 Eskom	Plan	Camden Power Station
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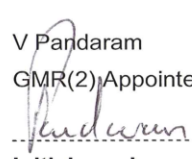
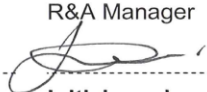
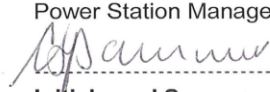
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Disclosure Classification:

Controlled Disclosure

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Designation	Designation	Designation	Designation
Date: <i>2015/07/08</i>	Date: <i>08/07/2015</i>	Date: <i>10/07/2015</i>	Date: <i>2015-07-09</i>

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1. Introduction

The safe evacuating of Camden employees, Partners and day to day visitors is critical in maintaining the good image of Eskom Holdings as a company. Each employee must be able to assist or be assisted by anyone during an evacuation process.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this document is to assist all Camden departments and partners to implement the system effectively. To provide a guideline for its employees and their day to day visitors to safety evacuate any building within the power station to the nearest identified assembly points. To provide the necessary awareness training to each department collectively or individually.

2.1.2 Applicability

This document shall apply throughout Eskom Holdings Limited Divisions Camden Power Station

2.1.3 Effective date

The effective date for this document shall be the date the Camden Power Station Manager signed on it

2.1.4 Normative References

32-123 Eskom Emergency Planning

004-4626 Camden Emergency preparedness procedures rev 6

2.1.5 Informative References

2.1.6 Disaster Management Act 57 of 2002

Environmental Conservation Act 73 of 1989 as amended

Occupational Health and Safety Act 85 of 1993

NFPA 704 – Identification of the Hazards of Materials for Emergency response

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2.2 Definitions

Evacuation – a well organise method of moving people from a dangerous areas into a safe area

Evacuation route – A safe, protected way where staff can use to leave an area of danger

Internal Assembly Point – A predetermined gathering point within Camden power station security fence where departments can assemble

External Assemble point – A predetermined gathering point outside Camden Security fence either the western gate or main security gate

Evacuation Warden - A trained and appointed person to ensure that all employees are evacuated safety from their area of work

Evacuation Communication – All means of communication used during an emergency situation which includes but not limited to: A Two-way radio, Cell phones, Emergency Lights. Sirens, Aerosol horn

Electrical Operating Desk – An area within the main control room where emergency alarm is situated and can be activated

Emergency preparedness centre – An area where all the emergency preparedness members gathered together during an emergency situation to try to minimise the impact of an emergency

Head of Evacuation Warden – A trained and appointed person responsible for all the evauction process during and emergency situation

2.3 Abbreviations

Abbreviation	Explanation
EOD	Electrical Operating Desk
EPC	Emergency Preparedness Centre
ASP	Assembly Points
EW	Evacuation Warden
PM	Production Manager
PSM	Power Station Manager
Snr.	Senior

2.4 Roles and Responsibilities

2.4.1 Emergency Preparedness Controller

1. Received information from the Station Evacuation Warden about the condition of each internal assembly points, discuss with the rest of the EP Members and give direction back to the Evacuation Wardens
2. Evaluate the situation vis information
3. Activate the EP Centre if need be

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4. Give instruction in connection to the evacuation level
5. Give feedback to Snr. General Manager (OU3)
6. If situation normal, declare normal and give order to resume normal work
7. Disband EP Centre and conduct de-briefing session after an hour
8. If situation is abnormal – declare a state of emergency

2.4.2 Station Evacuation Warden

1. Receive information from different evacuation assembly officials
2. Notify the EP Controller through the Two-way radio controller
3. Instruct the assembly points warden if need be to move to external assembly points
4. Request all role calls from different assembly points
5. Assist evacuation wardens in allocating of personnel
6. Ensure that each internal assembly point is mend by an evacuation warden trained and appointed
7. Report any deviation to the EP Centre
8. Give feedback to the on a continuously basis to the each assembly point and back to EP Centre
9. Contribute to the feedback session

