



EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE

HSE Procedure

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-PRO-05 | Revision 00 | Effective 01 January 2026



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Document Title	Emergency Preparedness & Response Procedure	Effective Date	01 January 2026
Issued By	HSE & Compliance Function	Approved By	General Manager
Applicable To	Al Khobar Warehouse & Distribution Facility	Classification	Internal / Controlled

Emergency Preparedness & Response Procedure

This procedure covers fire, medical emergency, spillage, and evacuation scenarios relevant to a warehousing and distribution operation at the Al Khobar facility, and is developed with regard to the Saudi Fire Protection Code (SBC 801), which sets minimum requirements for fire prevention, detection, suppression, and means of egress in Saudi facilities, enforced by the General Directorate of Civil Defense.

Emergency Contacts & Assembly

- Emergency contact numbers (Civil Defense/Fire 998, Police 999, Ambulance/Red Crescent 997, and internal emergency contacts) displayed at the facility entrance and warehouse notice board.
- Designated assembly point(s) and evacuation routes, marked and kept clear at all times, with a maximum travel distance to the nearest exit consistent with SBC 801 means-of-egress requirements for the facility's occupancy type.
- Roles of the Fire Warden / Emergency Coordinator (Warehouse Supervisor, or nominated deputy) responsible for headcount and liaison with emergency services.

Fire Detection & Suppression

- Portable fire extinguishers of the appropriate class for stored materials, positioned and signed in accordance with Civil Defense requirements, with current inspection tags.
- Fire detection and alarm provisions appropriate to the facility, tested and maintained on a scheduled basis.
- Emergency and exit lighting maintained and periodically function-tested.

First Aid & Medical Response

- A maintained first-aid kit stocked in accordance with Saudi labour regulations, with identified trained first aiders on each working shift.
- Arrangements for onward transport to medical facilities for injuries beyond first-aid scope.

Spill Response

Procedures for spill containment relevant to any packaging materials, adhesives, or lubricants held on site include immediate isolation of the area, use of spill containment materials, and disposal of contaminated materials in line with the Environmental & Waste Management Procedure.



Drills & Review

Emergency evacuation drills are conducted periodically (not less than annually, consistent with Civil Defense expectations for commercial facilities) and recorded, including date, participants, duration, observations, and any follow-up actions. Drill records and this Procedure are reviewed following any drill, actual emergency, or change to the facility layout, and are available for review during customer and third-party HSE audits.

Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

Reference	Relevance
Saudi Fire Protection Code (SBC 801)	Minimum requirements for fire prevention, detection, suppression, and means of egress; enforced by Civil Defense.
General Directorate of Civil Defense (GDCCD) circulars	Inspection and certification requirements for fire safety equipment and evacuation drills.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Emergency Response Procedure (this document)
- Evacuation drill records
- Fire extinguisher and first-aid kit inspection log

Related Documents

- DTE-HSE-PRO-04 Incident & Near-Miss Management Procedure
- DTE-HSE-PRO-06 HSE Communication Procedure

AUTHORIZATION

Prepared By	Reviewed By	Approved By (General Manager)
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