



DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – EMERGENCY PREPAREDNESS FOR
OPERATIONS SAFETY



EMERGENCY PREPAREDNESS FOR OPERATIONS SAFETY
DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC. DS.OPS.OHSE.OST.03.EP

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1. INTRODUCTION

- (i) This Code of Practice (CoP) is mandatory to all Proponents, Developers, and Operational Facilities within the Dubai South jurisdiction. This CoP is designed to incorporate requirements set by UAE and other relevant Regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, Proponents are required to follow the more stringent requirement.
- (ii) The Proponents, Developer, Operational Facility Owner Defined as:
 - a) A person(s) who proposed or Advocate the Project or New Work Process / Technology;
 - b) The person(s) who owns or is in control, through contract or tenancy, of non-domestic premises;
 - c) With regard to multiple tenanted premises, the Proponent, Developer, Facility Owner shall be the person who owns or is in control of the building, including access and egress
- (iii) The aim of this document is to guide the Proponents, Developer, Operational Facility Owner to ensure his employees, contractors and visitors of his premises within Dubai South jurisdiction are protected against the risk of fire, earthquake, bomb threats, sudden widespread illness, natural accidents or events which could impair the environment and that:
 - a. The necessary action which should be taken to evacuate persons safely in the event of any emergency situations;
 - b. In the event of any emergency situations, appropriate measures are taken to control and minimize damages and consequential losses;
 - c. To conform with relevant legislation and insurance requirements in this regard.
- (iv) The Emergency Preparedness code of practice is facility-specific and developed to ensure that roles and responsibilities are assigned to individuals within the premises and appropriate emergency management practices are implemented and monitored in event of any emergency.
- (v) Employers are responsible for providing a safe and healthy work place for their employees. The client and stakeholder are responsible for the life of occupants within their premises and their property, in case of emergencies.

1.1 Objectives

- (a) The Proponents, Developer, Operational Facility Owner shall employ services of a Fire and Life Safety Consultant to ensure that his premises is designed as per the ***UAE Fire and Life Safety Code of Practice (2018)*** and the initial design drawings are approved by Dubai South OHSE Department and Dubai Civil Defense to ensure compliance to the codes, prior to commencement of construction. This shall ensure the building when constructed shall be safe for occupancy and in case of emergencies shall provide safe means of evacuation and collection at a safe area with mandatory early warning systems in place.
- (b) The objectives of the Emergency Preparedness code of practice shall be as follows:



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- (i) Ensure occupants are trained and prepared to react appropriately in case of any emergencies by conducting periodic drills;
- (ii) Ensure safe evacuation of all occupants of the premises, including pregnant ladies and physically challenged;
- (iii) Ensure all installed active systems and passive elements are maintained to the standards and in an operational condition;
- (iv) Availability of First Aid materials and equipment with competent staff to deliver them to the needy;
- (v) Availability of trained and competent Fire Wardens to react on emergencies like small fires and ensure safe evacuation of all occupants;
- (vi) Ensure contact details of all internal and external emergency responder individuals and agencies are displayed at critical locations;
- (vii) Ensure relevant floor plans depicting the evacuation routes till the Assembly Point are displayed in critical areas of the building
- (viii) Conduct periodic mock fire evacuation drills to familiarize occupants with evacuations process, routes, emergency equipment and to identify gaps like response time of external emergency agencies and working condition of fire and life safety devices/equipment;
- (ix) Ensure a safe place for all those who occupy and perform their daily tasks at the facility.

2. TRAINING AND AWARENESS

- (i) *UAE Fire Life safety Code of Practice 2018, Chapters 18 and 19* details the responsibilities of all parties in regards to making a facility safe for occupying and ensuring safe evacuation in case of emergencies
- (ii) Proponents, Developers, and Operational Facility owners shall ensure that OHSE training complies with the requirements of:
 - a) ***Dubai Aviation City Corporation (DACC) OHSERF - Regulations 6 – Competence Management, Training and Awareness;***
- (iii) Proponents, Developers, and Operational Facility owners shall ensure that employees and other persons required to implement the requirements of this CoP or those who have a direct role in the management, supervision or monitoring of the requirement of this CoP are trained and competent to fully understand the requirements.
- (iv) The Proponents, Developers, and Operational Facility owners shall maintain a record of the required training that contains the following:
 - a) Company, name and company employee ID number;
 - b) Emirates ID number / Dubai South ID Pass;
 - c) Topic / subject of training;
 - d) Training provider
 - e) Date of training; and
 - f) Person conducting the training



