



SOHAR INDUSTRIAL PORT INCIDENT RESPONSE POLICIES & PROCEDURES

Produced by the S.I.P. H.S.S.E. Committee: April 27, 2008
Version 2. September 2, 2008

1. Endorsed by Soharlinks: **May 28, 2008.**
2. Endorsed by Government and R.O.P:
3. Approved by S.I.P.C. Management: **May 28, 2008.**
4. Accorded by S.I.P. H.S.S.E. Committee: **April 27, 2008.**

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ANNEX A: S.I.P. UPDATED INCIDENT RESPONSE TELEPHONE & RESOURCES LIST (Excel spreadsheet).

ANNEX B: S.I.P. INITIAL INCIDENT REPORT TEMPLATE (Word document)

ANNEX C: S.I.P. INCIDENT RESPONSE PIPELINE MAP (Size 0 wall-chart. Collect hard-copy from S.I.P.C.)

ANNEX D: S.I.P. H.S.S.E. COMMITTEE SIGNATURES OF ACCORD (PDF document)

GLOSSARY OF ACRONYMS

- **A.L.S.I.G:** Air Liquide.
- **C.E.O:** Chief Executive Officer.
- **C.O.O:** Chief Operations Officer.
- **C.R:** Control Room (tenant)
- **D.C.E.O:** Deputy Chief Executive Officer.
- **D.I.R.C.** Duty Incident Response Coordinator.
- **G.S.M:** Global Service Mobile.
- **H.S.S.E:** Health, Safety, Security, and Environment.
- **H.Q:** Head Quarters
- **I.C.P.** Incident Control Point (at/ near scene of incident)
- **I.M.C.O:** International Maritime College
- **I.R.C:** Incident Response Committee.
- **I.R.T:** Incident Response Team.
- **M.E.C:** Majan electricity company.
- **M.I.S.C:** Majjis.
- **O.F.C.C:** Oman Formaldehyde.
- **O.G.C:** Oman Gas Company.
- **O.G.I.S:** Oil & Gas Installation Security R.O.P.
- **O.I.C.T:** Oman International Container Terminals.
- **O.M.C:** Oman Methanol Company.
- **O.P.P:** Oman Polypropylene.
- **O.O.T:** Oil Tanking Odfjell Terminal Oman.
- **P.C.C.** Port Coordination Centre (formerly Port Control Office).
- **P.C.O:** Port Coordination Officer.
- **R.O.P:** Royal Oman Police.
- **S.A:** Sohar Aluminium.
- **S.I.C:** Shift Engineer in Charge.
- **S.I.P:** Sohar Industrial Port.
- **S.I.P.C:** Sohar Industrial Port Company.
- **S.M.S:** Short Messaging Service.
- **S.P.C:** Sohar Power Company.
- **S.R.C:** Sohar Refinery.
- **S.S.S:** Security Safety Services (private guards)
- **S.I.U.C.I:** Sohar International Urea & Chemicals.
- **U.H.F:** Ultra High Frequency.

1. POLICY FOR THE DEFINITION OF MAIN INCIDENT RESPONSE TERMS USED IN S.I.P.

The following main incident response terms are defined for use in S.I.P:

- **Command:** Overall leadership, responsibility, and accountability.
- **Control:** Control of the incident at the scene.
- **Control Center:** An office of a tenant that is operated 24 hours a day through which communications regarding an incident can be coordinated.
- **Coordinate:** Coordination of communication and resources.
- **Crisis:** A man-made “Tier 3” incident (see definition of Tier 3 on page 2)
- **Risk:** The possibility/ probability of exposure to and impact of danger.
- **Disaster:** A “Tier 3” incident of nature (see definition of Tier 3 on page 2)
- **Duty Incident Response Coordinator:** Manager designated to be on call 24 hours a day to respond to incidents during a shift of duty.
- **Fire-fighting resources:** Fire-trucks, firemen, and fire-fighting equipment.
- **Incident:** A negative event that can cause fatalities, injuries, or damage to assets, reputation, and the environment.
- **Incident Control Point:** A pre-designated area within a plot where several response vehicles and personnel may gather to respond to an incident.
- **Incident originator:** The tenant in whose plot the incident originated.
- **Incident Response Committee deploys to Muscat/ Sohar:** If C.E.O.s are in Muscat, they deploy to the S.I.P.C. Muscat office and if in Sohar to Sohar office.
- **Incident Response Team:** A pre-designated team of employees with technical expertise who respond to incidents.
- **Incident Response Team leader:** A pre-designated senior manager who leads the I.R.T. and who is based in the C.C.
- **Incident scene:** Exact scene of the incident.
- **Leak or Spill:** Uncontrolled release of material.
- **Minor emergency:** A “Tier 1” incident (see definition of Tier 1 on page 2)



