



**Development
Bank of Namibia**

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**DBN PS11-EMERGENCY PREVENTION,
PREPAREDNESS AND RESPONSE
STANDARD**

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a) Version Control

The table below serves to track the key revisions made to this document for change control purposes.

Date	Version	Change Description	Author/Editor
08/02/2016	0.01	Initial Draft for first review	Manager: Environment & Social Development
24/04/2016	0.02	Initial Review	Head: Risk and Compliance- John Jacobs
23/05/2016	0.03	2 nd Review	Risk and Compliance Committee
	0.04	Departmental Review	Audit Risk and Compliance
10/10/2016	0.05	Second Review	Senior Manager: Risk and Compliance- Saima Nimengobe
07/11/2016	1.00	DBN Board Approval	Chairperson: DBN Board of Directors
10/01/2019	2.00	Change logo on first page	Manager: Environment & Social Development

1. DEFINITIONS, TERMS & ABBREVIATIONS

DBN	Development Bank of Namibia
EHSS	Environment, Health, Safety and Security
ESMS	Environmental, and Social Management System
ER	Emergency Response
PROMOTER	The legally authorised and registered entity that obtained or is applying for funding from DBN to implement a project

2. BACKGROUND

The International Finance Corporation (IFC) Performance Standards are an international benchmark for identifying and managing environmental and social risk and has been adopted by many organizations as a key component of their environmental and social risk management.

IFC's Environmental, Health, and Safety (EHS) Guidelines provide technical guidelines with general and industry-specific examples of good international industry practice to meet IFC's Performance Standards.

In many countries, the scope and intent of the IFC Performance Standards is addressed or partially addressed in the country's environmental and social regulatory framework.

ISO14001:2015 the International Standard Organisations (ISO) Environmental Management Standard as well as ISO18001 the Occupational Health and Safety Management Standard, has a requirement for actions to plan for removal or mitigation of risk relating to emergency situations which, is a plan to respond to actual emergency situations themselves.

Despite an organization's best efforts, accidents and other emergency situations can occur. Effective emergency preparation and response can reduce injuries, prevent or minimize environmental impacts, protect employees and neighbours, reduce asset losses, and minimize downtime.

An effective emergency preparedness and response (EP&R) programme should include provisions for:

- assessing the potential for accidents and emergencies;
- preventing incidents and their associated environmental impacts;
- responding to incidents (emergency plans and procedures);
- testing of emergency plans and procedures periodically; and,
- mitigating impacts associated with accidents and emergencies. Consistent with the focus on continual improvement, it is important to review your emergency response performance after an incident has occurred.

The Standard generally addresses what must be done but does not specify how each clause should be implemented. In assessing a projects compliance with the Standard, reviewers should expect general conformance to this Standard unless the project can demonstrate that it meets the intent of the Standard by an alternative approach.

3. SCOPE

This standard is applicable to the Development Bank of Namibia (DBN) and its promoters/clients and extends to their assets, facilities, operations, projects and activities, including activities undertaken by any contractor on behalf of the Company, business units and managed operations including corporate/administration offices and other facilities located off site.

Failure to comply with the implementation of this standard requirement will be treated as an Event of Default. A no Event of Default will occur if the failure to comply is capable of remedy and is remedied within timeframes as stipulated in the DBN Term Loan Facility Agreement with the promoter.

4. INTENT

The intent of this standard is to ensure that the DBN and promoters plans and prepares for effective Emergency Response (ER) that mitigates the potential consequences of an Incident to people (local community and personnel), environment, assets and reputation, and enables normal operations to be resumed efficiently and to provide affected communities with appropriate information about emergency preparedness and response activities, resources, and responsibilities.

5. PLANNING

- 5.1. The promoter should be prepared to respond to any process upset, accidental and emergency situations by implementing control measures so as to prevent major accident hazards.
- 5.2. In addition control measures should be put in place to limit the consequences of such accidents not only for humans (health and safety aspects) but also to the environment, if applicable, based on relevant identified operational risks, with a view to ensuring a high level of protection in a consistent and effective manner.
- 5.3. The promoter will consider the relevant Namibian legislation and the provisions of international treaties and statutes and best practices by setting basic principles for management systems, which must be suitable for the prevention and control of major-accident hazards and limiting their effects.
- 5.4. This includes the establishment of a major accident prevention policy, the preparation of safety reports, the development of safety management systems and the drawing-up of internal and

external emergency plans, as well as, the creation of systems so as to ensure that those plans are tested, revised and implemented.

