



MULTIMODAL GLOBAL LOGISTICS LIMITED (MGL)

Emergency Response plan

EMERGENCY RESPONSE PLAN

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A. PURPOSE OF PROGRAM

This program is to provide for the safety of the employees of **Multimodal Global Logistics Limited** in the event of emergencies such as fire, explosion, chemical release or other accidents.

This Emergency Response (ER) plan is developed to provide guidelines for the handling of emergencies, training procedures for employees, evacuation, and coordination of efforts with any governmental agencies or other emergency organizations, which may be involved.

B. BUILDING EMERGENCY ORGANIZATION

1. Emergency Response Coordinator

Vahid Ibrahimov is designated as the Emergency Response Coordinator (ERC). The ERC is responsible for the overall program in its design, implementation, and use.

Vahid Ibrahimov is to be the primary contact in any emergency.

Vahid Ibrahimov office telephone number is **490 8491**

Vahid Ibrahimov home telephone number is **055 340 0035**

The ERC is considered the person in charge and will respond to all facility emergencies. In his/her absence, the alternates are as listed in line of authority below:

| Name | Position | Telephone |
|----------------------------|-------------------|---|
| Ilham Gasimov | Supervisor | Office: 490 84 91 Home: 050 676 9930 |
| Javid Mirzamammadov | Operation Manager | Office: 490 84 91 Home: 055 233 3322 |
| Asim Bakhshiyev | Director | Office: 490 84 91 Home: 050 242 6456 |



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2. Key Response Assignments

The ERC will designate individual responsibilities and assign alternates in the following areas:

Person to Notify Authorities: This person is responsible for notifying the local authorities in case of emergency. There will be two designated individuals for this purpose.

Department Coordinator: The Coordinator and alternate will be responsible for evacuation of their department and alerting Evacuation Coordinator of any missing employees. They will be responsible for using fire extinguishers at the early stages of a fire and securing office during evacuation.

Spotter: The Spotter and alternate will be responsible for meeting at a prearranged location to direct the fire department or emergency medical services vehicles.

Evacuation Coordinator: In case of evacuation, Coordinator will proceed to gathering point and determine personnel present.

3. Emergency Organization Chart

| Position | Regular | Alternate |
|--------------------------------|--|---|
| Emergency Response Coordinator | Base Manager | 1. Vahid Ibrahimov 2. Asim Bakhshiyev 3. Kamran Abdulrazagov |
| Person to Notify Authorities | Receptionist Elvina Nasirova | |
| Department Coordinator | Safety Department | Vahid Ibrahimov |

[NOTE: LIST DEPARTMENTS AND COORDINATORS]

| | | |
|------------------------|--|--|
| Evacuation Coordinator | Vahid Ibrahimov 070 340 0035 | Asim Bakhshiyev 050 242 6456 |
|------------------------|--|--|



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C. NOTIFICATION PROCEDURES AND COMMUNICATIONS SYSTEMS

The ERC is responsible for the establishment of communication systems within the emergency organization, and with local officials and response agencies.

Listed below are the local agencies that will respond in emergencies. All agencies can be contacted by dialling 101, 102,103

- Fire Department
- Police Department
- Ambulance

The ERC and alternate in an emergency will designate the following communication responsibilities:

- A designated person for media contacts
- A designated representative to notify families of affected employees
- Establishment of a central reporting office utilizing designated portable phones

D. EMERGENCY EQUIPMENT AND FACILITIES

The Manager of Safety Services is responsible for:

- Insuring that all fire fighting equipment is inspected on a monthly basis with written records, to insure that the equipment is serviceable and ready for use.
- Insuring that emergency medical supplies are well stocked and available.

E. TRAINING AND DRILLS

The ERC is responsible for insuring that training is provided for all employees in Emergency Response Procedures.

The following information must be reviewed with all employees.

- Procedures for reporting emergencies
- Location of fire fighting equipment
- Use of fire fighting equipment
- Evacuation procedures
- Frequent, documented simulated emergencies

F. PLAN REVIEW AND UPDATES

The ERC is responsible for an annual review of the existing Emergency Response Program to determine areas of needed improvement. This review must be documented and any changes noted in the update of the written program, with such changes reflected in the training of all employees. Plan updates can be made as a result of drills and tests indicating deficiencies in the program.