- **Major emergency:** A “Tier 2” incident (see definition of Tier 2 on page 2)
- **Medical resources:** Ambulance, doctors, medics, nurses, and medical equipment.
- **Operations personnel:** Personnel who operate plant on daily basis.
- **Response:** Reaction to mitigate the risk and impact of an incident in the S.I.P. area.
- **Royal Oman Police:** The “R.O.P.” refers to the Oil & Gas Installation Security police, the Civil Defence, and the Coast Guard.
- **Secure cordon:** A perimeter established around the incident scene comprising temporary barriers/ R.O.P. personnel which indicate no entry is permitted.
- **Senior manager:** General Manager, Operations Manager, line manager, etc.
- **Shift in Charge:** A qualified engineer who is on duty during shifts, who responds to incidents, and stays at the I.C.P. and/ or scene during an incident.
- **Soharlinks:** The forum of C.E.O.s of all tenants in S.I.P.
- **Sohar Industrial Port Health, Safety, Security & Environment Committee:** This comprises senior H.S.S.E. representative of all tenants in S.I.P.

2. POLICY TO DEFINE THE GRADE OF INCIDENTS IN S.I.P. BY LEVEL OF RESPONSE

Tier 1: Minor Emergency

An incident can be effectively responded to by a party (tenant or S.I.P.C.) and internal (to the port) government authorities in the immediate area of the incident because the incident can be completely contained within the area.

