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|  | APPROVED  by RusChemAlliance Order  No. РХА-П/\_\_\_ dd \_\_\_ \_\_\_\_\_\_\_\_\_\_ 20\_\_ |

**REGULATIONS ON**

**Activities Arrangement of the Fire Response Department Duty-Dispatching Service, located at the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.**

**Р-33-2024**

Revision 1

St. Petersburg

**Introduction**

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| **1.** | Developed by | Industrial Safety Department |
| **2.** | Identification code and Revision No. | Р-33-2024 Revision 1 |
| **3.** | BUSINESS Process | U-4 “Management of risks and opportunities, hazards, life threats and health risks to personnel and environmental aspects” |
| **4.** | Original enactment |  |

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# Purpose and Scope

* 1. The Regulations determines the essential objectives, responsibilities and the activities arrangement procedure for the Company Duty-Dispatching Services, including the Operator and the Contractor, activities coordination procedure for fire fighting departments located at the GPC construction site to extinguish fires, carry out the emergency rescue activities, drills, duty, response to incidents/accidents connected with a threat to human life and health, as well as during patrol duty and other day-to-day operations related to arrangement of fire response departments duty.[[1]](#footnote-1)
  2. The Regulations is mandatory for the Contractor, the Operator and the Company to comply with.

# Regulatory references

The Regulations references to:

* 1. Current law, Russian regulatory and legal acts and industry-related rules and regulations[[2]](#footnote-2):
     1. Federal Law No. 69-FZ “On Fire Safety” dated 21.12.1994.
     2. Federal Law No. 68-FZ "On Protection of the Population and Territories against Natural and Man-made Emergencies" dated 21.12.1994;
     3. Federal Law No. 149-FZ "On Information, Information Technologies and Information Security" dated 27.07.2006 (hereinafter – Federal Law No. 149-FZ dated 27.07.2006).
     4. Order of the Federal Service for Environmental, Technological, and Nuclear Supervision No. 17 "On Approval of the Requirements for Non-State Secret Information Security Contained in the State Information Systems" dated 11.02.2013 (hereinafter – FSTEK Order No. 17 dated 11.02.2013).
     5. Order of the Russian EMERCOM No. 2 "Approval of the Instructions on Dates and Forms to Provide the Information about Protection of Population and Territories against Natural and Man-Made Emergencies" (hereinafter –2.1.5. Order of the Russian EMERCOM No. 2).
     6. Decree of the Russian EMERCOM No. 840 "On Using Radio Frequencies" dated 01.08.2022 (hereinafter – Decree of the Russian EMERCOM No. 840 dated 01.08.2022).
     7. GOST 34701-2020 Interstate Standard. General Technical Requirements. Fire Warning Transmission Systems. General Technical Requirements. Testing Methods (hereinafter – GOST 34701-2020).
  2. Company's current internal policies and procedures:
     1. «Regulations on Involvement of Fire Response Departments to Extinguish the Fires and Carry Out the Emergency & Rescue Operations at the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster»
     2. Regulations on Transfer of the Accident/Incident Information by employees of RusChemAlliance and Subsidiaries and Affiliated Entities.
     3. RusChemAlliance Information Security Policy
     4. Instructions on Documentation Support in RusChemAlliance.

# Terms, definitions and acronyms

* 1. The following terms are used with the relevant definitions hereunder:

**Contract**  means a contract (agreement, EPC Contract), entered into between the Company and the Contractor for Works at the GPC construction site.

**Russian Legislation** means any regulatory and legal acts of the Russian Federation, including, but not limited to: federal laws, legal acts of the Government, ministries and authorities of the Russian Federation, regional laws and legal acts of the presence regions, mandatory technical rules, regulatory technical documentation, regulations, including those being advisory nature and/or voluntary applied.

**Company**– RusChemAlliance Limited Liability Company (RusChemAlliance LLC).

**Facility** means the buildings, structures an facilities being owned, possessed and/or used (including under lease agreements) by the Company, including but not limited: construction sites and other places (public roads, roads connecting construction sites, auxiliary infrastructure facilities), where the Works are performed as well as the locations where personnel of the Contractor, Subcontractor, and Owner may be located at.

