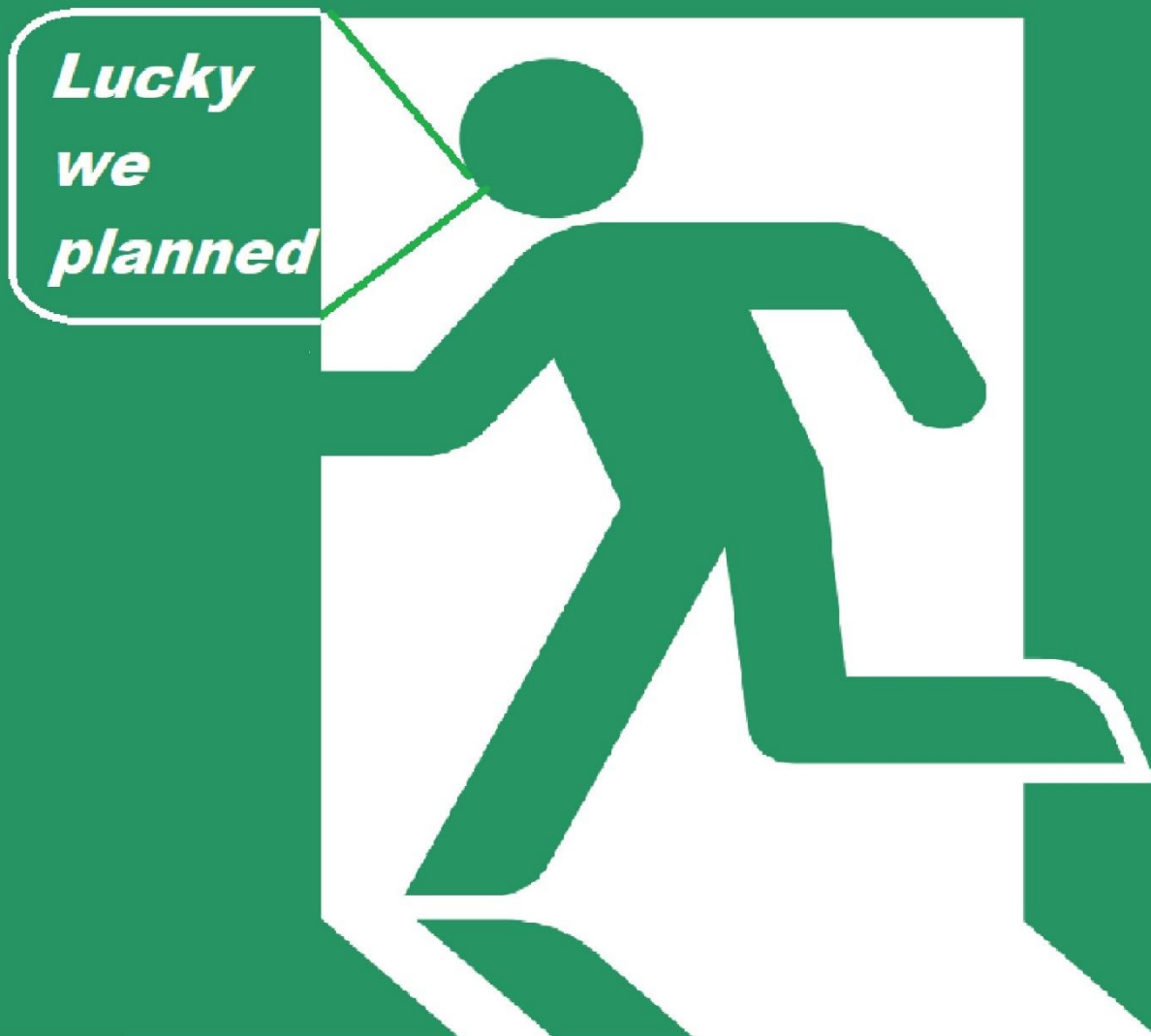



# EMERGENCY MANAGEMENT PLAN



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Any changes to products, services, processes, procedures or legislative requirements are to be reflected in the emergency management plan and the revision details are to be recorded below.



The last part of this plan is  
It is the responsibility of the individual  
A printed version of this plan is u

# 1. INTRODUCTION

Emergency management planning is an essential component to prevent the occurrence of incidents and manage emergency situations should they occur.

A systematic process and resources must be in place to respond swiftly and effectively to any emergency situation, as such the objective of the plan is to:

- Facilitate a prompt, decisive, coordinated and appropriate response to an emergency.
- Provide guidance for controlling or limiting any negative effect that an actual or potential emergency or significant incident could have upon **Insert Your Company** or surrounding community, minimizing any adverse effects on persons, damage to property and harm to the environment.
- Provide a framework in which key persons can develop competencies to effectively respond to an on-site emergency.
- Assist and support external emergency and regulatory services.
- Communicate vital information to all relevant persons involved in the emergency (both internal personnel and external) with minimum delay.
- Provide a mechanism for assuring the continuing efficacy and relevance of the emergency management plan and the ongoing competence of personnel.

# 2. SCOPE

This emergency management plan is applicable to **Insert Your Company** under the direct control of **Insert Your Company**. The plan applies to approved management and staff to assume the primary role for emergencies occurring which are within the capacities of internal resources.

The emergency management plan is designed to direct, assist and guide **Insert Your Company** personnel and contractors to respond effectively to emergencies and return **Insert Your Company** to normal operations in the earliest possible timeframe.