Tier 2: Major Emergency

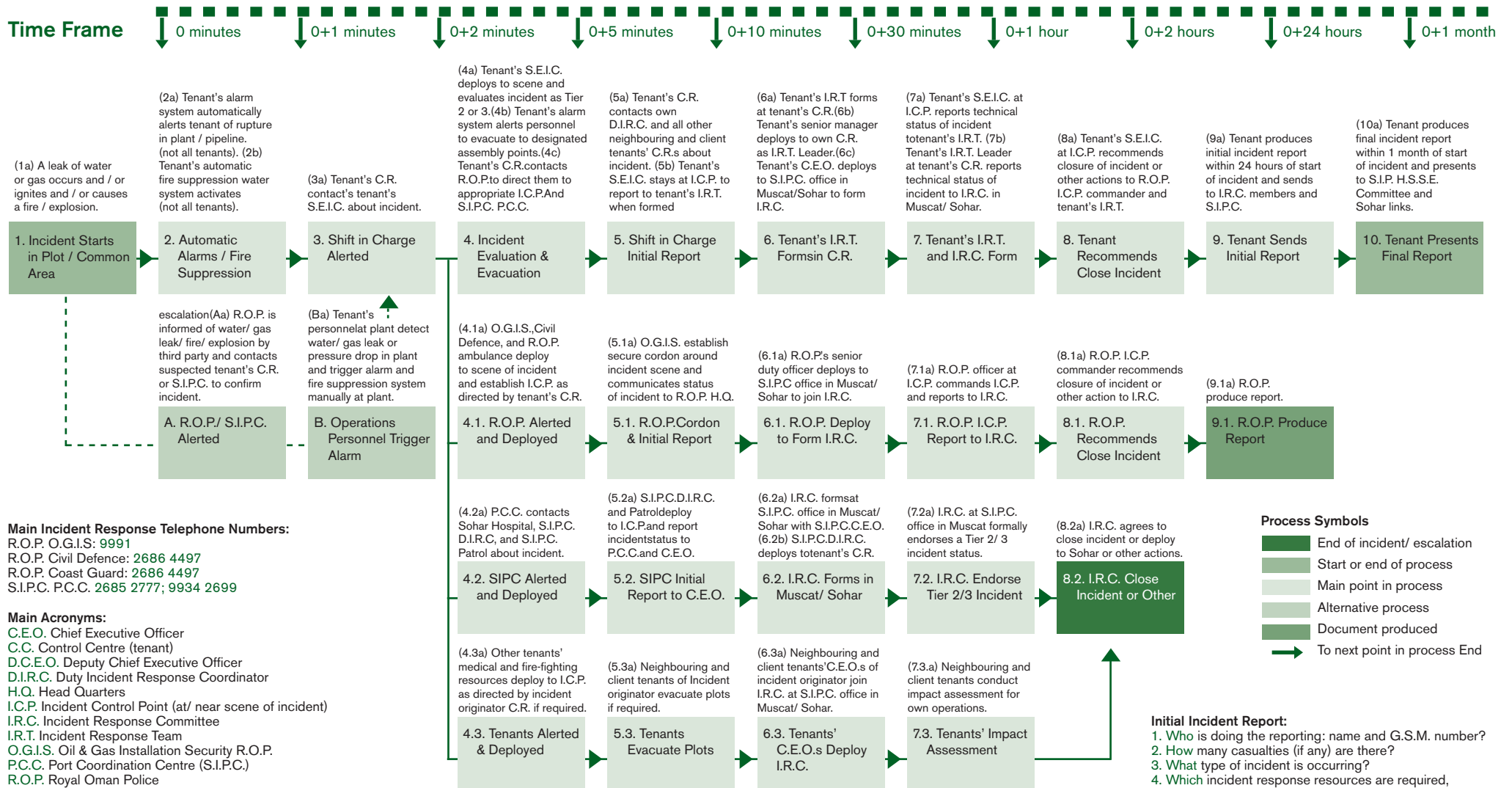
An incident can not be effectively responded to by just a party in the immediate area of the incident because the incident impacts neighbouring areas surrounding the site of the incident. Thus, the incident can only be effectively responded to by several parties in the immediate and neighbouring areas of the incident and internal government authorities. However, the incident can be completely contained within the immediate and neighbouring areas and does not impact the remainder of the port.

Tier 3: Crisis or Disaster

Crisis An incident can not be effectively responded to by just several parties in the immediate and neighbouring areas of the incident because the incident impacts the whole port and areas outside of the port. Thus, the incident can only be effectively responded to by all the parties of the port and external (to the port) as well as internal government authorities.

Disaster An incident of nature that can not be effectively responded to by just several parties in the immediate and neighbouring areas of the incident because the incident impacts the whole port and areas outside of the port. Thus, the incident can only be effectively responded to by all the parties of the port and external as well as internal government authorities.

3. S.I.P. TIER 2/3 PROCEDURE FOR RESPONSE TO WATER/ GAS LEAK/ FIRE/ EXPLOSION IN PLOTS/ COMMON AREAS



Main Incident Response Telephone Numbers:
 R.O.P. O.G.I.S: 9991
 R.O.P. Civil Defence: 2686 4497
 R.O.P. Coast Guard: 2686 4497
 S.I.P.C. P.C.C. 2685 2777; 9934 2699

Main Acronyms:
 C.E.O. Chief Executive Officer
 C.C. Control Centre (tenant)
 D.C.E.O. Deputy Chief Executive Officer
 D.I.R.C. Duty Incident Response Coordinator
 H.Q. Head Quarters
 I.C.P. Incident Control Point (at/ near scene of incident)
 I.R.C. Incident Response Committee
 I.R.T. Incident Response Team
 O.G.I.S. Oil & Gas Installation Security R.O.P.
 P.C.C. Port Coordination Centre (S.I.P.C.)
 R.O.P. Royal Oman Police
 S.E.I.C. Shift Engineer in Charge
 S.I.P. Sohar Industrial Port
 S.I.P.C. Sohar Industrial Port Company
 S.S.S. Security & Safety Services Main

