment</p>	Employee
<p>3.3.2 Report to EOD</p> <p>The operator on duty at the EOD will, after obtaining all relevant information regarding the incident, informed the Shift Manager who will send the Senior Shift Supervisor to investigate and report back</p>	SM
<p>3.3.3 IC report to the Scene</p> <p>The SM will evaluate the information regarding the incident according to the emergency incident severity criteria (Refer to annexure A)</p>	SM
<p>3.3.4 Is it an emergency situation?</p> <p>If the outcome of the evaluation indicates that it is either an important or noticeable incident according to the criteria, a non-declaration of an emergency situation will be made, but if the evaluation indicates that a serious to a catastrophic incident prevails then only after consultation with the EP Controller, a declaration of an emergency situation will be made, if not, then follow step no 6.5</p>	SM
<p>3.3.5 Utilization of local resources – non-emergency situation</p> <p>The Shift Manager will utilize the response Team and First Aid team to take care of the situation. EOD will be required to activate the fire alarm and to call the response Team by means of the radio or telephone</p> <p>In the event that the internal telephone are not working, EOD telephone system can be utilized</p> <p>In case it is declared as an Environmental incident, EOD should notify Environmental department/ Coordinators on standby.</p>	SM
<p>3.3.6 Raising of an INO</p> <p>Raising the Initial Notification of Occurrence for further investigation and</p>	

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<p>capturing of all data in the deviation database</p>	<p>SM</p>
<p>3.3.7 Declaration of an emergency situation</p> <p>The EP Controller or Shift Manager will request EOD to activate the fire alarm(Short tones siren)and the following actions will be taken:</p> <p>The EP members to report to the EP Centre</p> <p>The Response Team members to report to the Fire Station</p> <p>The First Aid teams to report to the medical centre</p> <p>All members to tune to channel 15 on the two-way radio communication</p>	<p>EP Members Response Team First Aiders EP members Environmental depart</p>
<p>3.3.8 Hand over to EP Controller</p> <p>After the EP Centre staff has been mobilised and appropriately manned, the Head pf EP will request the Shift Manager to transfer the command and control over to him, which will include the following:</p> <p>The switching over of emergency telephone <b>7911</b> to the communication room at the EP Centre</p> <p>The transferring of all information regarding the incident and actions taken up to that point by the SM to the Head of Emergency</p>	<p>SM / EOD</p>
<p>3.3.9 Is the emergency situation getting worse?</p> <p>If not, proceed to step 3.3.10 and if yes follow steps 3.3.7</p>	<p>Head of EP</p>
<p>3.3.10 Request EP Centre to step down</p> <p>The head of Emergency Preparedness will declare the situation safe and request the EP Centre to step down. The Head of EP will request the announcement through the PA system for all personnel to resume their normal duties</p>	<p>Head of EP</p>
<p>3.3.11 Conduct post mortem</p> <p>The Head of EP will conduct he post mortem and the following will be covered:</p> <p>Challenges experienced during the emergency situation</p> <p>The way-forward based on the above</p> <p>All the documentation pertaining to the Post mortem shall be captured in the deviation database</p>	<p>Head of EP EP members</p>

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#### 4.4 Emergency alarm system

Camden Power Station emergency alarm system is installed throughout the Plant and Offices, the main control room is where the emergency alarm system is operating from. The Electrical operation Desk where the alarm panel is situated and controlled by EOD personnel during the emergency situation and when testing the system

The emergency alarm system is tested on a weekly basis by the EOD personnel by pressing a test button which will then allow the testing process to start playing.