**Drill** means the form of practical training for the Company and Contractors employees exercising the actions in case of Fire and Emergency.

**Operator**  means a qualified company licensed to extinguish fires in the populated areas, at industrial facilities and infrastructure facilities.

**Fire Response Department**– entity(-ies), regardless of their departmental identity, form of legal entity's incorporation, whose functions include fire prevention and extinguishing, as well as emergency & rescue operations.

**Contractor** – natural person, entrepreneur or legal entity, who performs the Works as per the Company assignment under the Contract to implement the GPC Project.

**Fire[[3]](#footnote-3)** means an uncontrolled combustion causing material damage, harm to the health of people, the interests of the society and the state

**Works** means supply of materials/equipment, construction and installation, commissioning, early (preparatory), special and other associated services and activities, elimination of deficiencies, security services, all other actions and activities which shall be performed, delivered and undertaken by the Contractor under the Contract, in particular including those not directly mentioned in the Contract, but required for the full performance of Works under Contracts entered into in favor of the Company.

**Regulations** means the Regulations on Activities Arrangement of the Fire Response Department Duty-Dispatching Service, located at the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.

**Territory** means GPC construction site, infrastructure auxiliary facilities, which operation is important part of GPC construction, site temporary facilities, as well as the land allotment adjacent area at the distance of 50 metres.

**Emergency Response area** means part of the Territory, handed over to the Contractor for GPC facilities construction and placing temporary site facilities, including the construction camps, as well as the area adjacent to these territories at the distance of 50 metres from the indicated land plots.

**Emergency situation** means**[[4]](#footnote-4)** a circumstance on a certain territory that has developed as a result of the accident, hazardous natural phenomenon, disaster, spread of a disease dangerous to people around, a natural or other disaster that may or have caused human toll, damage to human health or environment, significant material losses and deterioration of human-being living conditions.

**Emergency services**  means fire response department, emergency response service, police, ambulance.

* 1. The following acronyms are used in the Regulations:

**AWS** means Automated Work Station;

**ERO** means emergency & rescue operations.

**GPC** means Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.

**DDS** means Duty-Dispatching Service

**PDDS** means Public Duty-Dispatching Service of the municipal administration "Kingisepp municipal district".

**ER&FS** means the Company's Emergency Response and Fire Safety Committee.

**FRD** means Fire Response Department.

**Emergency** means emergency situation.

# General

* 1. In order to coordinate the Contractor's FRD and DDS, the Company shall create the Company's DDS.
  2. The Contractor shall arrange the Contractor's DDS to timely control the FRD responses.
  3. The Company's DDS is the coordinator of the Contractor's FRD and DDS.
  4. The Company shall involve the Operator to arrange the Owner's DDS.
  5. The Operator shall assign a common number to communicate the notifications on fire and Emergencies on all the Territory and Facilities, available for all individuals and legal entities.[[5]](#footnote-5)
  6. The Operator shall ensure the possibility to receive notifications on fires and Emergencies by the Company DDS via common number followed by transfer of the information to the Contractor's DDS and FRD via direct telephone line or radio (using stationary radios).
  7. The Contractor's DDS shall ensure the notifications on fires and Emergencies, occurred at the Emergency response areas, are received, as well as interact and exchange the information with the Company's DDS.
  8. Information about notifications, received by the Contractor's DDS and FRD, shall immediately be transferred by the Contractor's Duty personnel to the Company DDS.
  9. The Company's DDS in its turn shall communicate all the information, received via phone and e-mail, to the ER&FS via ER&FS Secretary. The Company shall clarify the phone number and e-mail of the ER&FS Secretary during entering into Agreement with the Operator.
  10. DDS Staffing Plan and Orgchart shall be determined and approved by the Operator for the Company's DDS and by the Contractor for the Contractor's DDS considering the requirements of the Russian Law and the Regulations.
  11. The Company's DDS shall not make any duties and responsibilities not envisaged by the Regulations.