2.4.3 Evacuation Wardens

1. Listen for the instruction from the Camden PA system
2. Inform or alert employees to start evacuating the building if instruction indicate so
3. Assist in the evacuation process
4. Ensure that all employees either disabled or not are taken care off and evacuated safely to the assembly point
5. Ensure that pregnant employees or in wheelchairs are assisted until to the assembly points
6. Ensure that all visitors are allocated a permanent employees to take them to the assembly points
7. Take roll calls and report as soon as possible to the Station evacuation warden at the EP Centre
8. Ensure that the atmosphere at the Assembly points remains comfortable and that any employee is assisted at all times.
9. Ensure that a trained and appointed First Aider is available to treat any ill personnel
10. Give continuous feedback to the assembly points and back to the EP Centre

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2.4.4 Departmental Managers

1. Receive information through the Camden PA system
2. Assist by encouraging worker or employee to evacuate the building as soon as possible
3. Ensure that a safe way or route is taken when evacuating
4. Assist in ensuring that all windows and doors are closed in case of a fire and in case of a bomb doors and windows are left opened
5. Ensure that quietness prevailed at the assembly points until the situation is normalized

2.4.5 Production or Shift Managers

1. Receive information from the Camden PA system
2. Assume the role of an incident commander if fully trained and appointed in writing
3. Access the situation and report to EP Centre via two-way radio communication
4. Instruct security to condoned the area and no one allowed to go in without his/her instruction
5. Staged a command post if need be where all emergency services will be required to report
6. Communicate with the EP Centre when any emergency service is no longer needed or to be release
7. Give feedback to the EP Centre continuously until situation is normalized
8. Participate in the de-briefing session after an hours

2.4.6 Employees (Camden, Partners and Day Visitors)

1. Listen for any instruction from Camden PA System
2. To evacuate to the nearest internal assembly point when instructed to do so
3. Take your personal belongings when evacuating
4. Never to back to the evacuated building once you are out
5. Never to use your personal cell-phone when evacuating or in the assembly points
6. Assist when instructed to do so

2.4.7 Security guards

1. Listen for instruction from the Camden PA System
2. Closed all main gates leading to the plant if instructed so

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3. Ensure that the area/s concerned is properly secured and guarded from a distance
4. Work hand in hand with the incident commander and obey his/her instruction
5. Give information to the incident commander or directly to the head of security if needed
6. Ensure that there is a smooth running process during the emergency situation

2.4.8 Response Teams (Fire and First Aid)

1. On hearing the Fire alarm system, all teams shall report to the fire station (Fire Fighters) and to the Medical Centre (First Aiders) to be brief on the emergency situation.
2. Assembly point evacuation wardens to report to their allocated assembly points with their two-way radios

3. Procedure

Camden Power Station exercises and drills will be done as per the schedule after a well communicated plan and every employees informed.

3.1 Drill schedules year 1

Exercises	Department									Station Internal / External		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Fire Evacuation smoke	Train	Plan	Drill									
Flash Floods (desktop exercise) for EP Members				Train	Plan	Drill						
Chemical Spillage (Blue Building)							Train	Plan	Drill			
Crime with sabotage										Train &	Plan & get	Execute &

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& bomb thread (Internal and External role players)											inform	approval	feedback
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3.2 Drill schedule year 2

Exercises	Department									Station Internal / External		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Road accident – Coal truck spillage(Section Drill)	Train	Plan	Drill									
Bee sting (Emergency Team drill)- Fire First Aid & EP centre				Train	Plan	Drill						
Main steam failure (Desk top Exercise)							Train	Plan	Drill			
Industrial action Picketing & sit-in (Internal & External role players)										Train & inform	Plan & get approval	Execute & feedback

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3.3 Drill schedule year 3

Exercises	Department									Station Internal / External		
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Sabotage evacuation (Departments drills)	Train	Plan	Drill									
Petty cash heists (Desk top exercise) EP centre, Security, Fire, First Aid involvement)				Train	Plan	Drill						
16.5kv transformer fires (Emergency Service tested)							Train	Plan	Drill			
Ash plant unreliability & unavailable (Internal & external role players including Environmental)										Train & inform	Plan & get approval	Execute & feedback

NB: each department must conduct three exercises per year and each exercise must be done thoroughly and any shortfalls addressed before the next exercise. The manager of the department must take a leading role in the exercise and the closing of all recommendation. Internal audit shall be conducted by the safety department.

