

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR AN
EMERGENCY RESPONSE**

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1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to ensure that in the event of an emergency at an Insert Your Company workplace.

- All persons are protected, as far as reasonably practicable, against injury or loss of life.
- Damage to the natural and social environment is minimized.
- The potential for asset loss is mitigated.
- The reputations of the company and its workers are protected.
- Business continuity and recovery is assured.
- Legal risks are minimized.

3. SCOPE

This procedure describes the actions to be taken by personnel in the event of an emergency and applies to all persons at an Insert Your Company workplace. All workers will be made aware of this procedure through induction and safety talks. All visitors on-site will be under the direction of a company employee who is responsible for that visitor, including during an emergency.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site or a part of the site, means a place of safety where persons occupying the site or a part thereof are expected to assemble under the site's fire and evacuation plan.
Emergency	An occurrence or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or war) which: <ul style="list-style-type: none"> • Endangers, or threatens to endanger, the safety or health of persons or animals. • Destroys or damages, or threatens to destroy or damage, property. • Is a situation that requires a significant and co-ordinated response.
Evacuation Instructions	For the site, means instructions about: <ul style="list-style-type: none"> • The location of the safety reference points for the site; and • The procedures for evacuating the site safely in the event of an emergency.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that there are systems and processes in place to adequately identify and deal with emergency situations.
- Ensuring that each person who enters the site is given an appropriate induction outlining emergency response requirements (or is escorted by someone who has).
- Identifying emergency situations through assessment and planning to control emergency situations.
- Ensuring that emergency response procedures are documented, implemented and communicated.
- Ensuring that persons required to undertake specific applications in an emergency are trained as appropriate.
- Ensuring that emergency response procedure effectively maintained.
- Monitoring and recording emergency incidents and risks.
- Implementing and activating the emergency response procedure.
- Undertaking control of an emergency where it is necessary to do so.
- Acting as leader, including the directing and organizing of others in their roles and undertakings.
- Ensuring that regular inspection of emergency equipment is undertaken.

Supervisors are responsible for:

- Ensuring that emergency procedures are followed in their area of responsibility.

Workers are responsible for:

- Understanding and following the emergency response procedures and the directions of emergency response personnel.
- Reporting all hazards and incidents to management immediately.

6. PROCEDURES

6.1. Emergency Response Review

This emergency response procedure will:

- Identify and assess risks and threats before they escalate into an incident or emergency.
- Assist in developing appropriate responses to identified risks and threats.
- Define the standard for the workplace and organization readiness.
- Guide the emergency response by familiarizing all personnel with expectations and detailing roles and responsibilities.

The procedures detailed employ the following principles of effective emergency management:

Prevention – includes the identification of hazards, the assessment of threats to life and property, and ensuring protective measures are in place to reduce potential loss of life and property damage.