# The Company's DDS main duties and responsibilities

* 1. The Company's DDS main duties and responsibilities are:
     1. Coordination of actions by forces and equipment involved by the Company and the Contractor to extinguish fires and eliminate Emergencies, or joint their actions, making them aware of the tasks during the risk of Emergency or when Emergency occurred, as well as localization and response to consequences of fires, accidents, natural disasters and other Emergencies, communicating the information on the required immediate actions and solutions taken to respond Emergency.
     2. Arrangement of information exchange with the Contractor's FRD and DDS, when resolving the issues related to protection of the Contractor's/Company's employees and the Territory from fires and Emergencies.
     3. Receiving notifications (information) on threat of and (or) occurence of fire and Emergency via all and any possible communication channels, analysis and assessment of the obtained information reliability, communicating it to the Contractor's DDS & FRD and PDDS.
     4. Notification and informing the Company representatives (according to Regulations on Transfer of the Accident/Incident Information by employees of RusChemAlliance and Subsidiaries and Affiliated Entities), ER&FS, FRD and PDDS on fires and Emergencies.
     5. Collection and processing of the data required for ER&FS management solutions to be taken to prevent from or extinguish fires and respond to Emergency, as well as supervise its implementation.
     6. Monitoring, analysis, forecast, assessment and control of the situation status at the Territory based on the information received from the various sources.
     7. Registration and documenting all the incoming and outgoing notifications, summarizing the information on Emergencies and fires taken place, response work status and providing the information to ER&FS. Forms and methods of registration and documenting shall be set out by Operator and communicated to the Company DDS on-duty personnel.
     8. Reports based on the information received about threat or occurrence of fire and Emergency shall be formed as per the formes approved by the Order of EMERCOM of Russia No. 2 dated 11.01.2021.
     9. Interaction with Emergency services.

# The Contractor's DDS main duties and responsibilities

* 1. The Contractor's DDS main duties and responsibilities are:
     1. Arrangement of information exchange with the Company's DDS, when resolving the issues related to protection of the Contractor's/Company's employees, as well as the Territory and the Facilities from fires and Emergencies.
     2. Receiving notifications on threat of and (or) occurence of fire and Emergency via all and any possible communication channels, analysis and assessment of the obtained information reliability, communicating it to the Company's DDS.
     3. Interaction with the Contractor's business unit.

# The Company's DDS main responsibilities

* 1. The Company's DDS undertakes the following responsibilities related to coordination of the Contractor's DDS and FRD:
     1. Control of the Contractor's FRD forces and equipment.
     2. Receiving notifications on fires, Emergencies, accidents and other information about threat to Territory, Facilities, life and health that has taken place or can potentially take place.
     3. Analysis and assessment of the obtained information reliability.
     4. Transfer of the information received about fires Emergencies, accidents and other information about threat to Territory, Facilities, life and health that has taken place or can potentially take place, to the Contractor's DDS to make sure it is timely responded.
     5. Control over timely mobilization of the Contractor's FRD forces and equipment to extinguish fires and emergency & rescue operations.
     6. Control over the Contractor's FRD forces and equipment to extinguish fires and emergency & rescue operations.
     7. Collecting the information from the Contractor's FRD about threat or occurence of fire and Emergency, the situation status, actions of the forces and equipment to respond the Emergency and communicating it to ER&FS.
     8. Summarizing the information from places of fire and emergency & rescue operations, transfer of information to ER&FS.
     9. Summarizing the information from the Contractor's FRD about the attendances at classes, drills, trainings and other visits on the Territory and well as visits to the Contractor's FRD by the Company representatives and officials from EMERCOM of RUSSIA in order to inspect and examine the duty arrangement.
     10. Processing and analysis of the data on fire and Emergency, determination of the magnitude, clarification of forces and equipment content to be involved to respond.
     11. Summarization, assessment control of the status information, actions taken to extinguish fire and respond Emergency.
     12. Informing ER&FS and FRD involved in response to Emergency about situation, actions recommended and taken.
     13. Arrangement of interaction with PDDS on the issued related to implementation of the actions to protect from fires and Emergencies.
     14. Providing PDDS with information on threat or occurence of fires and Emergencies, current situation, potential solutions and action taken to respond Emergency in accordance with the Order of the Russian EMERCOM No. 2 dated 11.01.2021.
     15. Prompt informing on occurred fires and Emergencies, response work status and providing the relevant reports to ER&FS.
     16. Clarification and coordination of FRDs actions involved to simultaneously respond to notifications on fires and Emergencies received via all the communication channels available.
     17. Control of the Contractor's FRD results of response to call-out received vial all the ommunication channels available.
     18. Online recording of the information about the occurred fires and Emergencies on the Territory and control of response to accidents on the Territory.
     19. ER&FS information support.
     20. Collection and update of social & economic, natural & geographic and other data on the Territory, the Contractor's forces and equipment, facilities, located on the Territory, potential and planned activities to prevent from and respond to fires and Emergencies.
     21. Monitoring of integrated safety of the Facilities, including those with round-the-clock personnel availability.
     22. Control and taking action to ensure readiness of alarm systems at the Facilities and Territory.
     23. Providing PDDS with information on preventive activities carried out according to the forecast of potential Emergencies or prompt notification on dangerous and adverse meteorological phenomena.
     24. Making Contractor's DDSs aware of the threat or occurence of fires and Emergencies, dangerous and adverse meteorological phenomena, situation development models, recommendation to minimize the risks.
     25. Attendance at Drills to exercise actions in Emergencies carried out at the Facilities and Territory.