The station exercise must be conducted once a year and the EP Committee will decide if external role players are needed or not – if external role players will be involved the following precaution must be considered.

- Information must reached them three months in advance indicating the type of the exercise to be conducted

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- A meeting to be held with the leaders to discuss the scope and the objective of the exercise and action allocated to responsible persons
- A month before the exercise is held another meeting with the leaders to check feedback and the way forward
- External service providers like (Provisional traffic, Local Fire Brigade, Bomb Squad and SAPS) to be consulted first and agreement reached (not to inconvenience their daily duties)

3.4 Steps to follow on hearing the Siren

Every Camden power station personnel, partners and day to day visitors on hearing the emergency alarm shall follow the following steps.

The Camden EOD shall be the only authorised area to activate the emergency alarm system on the instruction from the EP Centre

3.4.1 Fire (Intermittent)

- Listen for instruction on the PA system
- If the fire is within your area, close all windows and doors to prevent oxygen to the fire
- Switched off all electrical apparatus to starve the fire from heat
- Collect and have your personal belonging with you

3.4.2 Evacuation (Continuous Siren)

- Listen for instruction on the PA system
- Assist the handicapped to evacuate the building
- Assist the evacuation warden by searching all the rooms and bathrooms
- Remind all employee to take their personal belongings with them on evacuating the building
- Do not panic or run while evacuating the building
- Report to the assembly point and have your name recorded
- Don't make any noise while evacuating and while you are at the assembly point
- Don't obstruct any emergency personnel in their endeavour to assist the casualties
- Report any suspicious parcel, smoke or any unusual behaviour and report to your supervisor or the evacuation warden as soon as possible
- Be observant and report any fault on the fire prevention system like expired, missing or defective fire extinguishers, hose reel and fire hydrants
- Report any car, scrap metals or hazards at the assembly points
- Be responsible and know all the internal assembly points by location

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3.4.3 Communication

The following communication medium will be enforced during emergency situation at Camden Power Station and that will be English and no other language will be allowed

- Two-way radio communication channel 15
- Cell phones in case two-way radio fails
- Desk top telephone as the last resort
- EP Centre shall be the only area where all Camden emergencies are discussed

3.4.4 Internal Assembly Points

Camden Power Station has identified **SIX (6)** internal assembly points to be used during emergency situation and **TWO (2)** external assembly areas outside the security fence or boundary.

The internal assembly points shall be identifiable by a three way dimension cromodek plate (size 440 x 440mm) with white labels on a green background, black painted poles with chevron marking

