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	Emergency Response Plan (HQ Building)			Document Ref: PD-S-PRO-10

Purpose:	To establish a coordinated response to emergencies at the linked four-storey HQ building and protect workers, visitors and other persons.
Scope:	This plan applies to all floors, linked areas, common facilities, car parks, workers, contractors and visitors at the Company HQ.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Accountable for emergency preparedness and resources. (2) <u>Executive Director (ED)</u> : Oversees implementation and major emergency decisions. (3) <u>Safety and Health Officer (SHO)</u> : Coordinates the plan, training, drills and reviews. (4) <u>Safety Coordinator (SC)</u> : Maintains emergency arrangements and assists drills. (5) <u>Emergency Response Team (ERT)</u> : Directs evacuation, first aid, fire response and headcount. (6) <u>Floor Wardens</u> : Sweep assigned areas and guide occupants to the assembly point. (7) <u>Security and Reception</u> : Raise the alarm, contact emergency services and control access. (8) <u>Workers and Contractors</u> : Follow instructions, evacuate safely and report emergencies.
ISO Reference:	MS ISO 45001:2018 Clause 8.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for MS ISO 45001:2018 Clause 8.2

Abbreviation & Definition	
BOMBA	Fire and Rescue Department of Malaysia
ED	Executive Director
ERT	Emergency Response Team
HQ	Headquarters
MD	Managing Director
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
SC	Safety Coordinator
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Emergency Planning</u> 1.1 Building Arrangement The HQ comprises linked four-storey premises. Evacuation routes shall cover each floor, connecting passages, staircases, exits and the designated assembly point.	SHO / SC / ERT	OHSMS-06J; Building plans

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Step	Activity	PIC	Reference
	1.2 Risk Review Likely emergencies shall be reviewed for fire, smoke, medical events, electrical incidents, power failure, severe weather, flooding, structural concerns and security threats.		
2	<u>Emergency Organisation</u> 2.1 Command The most senior ERT member present shall assume control until the public emergency services arrive. 2.2 Floor Control A warden and deputy shall be assigned for every floor and linked area. Current appointments shall be displayed.	ED / SHO / SC / ERT	ERT appointment list
3	<u>Alarm and Communication</u> 3.1 Alarm Any person discovering an emergency shall raise the alarm and inform Security or Reception without delay. 3.2 External Assistance Security or Reception shall call 999 and provide the HQ address, emergency type, known casualties and access point.	All persons	Emergency contact list
4	<u>Evacuation</u> 4.1 Movement Occupants shall stop work, isolate equipment only when safe and use the nearest safe staircase or exit. Lifts shall not be used. 4.2 Linked Areas Wardens shall prevent occupants from entering an affected linked section and redirect them through the nearest safe route. 4.3 Headcount Departments shall account for workers, contractors and visitors at the assembly point and report missing persons to the ERT leader.	ERT / Floor Wardens / HOD	Floor plans; Attendance and visitor records
5	<u>Specific Response</u> 5.1 Fire or Smoke Trained persons may use suitable firefighting equipment only for a small fire with a safe escape route. Evacuation shall take priority. 5.2 Medical Emergency First aid shall be provided within competence while an ambulance is requested. The casualty shall not be moved unless exposed to further danger.	ERT	First aid and emergency equipment records

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Step	Activity	PIC	Reference
	5.3 Electrical Incident Power shall be isolated by an authorised person. No person shall touch a casualty until the electrical source is confirmed safe. 5.4 Other Emergency For flood, structural damage, chemical release or security threat, the ERT shall isolate the area and follow instructions from the relevant authority.		
6	<u>Persons Requiring Assistance</u> Assistance Known persons requiring assistance shall be assigned suitable helpers and an evacuation method. Visitors shall remain under their host or Reception.	Floor Wardens / ERT	Assistance list; Visitor register
7	<u>Emergency Resources</u> 7.1 Inspection Alarms, extinguishers, hose reels, emergency lighting, exit signs, first aid supplies and communication equipment shall be inspected at planned intervals (to be arranged by Administration Manager). 7.2 Access Exits, staircases, connecting passages and emergency access routes shall remain clear and unlocked during occupancy.	SHO / SC / AM	Inspection and maintenance records
8	<u>Training and Drills</u> 8.1 Training ERT members, wardens and first aiders shall receive role-specific training. Workers shall receive emergency briefing during induction. 8.2 Drill The HQ shall conduct at least one evacuation drill each year. Scenarios shall periodically test the linked-building arrangement and different floors.	SHO / SC / ERT	OHSMS-08Q; Drill report
9	<u>Recovery and Review</u> 9.1 Re-entry No person shall re-enter until authorised by the ERT leader or public emergency services. 9.2 Reporting The emergency, response, injuries, damage and required actions shall be recorded and investigated where applicable. 9.3 Review This plan shall be reviewed after drills, emergencies, significant changes and at planned intervals.	ED / SHO / IM	OHSMS-10V; OHSMS-10W

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Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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