# The Contractor's DDS main responsibilities

* 1. The Contractor's DDS undertakes the following responsibilities to be done:
     1. Control of the Contractor's FRD forces and equipment.
     2. Receiving the notification on threat and (or) occurrence of fire and Emergency, other information about threat to Territory, Facilities, life and health that has taken place or can potentially take place, via all the communication channels available.
     3. Control over the Contractor's FRD forces and equipment to extinguish fires and emergency & rescue operations.
     4. Transfer of the information received about fires Emergencies, accidents and other information about threat to Territory, Facilities, life and health that has taken place or can potentially take place, to the Company's DDS.
     5. Collecting the information from places of fire and Emergency and about emergency & rescue operations, transfer of information to the Company's DDS.
     6. Making the information available to the Contractor's DDS about the attendances at classes, drills, trainings and other visits on the Territory and well as visits to the Contractor's FRD by the Company representatives and officials from EMERCOM of RUSSIA in order to inspect and examine the duty arrangement.
     7. Arrangement of interaction between the Contractor's services for organization of activities aimed at protecting from fires and Emergencies.
     8. Online recording of the information from the Contractor's FRD while extinguishing fire or responding to Emergency.

# DDS Work Procedure

* 1. To timely and effectively respond to threats or occurences of Fires and Emergencies, the DDS shall arrange 24-hour and all-year duty by DDS personnel in accordance with the requirements of the Russian Law and the requirements hereof.
  2. Only trained personnel admitted to duty can be on duty in DDS.
  3. DDS personnel shall, during the first year once assigned to a position and then once in five years at least, get additional advanced professional education which corresponds to the appropriate training programs in licensed educational institutions.
  4. Involvement of DDS personnel to the tasks not related to duty is prohibited.
  5. During the duty the DDS personnel shall carry out the job responsibilities in accordance with the job descriptions and action algorithms developed by the Operator and the Contractor for the Company's and Contractor's DDS respectively.
  6. Information on threats or occurrence of fires and Emergencies is received by DDS via all the available communication channels and information systems.
  7. All the information on threats or occurrence of fires and Emergencies shall be registered by DDS personnel and immediately transferred to FRD, located at the relevant Emergency response Territory, to Emergency services to be sent to Emergency area, as well as PDDS.
  8. The Company's DDS shall monthly analyze the Contractor's DDS operations, interaction with the Contractor's FRD and submit the information to ER&FS.

