

EMERGENCY MANAGEMENT PROGRAM

Emergency Management Program

A. PURPOSE

This program is established in order provide guidance to all employees in case of emergency situation occurring within the APO Production Unit, Inc. and to promote the safety and security of employees and other APO users.

B. SCOPE

This program applies to all emergency occurrences that may take place within the APO premises which may endanger life and property or jeopardize condition of employees and other visitors.

C. RESPONSIBILITY

EMERGENCY MANAGEMENT and RESPONSE TEAM (EMRT)

It is the responsibility of the Management/Emergency Management Response Team (EMRT) to anticipate and plan for an emergency situation that may take place within the company premises. And also make sure that employees know and understand the emergency preparedness and response procedures in place.

EMPLOYEES

It is the responsibility of the employees to know and follow the emergency preparedness and response procedures posted in various locations attend and participate in emergency preparedness training and drills conducted within the plant premises.

MANAGEMENT

Management Support is critical for the effectiveness of emergency preparedness program. Through support and prioritization a functional emergency plan can be developed and implemented to its fullest potential thereby reducing the impact of an emergency.

D. EMERGENCY MANAGEMENT EQUIPMENT AND RESOURCES

It is widely known that people are the greatest asset in any corporate setting. The same is true within an emergency response situation. If properly trained on-site personnel are capable of reducing the overall impacts of an emergency incident. Once personnel are provided proper training and equipment APO has a greater chance of rapid recovery following an emergency. All emergency equipment should be in working order and replaced as necessary. Assigned personnel should

demonstrate knowledge of proper operating procedures before utilizing equipment in an emergency.

E. EMERGENCY MANAGEMENT RESPONSE TEAM (EMRT)

1. This team is composed of employees from different departments who are trained and taught practical knowledge in responding to emergency situations such as fires typhoon earthquakes chemical spill or explosions or others. The team consists of an adequate number of employees assigned in different shifts.
2. The team has the following sub-teams: Fire Fighting Medical Team Evacuation Communication and Security and Salvage team. Each sub-team has a team leader who will guide the team's actions during emergency situation.
3. Composition and Roles of the Emergency Management Response Team (EMRT)
 - Ground Commander (GC)

The Ground Commander is in command and control of the Team. The GC will direct and coordinate the utilization of company resources (personnel and equipment) available to implement disaster management and control measure until further relives by the proper authorities responding in the area. The GC will coordinate with the Emergency management Response Team to ensure the safest and most expedient mitigation for the incident. The GC will keep the management informed as to the status of the emergency. The GC will supervise distribution of emergency information for the company through the Team members.

- Deputy Ground Commander

Assist the ground commander in the deployment of personnel and equipment available during the implementation of emergency response or disaster control operations

Must be ready to assume command when the Fire Marshall is not available within the fire or disaster area

- EMRT Team Leader (TL)

The Team Leader is the person at the site of an emergency who is in charge of the immediate emergency response. The TL will be assigned to an emergency from the EMRT emergency response team responsible for that emergency. This will vary depending on the nature of the emergency as summarized in the charts that follow. The TL must have the capability and expertise to assume command of an emergency as described in this section.

The TL will manage the on-scene operations of an emergency response. The TL is responsible for the technical aspects of the response as well as the tactical planning and execution determination of the need for outside