5.5. The need for putting in place effective systems for ensuring prevention, preparedness and response to major accidents should be identified and acknowledged as part of the client's/customer's overall environmental, occupational health and safety and social management systems (as described in the ESMS, including at least;

- **organisation and personnel;** the roles and responsibilities of personnel and of subcontracted bodies involved in the management of major hazards at all levels in the organisation, together with the measures taken to raise awareness of the need for continuous improvement;
- **identification and evaluation of major hazards;** adoption and implementation of procedures for systematically identifying major hazards arising from normal and abnormal operation including subcontracted activities where applicable and the assessment of their likelihood and severity;
- **operational control;** adoption and implementation of procedures and instructions for safe operation, including maintenance, of plant, processes and equipment, and for alarm management and temporary stoppages;
- **management of change;** adoption and implementation of procedures for planning modifications to, or the design of new installations, processes or storage facilities;
- **planning for emergencies;** adoption and implementation of procedures to identify foreseeable emergencies by systematic analysis, to prepare, test and review emergency plans to respond to such emergencies and to provide specific training for the staff concerned;
- **monitoring performance;** adoption and implementation of procedures for the on-going assessment of compliance with the objectives set by the client's major-accident prevention policy and safety management system, and the mechanisms for investigation and taking corrective action in case of non-compliance; and,
- **audit and review;** adoption and implementation of procedures for periodic systematic assessment of the major-accident prevention policy and the effectiveness and suitability of the safety management system; the documented review of performance of the policy and safety management system and its updating by senior management, including consideration and incorporation of necessary changes indicated by the audit and review.

6. IMPLEMENTATION AND OPERATION

- 6.1. If the need for the development of internal emergency plans has been identified during the assessment stage, this plan shall include, at least:
- the relevant persons authorised to set emergency procedures in motion and those in charge of and coordinating the on-site mitigation action;
 - the relevant persons with responsibility for liaising with the authority responsible for the external emergency plan, if applicable;
 - for foreseeable conditions or events which could be significant in bringing about a major accident, a description of the action which should be taken to control the conditions or events and to limit their consequences, including a description of the safety equipment and the resources available;
 - arrangements for limiting the risks to persons on site including how warnings are to be given and the actions persons are expected to take on receipt of a warning;
 - arrangements for providing early warning of the incident to the authority responsible for setting the external emergency plan in motion, if applicable, the type of information which should be contained in an initial warning and the arrangements for the provision of more detailed information as it becomes available;
 - where necessary, arrangements for training staff in the duties they will be expected to perform and, as appropriate, coordinating this with off-site emergency services; and,
 - arrangements for providing assistance with off-site mitigatory action.

7. PERFORMANCE MANAGEMENT

- 7.1. The promoter shall establish and maintain (a) procedure(s) for periodic testing, review and updating of the plan
- 7.2. Establish and maintain an Emergency notification and response process
- 7.3. Maintain coordination with relevant authorities and industry groups that provide support during emergencies
- 7.4. Establish, implement and maintain an ER Exercises and Drills programme
- 7.5. Retain and make available to the ER Team documentation, including:

- plant, operational and EHSS information including drawings and equipment specifications;
- Contractor Emergency Plans or interface documents;
- and records of ER testing.

8. REVIEW

The principles contained in this standard will be reviewed on an annual basis to facilitate improvement.

9. GENERAL REFERENCES FOR STANDARD METHODS

- ISO14001:2015, ISO18001, ISO9001
- African Development Bank Group Integrated Safeguards System (ISS) - Approved 17 Dec 2013
- European Investment Bank (EIB) Environmental and Social Handbook, Environment, Climate and Social Office Projects Directorate, Version 9.0 of 02/12/2013
- DBSA Environmental and Social Safeguard Standards_ESSS_13May2014

10. BOARD APPROVAL OF STANDARD



Development Bank of Namibia

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EXTRACT OF THE UNAPPROVED ORDINARY BOARD MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON 7 NOVEMBER 2016 AT 12 DANIEL MUNAMAVA STREET, WINDHOEK, NAMIBIA

"7. RISK, COMPLIANCE AND POLICIES

7.1 The Board reviewed and approved without any amendments thereto the following environmental standards,

- 7.1.1 Environmental and Social Management System Standard
- 7.1.2 Occupational Health and Safety, Public Health and Security Standard
- 7.1.3 Rights and Interests of Indigenous People Standard
- 7.1.4 Stakeholder Engagement Standard
- 7.1.5 Labour and Working Conditions Standard
- 7.1.6 Land Acquisition and Involuntary Resettlement Standard
- 7.1.7 Cultural Heritage Standard
- 7.1.8 Emergency Prevention, Preparedness and Response Standard
- 7.1.9 Pollution Prevention and Control Standard
- 7.1.10 Biodiversity and Ecosystems Standard
- 7.1.11 Greenhouse Gas Emissions and Climate Change Standard

Company Secretary

R Brusa

14 December 2016