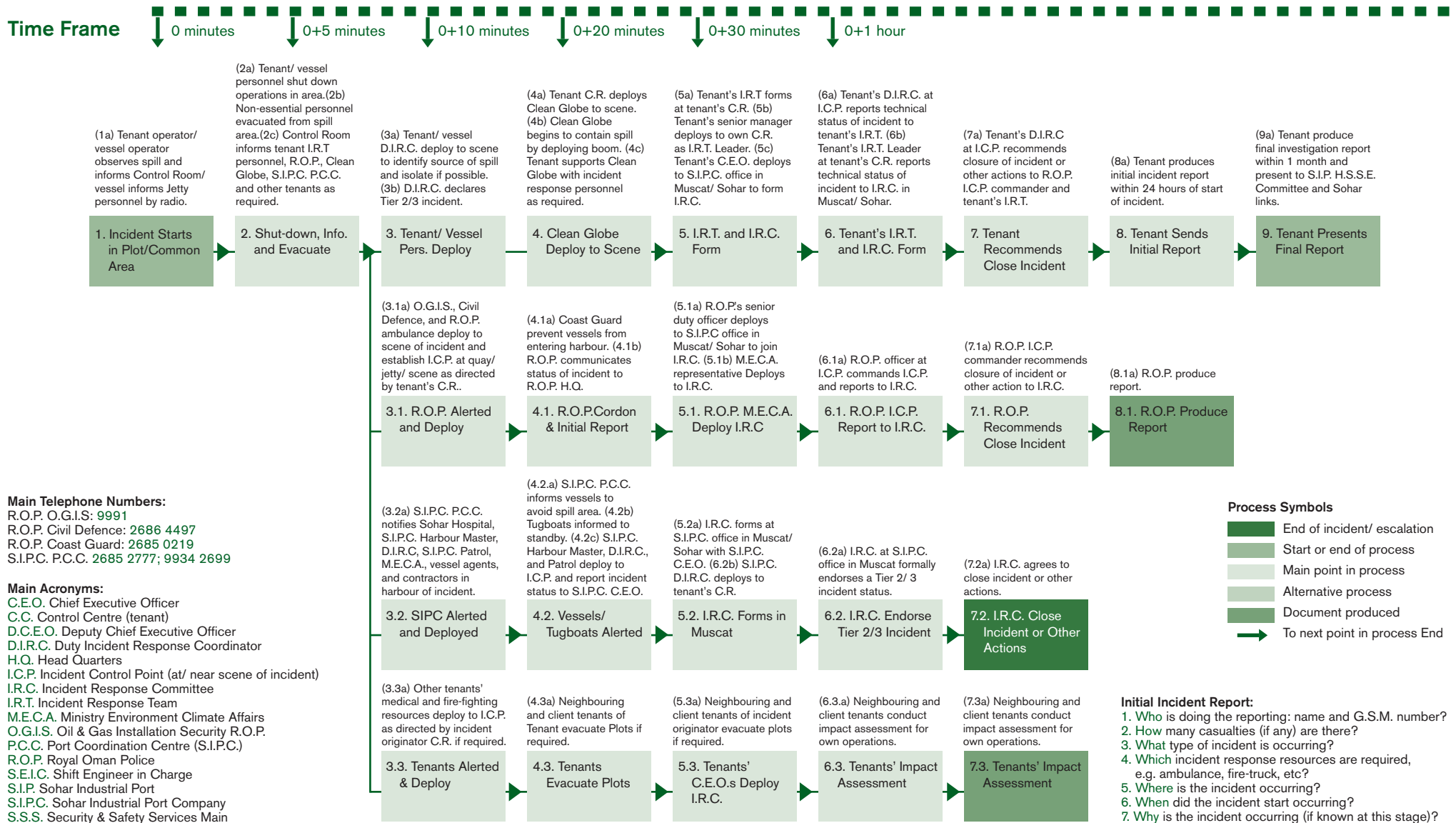
Process Symbols

- End of incident/ escalation
- Start or end of process
- Main point in process
- Alternative process
- Document produced
- To next point in process End

Initial Incident Report:

- Who is doing the reporting: name and G.S.M. number?
- How many casualties (if any) are there?
- What type of incident is occurring?
- Which incident response resources are required, e.g. ambulance, fire-truck, etc?
- Where is the incident occurring?
- When did the incident start occurring?
- Why is the incident occurring (if known at this stage)?