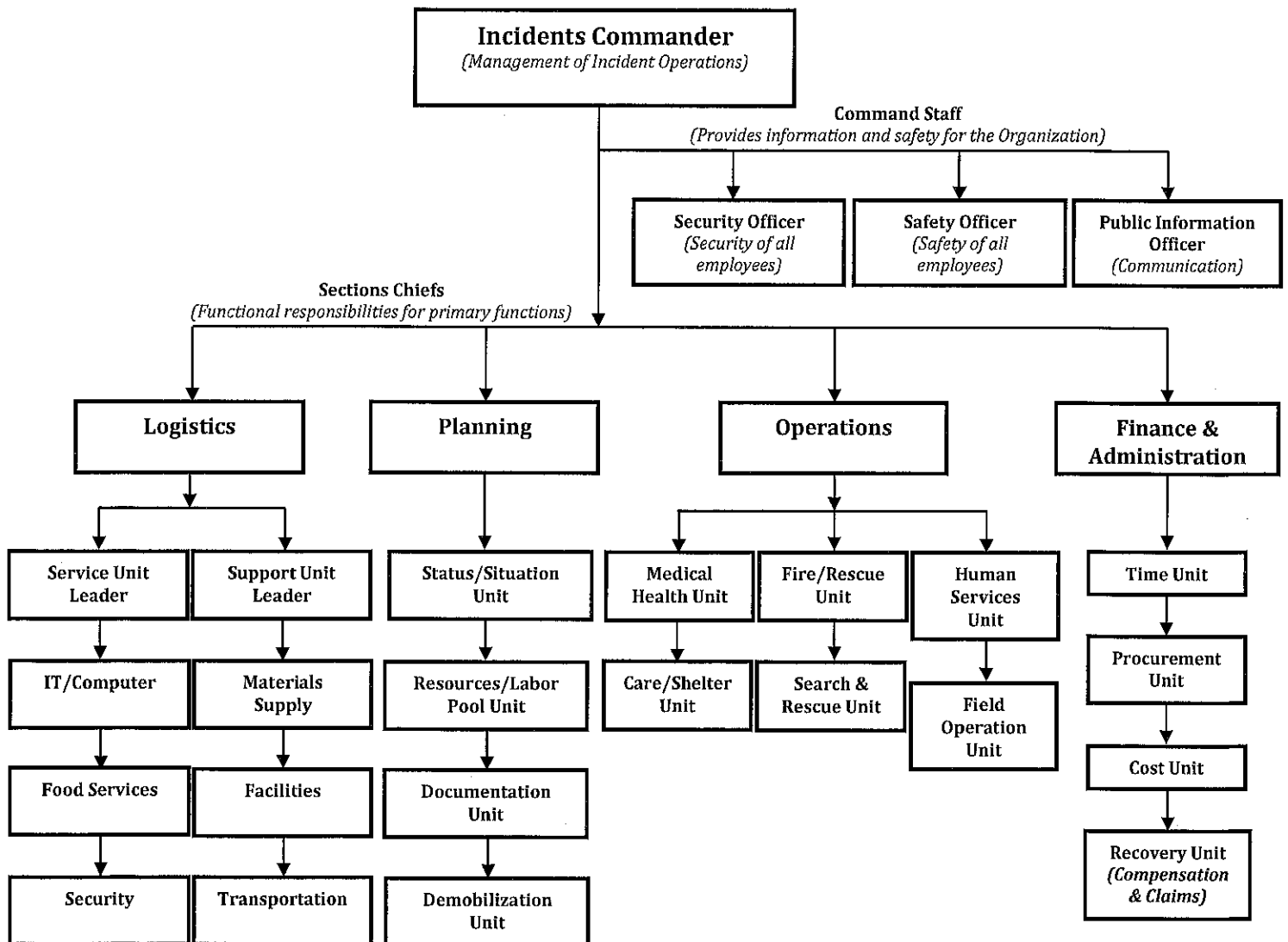
assistance and resources and interface with the EMRT Ground Commander. During an incident the TL will maintain regular communication with the GC.

The first emergency response (EMRT) to arrive on the scene will become the TL and establish the incident command system. This person will remain in command until relieved by the designated TL. The TL upon arrival will assume command. Notify the GC implement the emergency procedures specified for the particular incident assess the situation implement this Plan activate resources order and initiate evacuation of persons in harm's way and upon conclusion of the incident declare the emergency over.