Any defect or report from department that the sounding or announcement from the Public Address system was not adequately enough would be address by the C&I Maintenance department through a defect reporting system

#### 4.5 Call out procedure

- a) Any employee, Partner or Visitor for Camden power station can report any situation which threaten or might lead to an emergency situation to the Electric Operating Desk by dialling 7911 or 017 827 8471
- b) The EOD will activate the emergency alarm system only by the instruction from the Head of EP, SM or anyone standing in for the head of EP
- c) In case of a non-emergency situation where the SM will utilized the local emergency team, the EOD will called the personnel on their cell phones if after hours and through the fire alarm
- d) The emergency personnel will then report as follows:
  - i. EP Members to report to the EP Centre
  - ii. First Aiders to report to the Medical Centre
  - iii. Fire-Fighter or Response Team including volunteer fire-fighters to report to the Fire Station

#### 4.6 First Aid and Basic Fire Fighting Training

Camden power station shall train their first Aid team members to level 3, certification and the response team on the following interventions:

- i. Preliminary Fire Fighting
- ii. Intermediate Fire-Fighting
- iii. Advance Fire-fighting
- iv. Rope Technician 1&2
- v. HAZMAT Awareness and Operational
- vi. Vehicle Extrication
- vii. Confine Space rescue
- viii. Basic Ambulance Assistant
- ix. Advance Ambulance Assistant

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#### 4.7 Emergency evacuation procedure

Camden power station has identified 6 internal assembly points on different locations and communicated to all employees through a plan 004/6080 which is also review on a three yearly basis

Those assemblies shall be manned by trained evacuation wardens either from Eskom or partners with two-way radio for easy communicating with the EP Centre evacuation coordinator

During an emergency situation employees would assemble to the nearest assembly point where a roll call shall be conducted

In the case where the whole station is unsafe and employee had to evacuate to the outside of the security main gate – the area designated for bus and vehicle parking shall be used to assemble

#### 4.8 Process for Monitoring

Camden power station shall strive to monitor the plan by conducting departmental drills at least 3 times a year and the station drill twice a year

All exercises shall be recorded, discussed and recommendation address before attempting the next drill.

The departmental exercise shall by conducted under the departmental Manager and he/her shall ensure that proper documenting is done and shortfalls addressed and closed

The following personnel shall be available to observe and

#### 4.9 Related/Supporting Documents

Document 004/4626 rev 7 – Camden emergency preparedness plan shall be superseded by this plan

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### 4.10 Camden EP Risk Assessment

#### 4.10.1 Hazards, Causes & Consequence

Keys:

Causes: S=System Failure, P=Plant Failure, H=Human Error, C=Condition, U= Unknown

Consequence: I=Injury, D=Damage, P=Production, L=Legal, E=Environment

No	Hazard	Description	Causes					Consequence				
			S	P	H	C	U	I	D	P	L	E
1	Transport	Bus accident	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Transport	Vehicle collision on-site	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
2	Biological	Bee stings (Bee swarm attack)	Y	Y	Y	Y	Y	Y	N	N	N	Y
	Biological	Food poisoning of People	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
	Biological	More than 20% staff having influenza	Y	Y	Y	Y	Y	Y	N	Y	N	Y
	Biological	Outbreak of infectious disease amongst Employee	Y	Y	Y	Y	Y	N	N	Y	N	Y
	Biological	Snake bites	Y	Y	Y	Y	Y	Y	N	Y	N	Y
	Biological	Anthrax on-site	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
3	Chemical	CO Gas Accumulation at Coal Bunkers	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
	Chemical	Stability of gas in stored condition	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Chemical	Leak from radioactive isotope on site	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Chemical	Major Lime Spillage	Y	Y	Y	Y	Y	Y	Y	N	Y	N
	Chemical	Major Sulphur Spillage	Y	Y	Y	Y	Y	Y	Y	N	Y	N
	Chemical	Major fuel oil spillage	Y	Y	Y	Y	Y	Y	Y	N	Y	N
	Chemical	Spillage of dangerous goods (medical, chemical etc.)	Y	Y	Y	Y	Y	Y	Y	N	Y	N
4	Explosion	Explosion Boiler	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Explosion	Explosion Hydrogen	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Explosion	Explosion Propane	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Explosion	Explosion Ash SSC	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Explosion	Explosion Chemicals	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5	Fire	Building Fires (Main stores)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Building Fires (Main Workshops)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Electrical Fires (Cable Tunnels)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Electrical Fires (Equipment)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Electrical Fires (Transformers)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire - Diesel Tanks	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
	Fire	Fire in Building	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