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3. REQUIREMENTS

- (a) Proponents, Developers, and Operational Facility owners shall be responsible to prepare the Emergency Response plan for their facility defining the roles and responsibilities of Emergency Response Team members comprising of Fire Marshall, Fire Wardens, Emergency Response Team member, First Aiders, and Technical Coordinators.
- (b) The Emergency Response Plan shall include the minimum level of competency needed for each role and provide training for suitable candidates to attain the required competency level. All trainings should be carried out by a training provider, authorized by local regulating bodies (Dubai Civil Defense, Dubai Municipality, Dubai Corporation for Ambulance Services, Dubai South, etc.).
- (c) The Emergency Response Plan shall detail the step by step procedure to be followed by all occupants in two cases;
 - (i) On seeing a fire; and
 - (ii) On hearing a continuous alarm.
- (d) The contact details of the area Fire Wardens and First Aiders shall be displayed at relevant areas with their pictures. Further information of their availability in terms of shift or on leave to be included in display contents.
- (e) The Area Evacuation Plans depicting the primary exit route and alternate exit route to be displayed at critical locations. Details of location of fire extinguishers, fire alarm manual pull stations, First Aid Boxes and exits to be shown in the plan. The plan shall be displayed at critical location of the area with proper orientation in terms of geographical layout as per the location it has been installed with a **"You are here"** indication.
- (f) Fire Wardens and Safety Officers / representatives shall ensure the emergency exit paths are kept free of any obstacles and slip and trip hazards during their rounds. Facilities Management responsible shall be informed of any short comings which are visually noticed, including malfunctioning of fire and life safety devices like missing extinguisher or Exit Light not working for immediate rectification.
- (g) Technical coordinators shall ensure the functional and operational capabilities of every fire and life safety piece of equipment is at the optimum level at any given time. Any discrepancies, malfunctions to be escalated and resolved immediately.
- (h) Ensure Planned Periodic Maintenance of Fire and Life safety systems and field devices are done periodically as per the UAE Fire and Life safety Codes of Practice (2018) and by competent personnel.
- (i) Proponents, Developers, and Operational Facility owners shall ensure that any works undertaken that requires drilling holes in fire rated walls or slab are sealed with appropriate sealants and by qualified personnel as per UAE Fire and Life Safety Codes of Practice (2017) to maintain the fire rated integrity.



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- (j) Proponents, Developers, and Operational Facility owners shall ensure any modification works undertaken or change in hazard classification in matters of storage of chemicals or flammable materials, shall comply to the UAE Fire and Life Safety Codes of Practice (2018), Dubai South Occupational Health, Safety and Environment Regulations and Code of Practice and other applicable Local Regulations. All modifications are subjected to approvals of local authorities like Dubai Civil Defence, Dubai South Regulatory Affairs department and any other local authorities if needed.
- (k) Modifications to the Fire and Life safety systems shall be designed by approved consultants and approved by Dubai Civil Defence and Dubai South Regulatory Affairs department.
- (l) Proponents, Developers, and Operational Facility owners shall be aware of any special needs persons within the premises. Adequate number of equipment and arrangements to be available within the premises to assist evacuation of the special needs person.
- (m) It is the responsibility of the clients and stakeholders to ensure evacuation drills are done for their premises at least once annually. The drill has to be recorded in a dedicated format ensuring all details are noted.
- (n) In case of several tenants within commercial premises, it is the responsibility of the tenant to appoint a Fire Wardens from amongst his employees, provide necessary trainings for the Fire Wardens and ensure his/her participation in all coordination meetings with landlord emergency response team members. It is mandatory for all tenants to participate in the evacuation drills arranged by the landlord. Landlord to ensure prior notification is provided to all tenants.
- (o) Every facility / building shall have a safe room which shall be identified as an Emergency Command Center where the emergency response team shall assemble to gather information, coordinate response activities and manage personnel as the emergency situation demands. This room may be within the building or externally located. The room shall have a telephone connection and relevant system drawings and maps which shall be used to identify the hazard area and decide upon the escape route

4. RECORD KEEPING

- (a) Records of all evacuation drills performed in the facility have to be maintained and to be reproduced whenever requested by relevant authorities.
- (b) Records of all Fire wardens and First Aid training certificates of employees trained to be maintained.



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5. REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC-DS-OHSERF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DACC-DS-OHSERF – Regulation 5
3	Competence Management, Training and Awareness	DACC-DS-OHSERF – Regulation 6
4	Communication, Consultation and Participation	DACC-DS-OHSERF – Regulation 7
5	Emergency Management	DACC-DS-OHSERF – Regulation 10
6	Work Related Medical Emergency Treatment	DACC.DS.PROJ.OHSE.WRH.11.ME
7	Occupational Health Screening and Medical Surveillance	DACC. DS.PROJ.OHSE.WRH.04.HM
8	Safety Signage and Signals	DACC. DS.PROJ.OHSE.CST.52.SS
9	Labor Law and its Amendments	Federal Law No. (8) of 1980
10	Determination of Preventive Methods and Measures for the Protection of Workers from the Risks of Work	Ministerial Order No. (32), of 1982
12	UAE Life and Safety Code of Practice	2018