- Communication Security and Traffic Management Team
 - As soon as it receives the call for fire alarm the communication system operator shall immediately relay to the following:
 - ✓ Fire Marshal
 - ✓ Nearest Fire Station
 - ✓ All Members of Fire Brigade Teams concerned
 - If possible all fire related messages passing thru the Public Address System (PAS) should be coded to avoid panic to those who are not engaged in fire fighting operations or related activities
 - If communication system breaks down the communication team must provide alternative plans (e.g. Assigned runners shall send the alarm in case of systems malfunctions.)
 - Aside from their regular duties the team shall perform the following:
 - ✓ Provide Security to the designated salvage area
 - ✓ Cordon the fire area from unauthorized persons or possible looters
 - ✓ Perform traffic control functions and give priority to responding fire truck and ambulances
- Medical Team
 - Shall perform first aid procedures to injured victims before the services of a physician are acquired.
 - Must be equipped with substantial first aid materials necessary in conducting first aid.
- Fire Fighting Team
 - Fire Hose Team - Perform fire fighting functions by using available single jacketed fire hoses inside fire hose cabinets provided in every floor level. Perform simple fire hose maintenance techniques to extend the life of the fire hoses.
 - Fire Extinguisher Team - Perform firefighting functions by utilizing all available portable fire extinguishers appropriate for a particular fire. Conduct periodic maintenance check up on all existing fire extinguishers within the building.
- Rescue and Evacuation Team

- Performs rescue and evacuation activities on trapped victims by applying appropriate techniques and skills
- Shall perform rescue operation in pairs or buddy system
- Must enter the burning building only upon orders coming from the fire Marshall to avoid accident
- Must be adequately equipped with breathing apparatus and other necessary safety equipments.
- Salvage Team
 - It is also known as the "Damage Control Team" engage in saving of properties against fire or water damage depending on its priority.

4. Organizational Structure of EMRT



The Team oversees the incident operations and supports and EMRT Ground Commanders (the person on-site who is in charge of the response to the emergency), by providing resources and assistance as, needed.

The team will:

- Determine short and long term effects of an emergency.
- In consultation with the Management order an evacuation.
- Inform all Division and Department Heads.
- Mobilize company resources as needed.
- Develop and implement a plan for emergency situations.
- Communicate situation reports to management and employees.

Each Team member must designate an appropriate substitute in the event that he/he is not available or cannot be reached. Additional staff may be called upon to assist with the emergency response.

F. REPORTING PROCEDURES

Emergency contact numbers are posted in different strategic locations and shall be updated timely to ensure that no emergency calls will be wasted by calling a wrong or out of service phone numbers. There are other means of communication that can be use like hand-held radios electronic mail and cell phones.

1. Reporting a fire

- When a fire is already impossible to extinguish with the nearest fire extinguisher available in the area, immediately inform the officer in charge in the area.
- The officer in-charge, shall call EMRT base (safety office) for proper action and assessment.
- If the fire is not controllable by available fire suppression equipment of the EMRT, the communication Team Leader shall call outside sources for immediate response.

2. Reporting a bomb threat

- If you receive a bomb threat over the phone, remain calm.
Listen carefully, try to keep the caller on the line and if possible, record the conversation noting down or remembering words of the person making the threat.
- Do not write a note to a colleague to call the authorities and immediately notify the management as soon as the caller hangs up.
- Notify EMRT.
- Do not discuss the threat with other staff.

3. If chemical spill discovered or gas leak

- Inform the area supervisor or notify Safety Office/EMRT for proper action

G. EMERGENCY EVACUATION PLAN

Emergency Evacuation Plans are posted on different strategic locations. All employees must be familiar with the emergency procedures and exit routes. Thus, Safety Department shall conduct orientation, training and emergency drill periodically to increase awareness and readiness of employees during emergency situation.

1. EVACUATION PROCEEDINGS

Decision whether the situation falls under non-conformance or emergency will be done by the related section manager together with the EMRT team leader after careful evaluation of the anticipated danger. The signal for evacuation will be done using the paging system. Once the signal is announced the evacuation must be led by each area leader with the direction and assistance of the EMRT team leader or members to the designated assembly area. Employees must be guided to evacuate in an orderly manner based on the evacuation map and route.

Employees must be advised not to panic or pick personal belongings during the evacuation. The search and evacuation team of EMRT must conduct thorough inspection of the evacuated areas such as offices, comfort rooms and other common areas. Once the evacuation is done, no employee except the search and evacuation Team could re-enter the building or offices

Employees must be advised to stay in the premises if the evacuation is not necessary.

2. EMERGENCY EXITS

Employees must be aware and be familiar with of emergency exits. And emergency exit must be free from obstructions and passable at all times and an emergency exit sign must be placed and readable b employees.