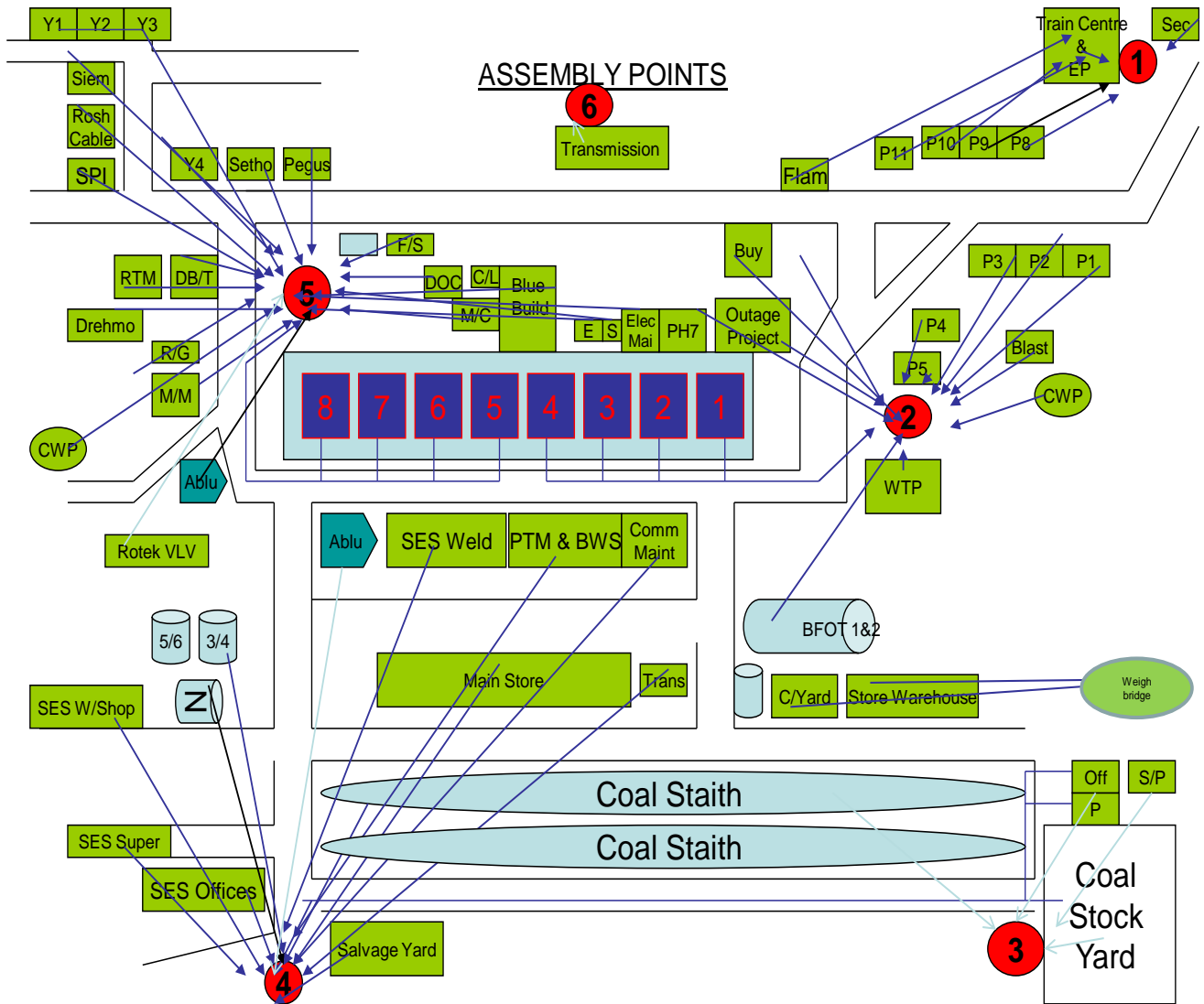
1. There shall be no other equipment or vehicle allowed within the parameters of the assembly point (20 meters around the sign)
2. Assembly point evacuation wardens shall ensure good housekeeping around those internal assembly points
3. **Internal Assembly point number one (1)** situated between the main security gate, CMD, Chillas and Training centre
4. **Internal assembly point number two (2)** situated next to Unit 1 off-loading bay and the back of the project building
5. **Internal assembly point number three (3)** situated next to the sewage plant and the entrance to the coal stock pile yard closer to the security fence
6. **Internal assembly point number four (4)** situated next to steinmuller offices, Makriel sub-station, AWRR reservoir
7. **Internal assembly point number five (5)** situated next to unit 8 Step-up Transformer and DB Thermal workshop
8. **Internal assembly point number Six (6)** situated next to Transmission offices for transmission personnel

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4. Internal Assembly Point lay-out



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5. Document Acceptance (Stakeholders)

This document has been seen and accepted by:

Name	Designation	Signatures
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Jan Hendrik Smith	Wear Check	
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Gys Thomas	Bidvest / TMS group	
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Louis Mare	Howden	
Reg. van der Merwe	KKS Ennead	
Chantel	Ukweza	
Johan Snyman	MRMS	
Peter Mahlangu	Makoya	
Anton Prinsloo	Roshcon Cabling	
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Winnie Maseko	Sithokgwa	
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Mishen Naidoo	Steinmuller	
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6. Revisions

Date	Rev.	Remarks	Compiler
20 May 2015	03	Reviewed due to the changes on the internal assembly points (some were in an unsafe areas)	AA Simelane
01 October 2012	02	Due for revision	AA Simelane
11 January 2011	01	Add responsibilities for all role players	AA Simelane
12 January 2009	00	Original issue	AA Simelane

7. Development Team

None

8. Acknowledgements

None

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