

Emergency Evacuation Plan Guideline

Sappi is not prescriptive in the format or depth of an emergency evacuation guide for events, but wants to ensure that in the event of an emergency that there is in fact a plan in place that can be activated smoothly and efficiently.

There have been events held on Sappi's property in the past where weather conditions have made it unsafe for an event to take place, but with no emergency evacuation or cancellation plans it was difficult for event organisers to take action. Hence Sappi now requires an emergency evacuation plan for all events, that will allow for all event participants, marshals and other people to be evacuated as safely as possible in case of an emergency.

Using South African National Standards to inform the guideline, Sappi requests that you develop an emergency evacuation plan including the following elements:

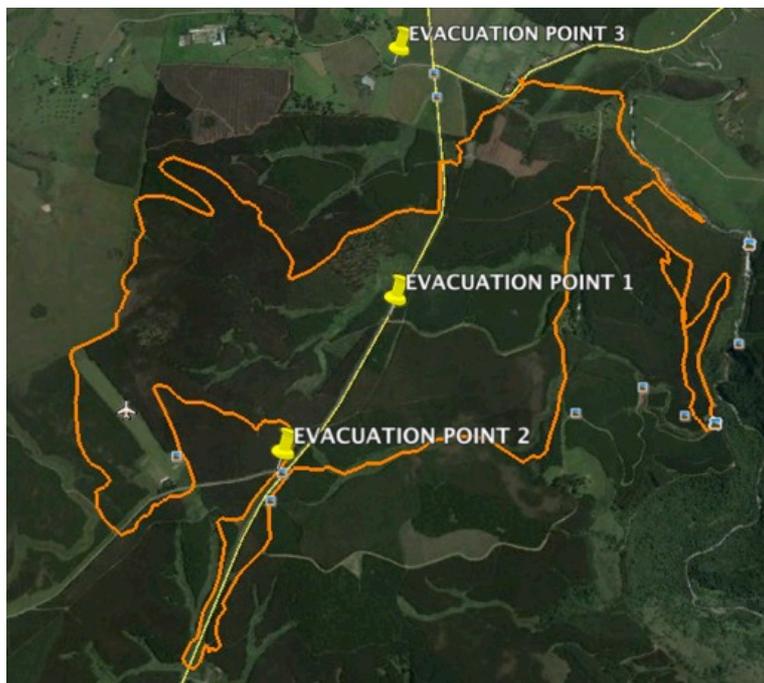
1. Key contact details of the team responsible for implementing the evacuation plan (names, cell phone numbers, radio frequency if applicable)

i.e.

Head Key Contact	John Smith	084 678 5543	In event of emergency, John is the key contact who will communicate with the emergency team. John will be based at the JOC.
Key contact 2	Fiona Arends	072 344 7224	Fiona is second in command after John, Fiona will be based at the timing table.
Key contact 3	Sean Kelly	089 521 4998	Etc.

2. A list of the key emergency services and contact numbers for the area (medical services, fire services, police services).

3. A map to show evacuation points along the route, and where emergency equipment is located (you can place markers to show this using Google Earth).



4. A description of conditions that would lead to the event needing to be cancelled prior to starting the event (i.e. extreme weather conditions or severe medical circumstances).

For example:

In the geographical area where the proposed race will take place, extreme weather conditions include high winds (risk of falling trees and risk of spread of fire), hard and consistent rain (which can damage trails and cause unnecessary risk to cyclists) and heat waves (health risk to cyclists). In the event of these conditions, the event organisers will make the necessary decisions to cancel, amend, shorten or continue with the event.

5. A description of how the evacuation plan would be implemented. This can be in diagram format as per the below example.