# Requirements to the Company's DDS personnel

* 1. The Company's DDS personnel shall know:
     1. The requirements of the legal acts in protection from Emergencies.
     2. Risks of Emergencies occurrence specific to the Territory.
     3. GPC territorial division between the Contractors.
     4. Contents of the Contractor's forces and equipment, involvement procedure, location, purpose, special equipment physical and operational characteristics.
     5. Fire & technical characteristics of the Facilities, located at the Territory.
     6. Firefighting systems which the Facilities are equipped with.
     7. Locations of Territory external fire water sources and its characteristics.
     8. Evacuation procedure to evacuate people from areas of Fire and Emergency.
     9. General characteristics of the entities, located in a close proximity to the Territory.
     10. Job responsibilities and job descriptions of the duty-dispatching personnel.
     11. Document Control Rules and Regulations, set forth by the Instructions on Documentation Support in RusChemAlliance.
  2. The Company's duty-dispatching personnel shall have the following proficiencies:
     1. Permanent collection and processing of online up-to-date information on threats or occurrences of fires and Emergencies and control the response activities.
     2. Analysis and assessment of the obtained information reliability.
     3. Forecast of situation development during the works.
     4. Prompt operational management and coordination of forces and equipment actions, involved for extinguishing of fires and responding to Emergencies.
     5. Be able to use all the functions of the telecom equipment and office equipment at automated work station, including video-conference set.
     6. Be an advanced computer user (know office package programs, use e-mail, internet and information resources).
     7. Correctly type the text on keyboard at 150 characters per minute at least.
     8. Have good diction to transfer the information via radio or telephone (simultaneously working with a computer).
     9. Timely forming the required package of documents for fires and Emergencies.
     10. Preparation of reports, reporting documents aimed at informing ER&FC.
  3. The Company duty-dispatching service is prohibited to:
     1. Speak on the phone if negotiations have nothing to do with duty.
     2. Provide any information to mass media and unauthorized persons.
     3. Make works not envisaged by job descriptions and instruction, use equipment and technical means for other purposes than intended.
  4. The Company duty-dispatching personnel shall have the following education and qualification:
     1. Secondary vocational education: middle-rank specialist training programmes.
     2. Secondary vocational education (non-core) and advanced professional training (professional development program which corresponds to the types of professional activities).
     3. Secondary vocational education (non-core) and advanced professional training (professional development programme which corresponds to the types of professional activities).

# Requirements to DDS equipment

* 1. In order to ensure document are transferred and received, all types of information are received by all the interacting entities, there shall be information and telecommunications infrastructure created in DDS, including:
     1. DDS personnel AWPs, supporting the operations in the essential applications (text editor, table editor, presentation editor, e-mail).
     2. Fire alarm transfer system compliant with GOST 34701-2020.
     3. Video conference system which includes: a video codec, a video camera, microphone equipment, sound amplifier.
     4. Telephone communication system which includes: PBX, telephones, telephone recording system.
     5. Radio communication system ensuring a stable communication with the forces and equipment of the Contractors involved in extinguishing fires and responding to Emergencies throughout the Territory.
  2. Frequency permits shall be obtained from the Federal Service for Supervision of Communications, Information Technology, and Mass Media in accordance with the Order of the Russian EMERCOM No. 840 dated 08/01/2022, in order to arrange radio networks.
  3. Radio station shall be duly registered in Federal Service for Supervision of Communications, Information Technology, and Mass Media.

# Requirements to information security

* 1. The Company's and Contractor's DDS shall follow the information security requirements applicable to automated control systems and personal data security in accordance with Federal Law No. 149-FZ dated 27.07.2006, Order of FSTEK No. 17 dated 11.02.2023 and RusChemAlliance Information Security Policy.

1. Terms, definitions and acronyms are given in section 3 hereof. [↑](#footnote-ref-1)
2. In case the text of the Regulations contains the references to the regulatory legal acts and/or the Company internal documents that have become invalid by the time when they have to be applied under the Regulations, the regulatory legal acts and/or the Company internal documents replacing the invalid ones shall be followed. [↑](#footnote-ref-2)
3. Term is given in accordance with Federal Law No. 69-FZ "On Fire Safety" dated 21.12.1994. [↑](#footnote-ref-3)
4. Term is given according to Federal Law No. 68-FZ "On Protection of the Population and Territories against Natural and Man-made Emergencies" dated 21.12.1994; [↑](#footnote-ref-4)
5. Hereinafter in the text, "notification" shall be construed as any types of transferring and receiving information. [↑](#footnote-ref-5)