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	Fire	Fire in fuel oil plant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire in high voltage yard	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire in turbine area	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire on coal stock yard	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire on Conveyor System (Coal & Ash)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire System Protection integrity	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Grass fire on the premises	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fires (Mills & Coal feeders)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Fire	Fire boiler face	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
6	People	Strike Prolonged labour action	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	People	Strike Violent	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	People	Drownings (Coal Stockyard dam; cooling towers; Reclamation dam, reservoirs AWWR dam and De Jager Pan	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Access Control (Entrance; UCR; Equipment Rooms)	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Bomb Treat (including parcel bombs)	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Cash in transit Petty-Casher	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Hi-jack of any vehicle	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Hostage Threats (Security)	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Sabotage	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Security Fence Intrusions	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Strike sit-in	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Suspicious articles	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Armed robbery	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	People	Environmental intrusions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7	Plant failure	Strike Community riot (lock-in) of the site	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
	Plant failure	Catastrophic failure of Rotating Equipment (Turbine; Fans; pumps)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Catastrophic failures of HP Piping	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Turbine over speed test failure	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Stuck in elevator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Loss of fire water	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Loss of fire pump supply	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Fuel oil supply loss	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Loss of propane	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Accidental failure of gas fire suppression system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	National black out	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Computer explosion & loss of data or information	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Computer network damage	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Loss of off-site power	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

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	Plant failure	Station black-out	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Common air supply loss	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	BA Air supply unavailable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Chlorine gas leak	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Plant failure	Major leak on CW plant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8	Structural failure	Structural collapse	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Structural failure	Catastrophic failure of dam wall	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Structural failure	Water Head Tanks Damage	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Structural failure	On site voids collapsing	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Structural failure	Collapse of asbestos structures	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Structural failure	Asbestos demolition plans	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
9	Weather	High rain fall on premises	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	Structural collapse due to storm conditions	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	Flooding of roads leading to power station	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	Major storm damage	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	River flood preventing People to come to work	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	Snow in	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	Failure of fire breaks	Y	Y	N	Y	Y	Y	Y	Y	N	Y
	Weather	Severe weather conditions	Y	Y	N	Y	Y	Y	Y	Y	N	Y

## 5. Contingency Plan (Response and Recovery Plans)

- a) Camden will developed contingency plans for each identified hazard on separate template and shall form part of the EP Plan, those contingency plans shall be kept up to date either after an incident or annually.
- b) The aim of the contingency plans is to achieve a quick response and recovery to bring the situation back to normal in the shortest possible period and in the most cost-effective way and to provide for the following:
  - i. Response and recovery for the well-being of employees, environment, member of the public and Plant

Contingency plans shall also be tested either through departmental drill or station exercises

## 6. Contingency Plan (Response and Recovery Plans)

- c) Camden will developed contingency plans for each identified hazard on separate template and shall form part of the EP Plan, those contingency plans shall be kept up to date either after an incident or annually.
- d) The aim of the contingency plans is to achieve a quick response and recovery to bring the situation back to normal in the shortest possible period and in the most cost-effective way and to provide for the following:

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- ii. Response and recovery for the well-being of employees, environment, member of the public and Plant
- e) Contingency plans shall also be tested either through departmental drill or station exercises.