# 3. TERM AND DEFINITION

Term	Definition
Designated Assembly Point	For the site or a part of the site, means a place of safety where persons evacuating the site or a part thereof are expected to assemble under the site's fire and evacuation plan.
Emergency	An actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which: <ul style="list-style-type: none"><li>• Endangers, or threatens to endanger, the safety or health of persons or animals.</li><li>• Destroys or damages, or threatens to destroy or damage, property.</li></ul>

Term	Definition
	<ul style="list-style-type: none"> <li>Is a situation that requires a significant and coordinated response.</li> </ul>
<b>Evacuation Instructions</b>	<p>For the site, means instructions about:</p> <ul style="list-style-type: none"> <li>The location of the safety reference points for the site; and</li> <li>The procedures for evacuating the site safely in the event of an emergency.</li> </ul>
<b>Recovery</b>	Is the process by which an affected organization returns to normal operations following an emergency.

## 4. LOCATION OF THE SITE

The **Insert Your Company** workplace is located at **Insert your address**.

The map below shows the location of the **Insert Your Company** and surrounding areas.

**Insert a map of your workplace here**

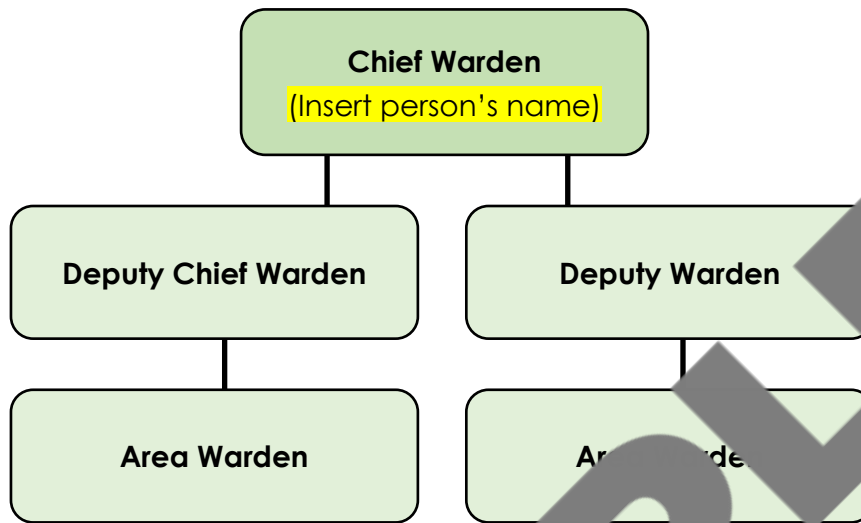
The **Insert Your Company** occupies **Insert your sqm's** and the layout of the site consists of the following:

- Main administration building
- Operational area.
- Site offices
- Maintenance shop.
- **Add or delete the other facilities applying**



**SAMPLE**  
**ORDER NOW AND GET FULL ACCESS**

## 5. EMERGENCY RESPONSE TEAM STRUCTURE



Amend the above flowchart as applicable to your site

## 6. KEY RISKS AND ISSUES

#	Risks and Issues	Mitigation	Outcomes
1.	Incident at the workplace with instant lack of personnel or poor coordination of the appropriate emergency response.	Personnel properly trained in the emergency plan.	Management of incident reducing further risks.
2.	Emergency equipment not available or not functional.	Provision of emergency equipment and readily available.	Incident better controlled and managed.
3.	External emergency services not contacted.	Emergency contact instructions posted around the site.	The required response obtained promptly.
4.	Personnel not aware of what to do when an emergency occurs.	Emergency/evacuation exercises carried out to test and train Personnel.	Personnel prepared and the incident controlled/managed.

## 7. EMERGENCY RESPONSE

In the event of an emergency, resources should be prioritized to affect the following measures:

1. Protection and rescue of human life.
2. Protection of property and information.
3. Rendering affected areas safe.

4. Restoring disrupted services.
5. Resuming normal activities.
6. Clearing damaged or affected areas.
7. Recording and assessing the emergency, damage and the effectiveness of counter measures.

Emergency personnel are responsible for providing emergency response actions once the alarm has been raised and the appropriate level of response has been determined, as prescribed in the emergency management plan.

## 7.1. Emergency Response Team Duties

### Chief Warden

The chief warden is responsible for coordinating the internal response to an emergency occurring within or affecting normal operations.

#### The Chief Warden's priorities will be:

- Determining in conjunction with the deputy chief warden when external emergency services are required.
- If external emergency services are required, briefing external emergency services upon arrival on the type, scope and location of the emergency.
- Ensuring the safety of persons at the workplace.
- Assessing the impact of the emergency on persons, property and operational activities.
- Ensuring that the appropriate agencies have been alerted.
- Coordinating the internal resources to limit the impact of the emergency on operational activities.
- Ensuring that a record management system is maintained and regularly updated with information.
- Ensuring that the information generated by post-emergency investigation is not interfered with.
- Determining and implementing an appropriate post-emergency recovery strategy.
- Ensuring that all work positions are always covered, whether it is by absent personnel or leaving the site on a permanent or temporary basis.
- Ensuring that inspections of emergency equipment is carried out.
- Ensuring that (2 monthly) evacuation drills to evaluate the effectiveness of the evacuation process.
- Ensuring that a full report (with the assistance of all involved personnel) on all emergencies, with reference to type, possible causes, and preventative measures which will be taken to prevent a recurrence.
- Ensuring that a full debrief is undertaken after each evacuation drill and that any changes required to procedures are made.

### Deputy Chief Warden