The ERC is responsible for:



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- Conducting drills
- Documented, frequent alarm tests
- Frequent tests of fire fighting equipment
- Practice of evacuation procedures

G. EMERGENCY RESPONSE PROCEDURES

1. Communications

- In the event of emergency the designated Person to Notify Authorities will call 911.
- The Person to Notify Authorities will insure notification of ERC or alternate.
- The Person to Notify Authorities will remain at the phone until relieved by ERC or notified of evacuation.
- All incoming calls will be referred to the ERC.
- The spotter will proceed to designated area to direct responding emergency vehicles.

2. Evacuation

DO NOT USE ELEVATOR - USE STAIRS

- Evacuation of all personnel will begin immediately upon notification by the public address system, alarm system, ERC, any other member of supervision or department coordinator.
- Employees will leave through designated exit if possible. If designated exit is not accessible, proceed to other exit. After exit from building, proceed to designated gathering point.
- **[LIST BELOW SPECIFIC INSTRUCTIONS FOR DESIGNATED EXITS]**
- Should you be in any conference/training area or any common area, assist visitors and use the nearest exit. Proceed to your designated gathering area with visitors.
- The Evacuation Coordinator will determine personnel present from each Department Coordinator and report to ERC of any missing individuals.
- The Maintenance Supervisor or other designated person is responsible for insuring that all power is shut down at the facility after evacuation.
- **DO NOT LEAVE GATHERING POINT OR RE-ENTER BUILDING UNTIL NOTIFIED BY ERC, SUPERVISOR, OR DEPARTMENT COORDINATOR.**

3. Fire

- Report fire to receptionist and Department Coordinator.
- Immediately attempt to put it out. Use fire extinguisher located at **[LOCATION OF FIRE EXTINGUISHER]**, or cover with a wastebasket.
- Fire extinguishers are also located at **[ADDITIONAL LOCATIONS OF FIRE EXTINGUISHERS]**.
- Close all interior and exterior doors. **DO NOT LOCK**
- Evacuate if notified.



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4. Medical

- Notify Department Coordinator. The Department Coordinator will contact receptionist who will call ambulance and emergency personnel.
- Provide receptionist with employee name, department location, person calling and nature of emergency.

5. Bomb Threat

- Use "Bomb Threat Check List" to get as much information as possible.
- Receptionist receiving call:
- Signal (quietly) to another employee to get on same line. If unable to catch other employee's attention, throw pencil or some other object at nearest employee and hold up number of fingers indicating the line caller is on.
- Second employee:
- Quietly get on line, cover mouthpiece of phone and take notes.
- Signal another employee to notify ERC or other supervisor who will call police.
- If only two employees are available, the second should take action as above and not monitor call.
- Stand by for instructions.

6. Office Security

- Theft can be a problem in all areas. Offices are normally unlocked during normal business hours, and many delivery people and visitors may be in the building throughout the day. There are several measures you can take to help prevent someone from stealing items from your office:
- Keep all valuables locked in desks when not attended.
- Keep expensive items off desktops when not at desks.
- Notify supervisor when loiterers are observed in corridors or washrooms. Report any peddlers and canvassers.
- Special care should be taken during times best suited for pilferage - 30 minutes just after opening, during lunch hours and before closing - when there is a maximum of movement of personnel and absence from work areas and offices.
- Check wastebaskets at the end of the day to see if any equipment other valuables may have been accidentally thrown out.
- Should you feel office security is threatened by visitors or other outside individuals, contact your department coordinator, if possible, and receptionist.
- Should threat occur, receptionist will make appropriate announcement and notify authorities as well as ERC.
- ERC will determine appropriate response.

Should theft occur, report it to your supervisor as soon as it is discovered.



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H. BOMB THREAT CHECK LIST

Telephone Procedures

1. Be calm, courteous; listen - do not interrupt.
2. Signal another employee to get on the same line (another phone) quietly and take notes. Throw something to get attention of other employee if necessary.
3. Circle items below that apply as you listen:

Time call received: _____

Identify: Male/Female/Adult/Juvenile

Voice: Loud/Soft/Normal/Intoxicated

Other _____

Speech: Fast/Medium/Slow/Slurred/Foul

Diction: Excellent/Good/Fair/Poor

Accent: Other _____

Manner: Calm/Angry/Rational/Irrational

Background Noises: Street/Offices/Voices/Music/Bar/Cafeteria

Other _____

4. Ask:

Location of bomb? (Exact) _____

Time set to explode? _____

What kind of bomb? _____

Why? _____

Legitimate caller usually wants to avoid injuries or deaths. Request as much information as possible by expressing a desire to save lives.

Time: _____

Name of Person Receiving Call: _____

Extension No.: _____

Date: _____

Time Completed: _____