4. S.I.P. TIER 2/3 PROCEDURE FOR RESPONSE TO AN OIL SPILL/ LEAK IN HARBOUR/ PLOTS/ COMMON AREAS



Main Telephone Numbers:
 R.O.P. O.G.I.S: 9991
 R.O.P. Civil Defence: 2686 4497
 R.O.P. Coast Guard: 2685 0219
 S.I.P.C. P.C.C. 2685 2777; 9934 2699

Main Acronyms:
 C.E.O. Chief Executive Officer
 C.C. Control Centre (tenant)
 D.C.E.O. Deputy Chief Executive Officer
 D.I.R.C. Duty Incident Response Coordinator
 H.Q. Head Quarters
 I.C.P. Incident Control Point (at/ near scene of incident)
 I.R.C. Incident Response Committee
 I.R.T. Incident Response Team
 M.E.C.A. Ministry Environment Climate Affairs
 O.G.I.S. Oil & Gas Installation Security R.O.P.
 P.C.C. Port Coordination Centre (S.I.P.C.)
 R.O.P. Royal Oman Police
 S.E.I.C. Shift Engineer in Charge
 S.I.P. Sohar Industrial Port
 S.I.P.C. Sohar Industrial Port Company
 S.S.S. Security & Safety Services Main

Process Symbols

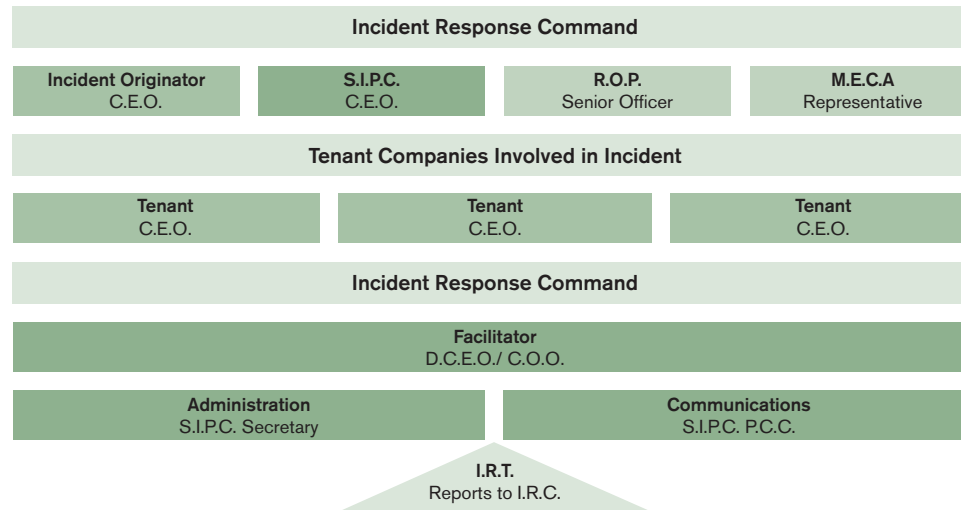
- End of incident/ escalation
- Start or end of process
- Main point in process
- Alternative process
- Document produced
- To next point in process End

Initial Incident Report:

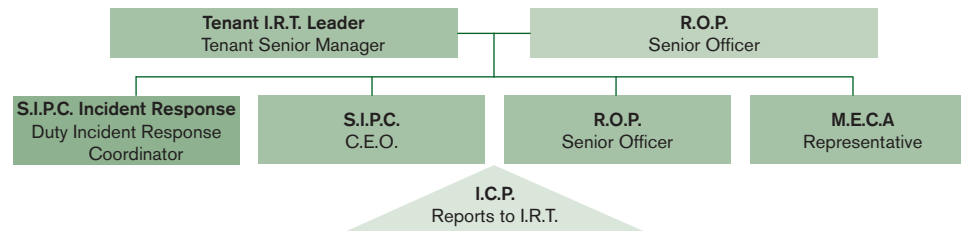
1. Who is doing the reporting: name and G.S.M. number?
2. How many casualties (if any) are there?
3. What type of incident is occurring?
4. Which incident response resources are required, e.g. ambulance, fire-truck, etc?
5. Where is the incident occurring?
6. When did the incident start occurring?
7. Why is the incident occurring (if known at this stage)?