3. EMERGENCY LIGHTS

Emergency lights installed in strategic areas must be checked and cleaned at least once a month. The cord and plug must not have an open or bare insulation. On scheduled shut down of operation switches of emergency lights bulb must be turned-off before cutting off the power source. Emergency lights left "on" without a power source would discharge the battery. Longer period of discharge may unable to restore its charging feature and may eventually damage it.

4. ACCOUNTING FOR EMPLOYEES

The section in-charge must count and check the present employees at the assembly area. Any missing employee must be reported to EMRT Evacuation team for quick check to the last known location of the employee.

5. ASSESSMENT AND EVALUATION OF THE SITUATION

The EMRT team leader and members together with the top management will assess and evaluate the situation. EMRT Communication Team and HRD will contact other agencies depending on the assessment of the emergency situation. EMRT will wait for the signal from the top management if immediate assistance from outside agencies or local government offices is needed.

6. COMUNICATING INFORMATION TO EMPLOYEES

EMRT together with the top management duty officer and Human Resource Department must relay the actual situation to the employees to ease their tension or anxiety. Depending on the evaluation and assessment of the management certain precautionary measures and corrective actions must be relayed to employees to avoid future occurrence of the incident.

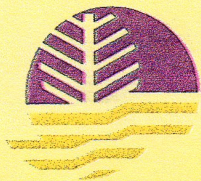
What to do in an Emergency:

Working Safely with Chemicals

Chemicals come in various forms and can affect those exposed in different ways. A chemical can take the form of a mist, vapor, liquid, dust, fume or gas. The type of chemical, the way it is used, and the form that it takes determine its effect and what should be done to avoid harmful exposure.

Some basic safety precautions should be understood and followed including:

- Know what to do in an emergency. If there is a leak or spill, keep away from the area, unless you know what the chemical is and how to safely clean it up. Know where emergency protective equipment and supplies kept and how to use them.
- Use appropriate protective clothing and equipment (glasses, aprons, boots, gloves, etc.) as required or as necessary.
- If the clothing becomes contaminated by the chemical, shower or wash the skin areas exposed. Change and decontaminate clothing (or dispose of clothing if it is designed to single use).
- Do not take contaminated clothing home to be laundered because by doing so, it could expose family members to the contaminant.
- When working with chemicals, always wash hands thoroughly before eating. If necessary, shower and change clothes before going home.
- Never take food into the work area where chemicals are being used or stored.
- If work will be done in an area where there is a possibility of exposure to toxic substances, use a buddy system or establish an emergency communication system. A worker can be dangerously exposed or overcome by a chemical and need immediate assistance.
- Keep the workplace clean to reduce the risk of contamination. Where possible, wipe up and absorb the contaminant, using proper protective equipment as required. Clean up spills immediately and dispose of contaminated material properly. With some chemicals a vacuum is recommended for cleanup rather than a broom or compressed air. The idea is to collect and confine the contaminant, not just spread it around.



HW GENERATOR REGISTRATION CERTIFICATE

Pursuant to Chapter 3 of DENR Administrative Order (DAO) No. 2013-22, the Implementing Rules and Regulations of Republic Act (RA) 6969, this Certificate is issued to:

Name of HW Generator : APO PRODUCTION UNIT, INC.

Facility Address : 2/F PIA Building, Visayas Avenue, Vasra, Quezon City

You are hereby assigned with the new *Manual Registration no*:

M-GR-NCR-74-00168

This certifies that the above-named Hazardous Waste Generator generates the following types of wastes:

Waste Class	Waste Number
Lead compounds	D406
Mercury and mercury compounds	D407
Inorganic pigments	F602
Other mixed	F699
Used or waste oil including sludge	I101
Containers previously containing toxic chemical substances	J201

1. The above-named HW Generator shall comply with all the requirements of R.A. 6969, its Implementing Rules and Regulations and the Procedural Manual for Hazardous Wastes Management.
2. Submission of duly notarized self monitoring report shall be made within fifteen (15) days after the end of every period using prescribed format.
3. Please refer to this number whenever you make transactions with EMB on matters pertaining to R.A. 6969.

AUTHORIZED SIGNATURE :
AUTHORIZED NAME :
DESIGNATION :
DATE :

ATTY. DOMINGO M. CLEMENTE, JR.
Regional Director
OCT 30 2018

