

Emergency Preparedness Response Procedure

Procedure Title		Emergency Preparedness and Response	
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Written By	Rob Tyson	Authorised By	Mervyn Lambert
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1. Introduction

The purpose of this procedure is to ensure that where potential emergency situations have been identified a procedure is available to ensure that the Health, Safety and Environmental impact risk is reduced.

2. Responsibility

Directors	To ensure that the organisation has identified applicable emergency situations which may arise. To ensure that sufficient resources (human and equipment/infrastructure) are available to facilitate the emergency response required, should an emergency occur. To ensure personnel are trained in the emergency response techniques. To review and revise emergency procedure(s) quarterly or sooner should an emergency occur.
HSEQ Manager	To ensure that the organisation has implemented required controls. To ensure that this procedure is communicated to internal and external personnel, as applicable. To ensure that personnel are trained to ensure competency and awareness. To conduct Internal Audits at planned intervals to measure the effectiveness of the implementation of this procedure. To report to Directors on the effectiveness of this procedure.
All Staff / Sub Contractors	All personnel are responsible for complying to this procedure and reporting any insufficiencies.

3. Procedure

3.1 Identification of potential emergency situations

When identifying potential emergency situations that could impact on Health, Safety and the Environment, we consider emergencies that can be associated with specific activities, equipment and workplaces.

When identifying potential emergency situations, consideration is given to emergencies that can occur during both normal operations and abnormal conditions (e.g. operation start-up or shut-down, construction or demolition activities).

Emergency planning is reviewed as part of the ongoing management of change. Changes in operations may introduce new potential emergencies or necessitate that changes be made to emergency response procedures.

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We determine and assess how emergency situations will impact all persons within and/or in the immediate vicinity of workplaces controlled by ourselves. Consideration is given to those with special needs, e.g. people with limited mobility, vision and hearing. This includes employees, temporary workers, contract employees, visitors, neighbours or other members of the public. We also consider potential impacts on emergency services personnel while at the workplace (e.g. fire fighters).

Where an emergency situation has occurred which involved a work related death, the company shall refer explicitly to the HSE Document Work Related Deaths, A Protocol for liaison which is available on the company intranet and provides guidance on actions post incident and where a death has occurred.

3.2 Establishing and implementing emergency response procedures

Emergency response focuses on the prevention of ill health and injury, and on the minimisation of the adverse Health, Safety and Environmental consequences to a person(s) exposed to an emergency situation.

When developing this procedure consideration has been given to the existence and/or capability of the following:

- Inventory and location of hazardous materials storage;
- Numbers and locations of people;
- Critical systems that can impact on Health, Safety and the Environment;
- The provision of emergency training;
- Detection and emergency control measures;
- Medical equipment, first aid kits, etc.,
- Control systems, and any supporting secondary or parallel/multiple control systems;
- Monitoring systems for hazardous materials;
- Fire detection and suppression systems;
- Emergency power sources;
- Availability of local emergency services and details of any emergency response arrangements currently in place;
- Legal and other requirements;
- Previous emergency response experience;

4. Emergency response equipment

We have determined and review our emergency response equipment and material needs.

Emergency response equipment and materials can be needed to perform a variety of functions during an emergency, such as evacuation, leak detection, fire suppression, chemical/biological/radiological monitoring, communication, isolation, containment, shelter, personal protection, decontamination, and medical evaluation and treatment.

Emergency response equipment should be available in sufficient quantity and stored in locations where it is readily accessible; it is stored securely and protected from

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being damaged. This equipment is inspected and/or tested at regular intervals to ensure that it will be operational in an emergency situation.

Special attention is paid to equipment and materials used to protect emergency response personnel. Individuals are informed of the limitations of personal protective devices and trained in their proper use.

The type, quantity and storage location(s) for emergency equipment and supplies are evaluated as part of the review and testing of emergency procedures.

5. Emergency response training

Personnel are trained in how to initiate this emergency response and evacuation process.

6. Periodic testing of emergency procedures

Periodic testing of emergency procedures are performed to ensure that the organisation and external emergency services can appropriately respond to emergency situations and prevent or mitigate associated Health, Safety and Environmental consequences.

7. Reviewing and revising emergency procedures

The emergency preparedness and response procedure is reviewed periodically by the following methods:

- During management reviews;
- Following organisational changes;
- As a result of management of change, corrective action, or preventive action;
- Following an event that activated the emergency response procedure;
- Following drills or tests that identified deficiencies in the emergency response;
- Following changes to legal and other requirements;
- Following external changes impacting the emergency response;

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