5. S.I.P. TIER 2/3 ORGANISATION FOR RESPONSE TO WATER / GAS LEAK / FIRE / EXPLOSION / OIL SPILL

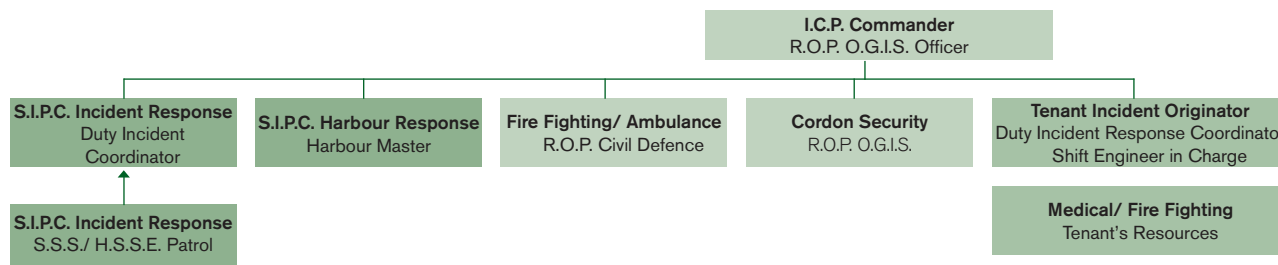
Incident Response Committee (I.R.C.) at S.I.P.C. Office (Muscat or Sohar)



Tenant's Incident Response Team (I.R.T.) at Tenant's Control Centre



Incident Control Point (I.C.P.) Team at the Scene of the Incident



Main Role & Responsibilities

Role

- Report to Ministries.
- Command the Incident Response Team.

Responsibilities

- Assess future impact of incident in the regional, political, economic, financial, social, technical, legal, insurance, environmental, and geographic context.
- Organise larger scale technical support as required.
- Assess and endorse/ reject major decisions of I.R.T., e.g. close operations.
- Take final major decisions, e.g. evacuate port.
- Follow-up on post incident investigations and delivery of initial reports and final presentations.
- Commission mitigation plan to reduce the risk of further such incidents.

Role

- Report to I.R.C.
- Coordinate the I.C.P. Team.

Responsibilities

- Assess immediate impact of incident in the plot/ common area.
- Ensure this incident response procedure is followed.
- Select I.C.P.
- Assess and endorse/ reject major decisions of I.C.P. Team, e.g. close operations.
- Make major decisions, e.g. evacuate plots.

