

PROCEDURE FOR WHEN A FIRE IS DISCOVERED

1. **REMAIN CALM**
2. Raise the alarm (call out and let someone know).
3. Attempt to extinguish the fire with fire extinguisher equipment provided – **BUT ONLY IF IT CAN BE DONE SAFELY.**
4. Contact Fire Services 021 480 7700 (from a cellphone) / 107 (from a landline) and report:
5. What is burning?
6. Where (location)
7. If anyone has been injured or is missing
8. **CLOSE DOORS AND WINDOWS (IF POSSIBLE) BEFORE LEAVING THE BUILDING.**

SUSPICIOUS & UNEXPLAINED OBJECT/PACKAGE

1. **REMAIN CALM.**
2. Notify your Security, Police (10111) and CID Security (021) 932-4800 / 072 197 5001.
3. **DO NOT** shake or empty the contents of any suspicious envelope or package.
4. **DO NOT** try to clean up powders or fluids.
5. **DO NOT** activate your 2-way radio near the envelope or package.
6. **PLACE** the envelope or package in a plastic bag or another type of container to prevent leakage of contents.
7. If you do not have any container, then **COVER** the envelope or package with anything and do not remove this cover.
8. **LEAVE** the room and **CLOSE** the door or cordon off the area to prevent others from entering.
9. Wash your hands with soap and water to prevent the spread of powder to face or skin.
10. Only evacuate on instruction of the duty emergency coordinator.
11. Only re-occupy on instruction of the duty emergency coordinator.



EMERGENCY NUMBERS

CID Office	021 932 4799
CID Control Room & Camera Monitoring	021 932 4800 072 197 5001
Fire Emergencies (Cellphone)	021 480 7700
Fire Emergencies (Landline)	107
Bellville Fire Station	021 444 8279
Ambulance	10177
Police	10111
Ravensmead Police Station	021 933 9000
Poisons Information Helpline	0861 555 777
Child Emergency	0800 123 123
Gender-Based Violence Lifeline (Suicide)	0800 428 428 021 461 1113
Electricity	0860 103 089
Water (24 Hours)	0860 103 089
Tygerberg Hospital	021 938 4911

THE BOARD OF DIRECTORS

Mr Andrew Thompson (Chantec)
Mr. Greg Morse (Peninsula Beverages)
Mr Richard Ayres (Saplings)
Mr Michael Birch (Michael Birch Property Trust)
Mr Ralph Raad (CFW)

PROCEDURES FOR ACTS OF VIOLENCE

1. **REMAIN CALM**
2. Contact SA Police Service 10111 / Ravensmead Police Station (021) 933 9000 and CID Security (021) 932 4800 / 072 197 5001
3. Notify the company and/or zone emergency coordinator.
4. Attempt to calm the situation but do not become involved.

EMERGENCY PLAN AND PROCEDURES GUIDELINE

**FOURTH EDITION
JUNE 2022**



PAROW INDUSTRIA

IMPROVEMENT DISTRICT ASSOCIATION (CID)
Including Tygerberg Business Park
Securing Your Business Environment

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EXPLOSION

1. **REMAIN CALM.**
2. Commence with firefighting, **ONLY IF IT IS SAFE TO DO SO.**
3. Notify Fire Services 021 480 7700 (from a cellphone) / 107 (from a landline), your Security and CID Security on (021) 932-4800 / 072 197 5001 and give location.
4. Assist any casualties.
5. Evacuate on instruction of the duty emergency coordinator (see Evacuation).
6. Re-occupy under instruction of the duty emergency coordinator.

HAZARDOUS MATERIALS INCIDENT

1. **REMAIN CALM.**
2. Note information such as UN numbers, hazmat codes, smell, color, physical state, and packaging (**Obtain – Material Safety Data Sheet - MSDS**).
3. **Manage hazardous materials in accordance with MSDS instructions if it is safe to do so.**
4. Consider evacuation.
5. Notify municipal fire services on 021 480 7700 (from a cellphone) / 107 (from a landline) and give location.
6. Notify your security and CID Security on (021) 932 4800 /072 197 5001.
7. Leave immediate vicinity.
8. Await arrival of emergency services together with security and provide with MSDS.

MEDICAL INCIDENT

1. **REMAIN CALM**
2. Obtain assistance.
3. Report the location and type of injury / illness to the ambulance service 10177.
4. Contact CID Security (021) 932-4800 / 072 197 5001 to escort / direct ambulance service to location.
5. Render required life support (eg. CPR).



MEDICAL EMERGENCIES ASSOCIATED WITH PRODUCTS STORED ON SITE TO BE MANAGED IN ACCORDANCE WITH MSDS.

BASIC LIFE SUPPORT PROCEDURE:

- Ensure area is safe.
- Assess level of consciousness of patient.
- Obtain help.
- If patient is **UNCONSCIOUS**, open **AIRWAY** and check **BREATHING** (up to 10 seconds).
- If **NO BREATHING**, give 2 breaths.
- If patient is breathing and **NO TRAUMA INVOLVED**, place patient in recovery position, (on side). Keep checking on patients breathing.
- **IF NO BREATHING AND NO SIGNS OF LIFE** (movement, normal breathing, coughing) BEGIN CPR. 2 Breathes to 15 compressions. Continue till medical help arrives or patient starts breathing.
- If breathing present but not adequate, give 1 breathe every 5 seconds.
- If patient is **CONSCIOUS**, treat obvious injury and obtain relevant information. Remember this information is **CONFIDENTIAL**.

BOMB THREAT, CALL TAKER

1. **REMAIN CALM.**
2. Attempt to have the conversation recorded or have someone listen in.
3. Keep the caller talking while following the instructions on the Bomb Threat Check List (see last page of booklet).
4. Notify your Security, SA Police (10111) and CID Security on (021) 932-4800 / 072 197 5001.
5. Complete the Bomb Check List after receipt of the call.
6. Only evacuate on instructions from the duty emergency coordinator (see evacuation).
7. **OPEN ALL DOORS AND WINDOWS (IF POSSIBLE) BEFORE EXITING THE BUILDING.**
8. **TAKE POSSESSIONS WITH YOU.**
9. Only re-occupy on the instructions of the duty emergency coordinator.

EVACUATION

The decision to evacuate is at the discretion of the emergency coordinator under guidance of emergency services and / or South African Police Services.

1. An announcement or audible alarm will be sounded.
2. On hearing either of the above you are required to **EVACUATE THE PREMISES**, as follows:
3. All staff to follow the instructions of the zone warden. Staff who are not in their designated department are to follow the instructions for the zone in which they are at the time of the emergency. Remember to assist all physically disabled people from the building.
4. **NO STAFF MAY LEAVE THEIR AREA TO GO TO THE TOILETS. YOU MAY BECOME ISOLATED AND PLACE YOURSELF AND OTHERS AT RISK.**
5. Should there be any reason that you are unable to use the designated evacuation route your zone warden will identify one for you to follow.
6. **DO NOT SHOUT OR RUN** while exiting building. Every effort must be made to remain calm.
7. All staff to meet in the designated assembly area. Should your designated assembly area be unsuitable you will be notified of another suitable location.
8. Zone wardens to ensure area for which they are responsible is clear. They must then take roll call. Names of missing staff to be reported to the emergency coordinator.
9. No person may return to the building/s until instructed by the emergency coordinator.
10. The decision to return to the building/s will be made by the emergency coordinator in consultation with the relevant emergency authorities.
11. All staff to return to work via the normal entry points / alternatively should a broader evacuation of a section of the industrial area be required, comply with the instructions received from emergency services and / or the South African Police.