## 7. Training and Awareness

### 7.1 Safety Contact and Evacuation procedure

- a) Camden Power Station will ensure that in all meetings safety contact and the evacuation procedure is discussed as the first priority before any meeting starts. The person arranging the meeting shall ensure that the attendance knows the assembly points and the different types of emergency alarm siren on site.
- b) Training on the evacuation procedure shall be provided to all employees including partners and visitor through the induction video at the security main gate to assist in reducing or eliminating the consequence of incidents
- c) The training of response team members, First Aid and Emergency preparedness Members shall be accredited by the relevant SETA to provide Fire-Fighting and Rescue, First Aid and Disaster course within Eskom.
- d) Training syllabus shall include the following training levels:
  - i. General awareness to all employees and Partners on the EP Plan, Evacuation Plan and the reporting of incidents
  - ii. All Camden evacuation officials to assist with the orderly evacuating of employees and those with disabilities
  - iii. All Camden Emergency preparedness members shall undergo the emergency and disaster courses provided by Eskom
  - iv. Camden shall on an Adhoc basis conduct workshop to ensure that employees and management are kept up to date
- e) Camden shall follow the recommendation of the 32-477 standard when training its emergency response personnel on the following intervention:
  - i. First Aid level 1 – 3
  - ii. Fire-Fighting training for individuals – basic use of Portable fire Extinguishers
  - iii. Fire-Fighting training for Volunteer teams – Preliminary to Advance
  - iv. Fire-Fighter 1 &2 for Response Team – Hazmat , Rope Rescue, BAA and AEA

### 7.2 Evaluation and review

- a) Camden Power Station shall evaluate its plan as follows:
  - i. Departments shall conduct 2 exercises per year
  - ii. The Station shall conduct 1 exercises per year including the JOC

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- b) The drill exercises shall be properly planned and a comprehensive exercise programme developed consisting of the four main types of activities;
  - i. Orientation session
  - ii. Table top or desk top simulation
  - iii. Full scale exercise
  - iv. De-briefing and analysing the exercise

Specialist or outside the BU consultancies can be utilised for evaluating and monitoring of the planned exercise specifically for the station exercise

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## 8. Document Acceptance (Stakeholders)

Name	Designation	Approval Signatures
David Mailula	Deputy Head of EP	
Augustine Sebothoma	Maintenance Coordinator	
Ghia January	Security Coordinator	
Peter Lukhele	HR Coordinator	
Sr. Thandi Dlamini	Medical & First Aid Coordinator	
Sr. Primrose Soko	Medical & First Aid Coordinator	
Sandile Sikhakhane	Station Evacuation Coordinator	
Thandeka Mathonsi	Safety Coordinator	
Zipo Mahlalempini	Deputy Safety Coordinator	
Pro Mkhize	Technical Scribe	
Mokgoba Mathabathe	Engineering Coordinator	
Mzwakhe Madlabane	Production	
Leon Coetzer	Service / Logistic Coordinator	
Boeler Coetzer	Two-way Radio Controller	
Mtwakazi Ncetezo	Production	
Ntombi Nkabinde	Production	
David Malatsi	Production	
Elias Mokwena	Outage Coordinator	
Waldina Malebana	Procurement Coordinator	

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## 9. Revisions

Date	Rev.	Remarks	Compiler
01 August 2018	8	Changes on exercise format station and department Complete EP risk assessment	AA Simelane
01 August 2016	7	It was due for next Review, changes on the whole document, Template from old to new, Introduction aligned to 32-123, normative reference added, remove Imbewu legal register, roles and responsibilities clearly defines, Organogram as per the 32-123 with the addition of 5 leg, communication plan remove, Risk assessment in line with Eskom EP Risk	AA Simelane
01 July 2013	6	Added environmental Aspect and Impact	AA Simelane
28 August 2012	5	Added Environmental risk	AA Simelane
18 May 2012	4	Added Environmental Contingency plan	AA Simelane
02 June 2009	3	Added roles & responsibilities	AA Simelane
13 December 2007	2	Added Emergency Structure	AA Simelane
18 August 2006	1	Major revision	AA Simelane

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