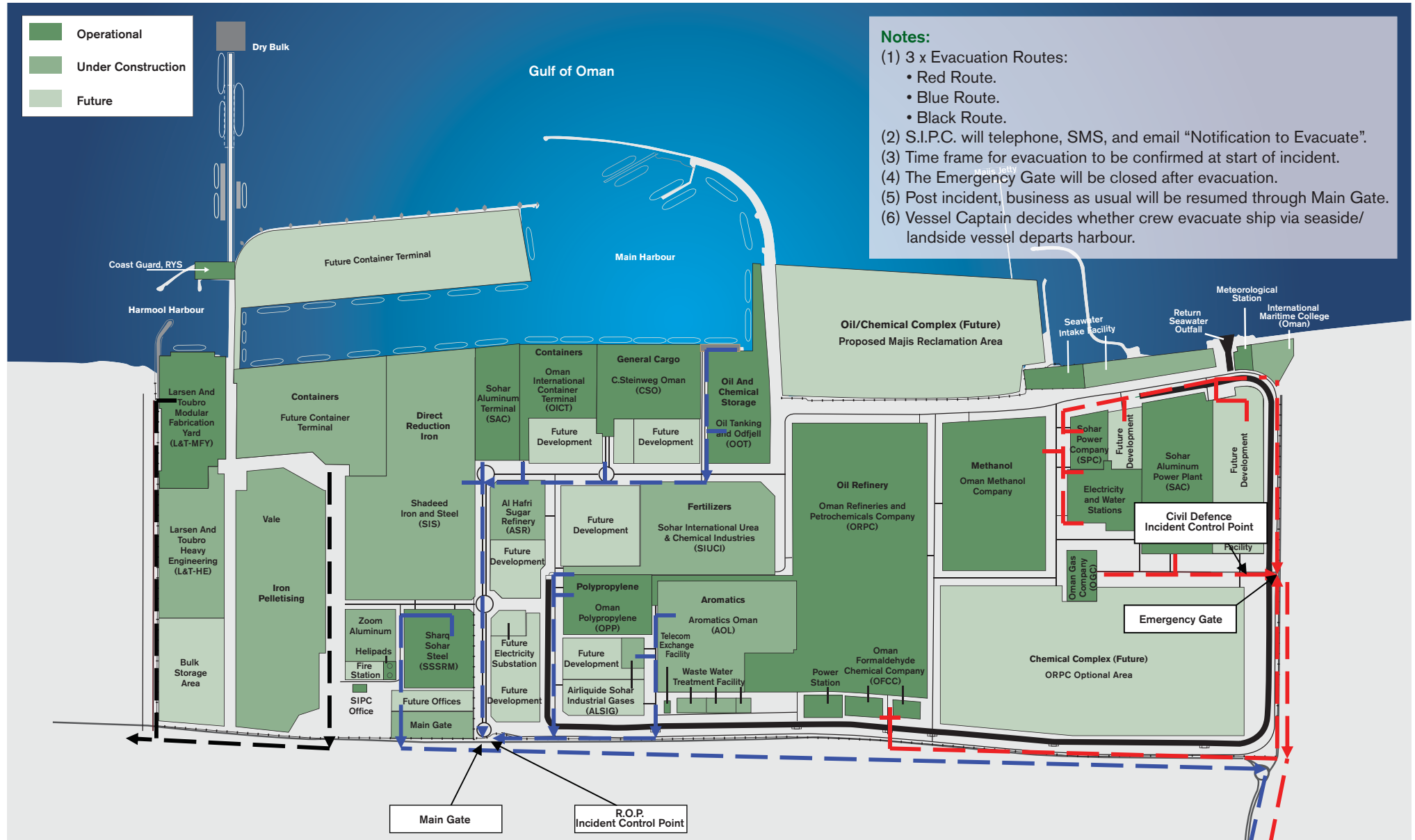
Role

- Report to I.R.T.
- Control the incident.

Responsibilities

- Assess incident in the plot/ common area and safely attempt to stop escalation of incident.
- Establish I.C.P. and secure cordon and guide responders to incident scene.
- Evacuate personnel, fight fire, apply first aid to casualties and evacuate a.s.a.p.
- Secure cordon for as long as required.

7. MAP OF DESIGNATED EVACUATION ROUTES FROM S.I.P. (27 May 08)



7. MAP OF DESIGNATED EVACUATION ROUTES FROM S.I.P. (27 May 08)

- A. There is a U.H.F. frequency allocated to S.I.P. for use during an incident (see specifications table below).
 B. The digital radio equipment is provided by Motorola (see specifications table below).
 C. The call-signs for S.I.P.C., R.O.P., and tenants are the names of the organisations plus the functions of individuals described in the procedures.
 D. Standard radio procedure is used.

Frequencies	Circuit	Emission	Radiated Power	Simplex/Duplex	Remarks	Model Of Radio	Type of Radio
Tx:430.05625 MHz Rx:440.05625 MHz	Sohar Port	7K60FXE	4 W 64.56W 204.2W	Duplex	H-24	Motorola DP3600 Motorola DM3600 Motorola DM3600	Hand Held Base Vehicle Mounted

