

**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR
EMERGENCY RESPONSE**

TABLE OF CONTENTS

| | |
|--|-----------|
| 1. APPROVAL | 3 |
| 2. PURPOSE..... | 4 |
| 3. SCOPE | 4 |
| 4. TERMS AND DEFINITIONS..... | 4 |
| 5. ROLES AND RESPONSIBILITIES | 5 |
| 6. PROCEDURES | 5 |
| 6.1. Emergency Response Overview..... | 5 |
| 6.1.1. Emergency Response Process Activity Map | 6 |
| 6.2. Approach to Emergency Management | 7 |
| 6.3. Emergency Actions..... | 7 |
| 6.4. Declaring an Emergency | 8 |
| 6.5. Requesting Emergency Services..... | 8 |
| 6.6. Emergency Contacts..... | 8 |
| 6.7. Service Contacts..... | 8 |
| 6.8. Directions for Emergency Services | 9 |
| 6.9. Procedures When Fire Is Discovered | 9 |
| 6.10. Discovery by a Single Person | 9 |
| 6.11. Discovery by Two Persons..... | 10 |
| 6.12. Basic Rules and Precautions When Fighting Fires | 10 |
| 6.13. Explosive Fires | 10 |
| 6.14. Chemical Spills | 10 |
| 6.15. Gas Leak..... | 11 |
| 6.16. Bomb Threat | 11 |
| 6.17. Post-Drill Activities..... | 11 |
| 6.18. Post-Emergency Activities - Debriefing and Support | 12 |
| 7. RELATED PROCEDURES, FORMS AND DOCUMENTS | 12 |
| 8. REVIEW CRITERIA | 12 |
| 9. RECORD MANAGEMENT | 12 |
| 10. REFERENCES | 13 |

1. APPROVAL

| Document Control | | | | |
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| This procedure is reviewed to ensure its continuing relevance. The review is an assessment of the procedure that it describes. A record of contextual additions or omissions is given below. | | | | |
| Amendment Record | | | | |
| Version | Date | Context | Summary of Amendments | |
| 1.0 | Insert Date | To ensure that the company is equipped to respond to an emergency. | Original | |
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| The latest revision of this procedure is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'. | | | | |
| Document Title: | Emergency Response | | Rev: | 1.0 |
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2. PURPOSE

The purpose of this procedure is to ensure that in the event of an emergency at a **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 persons in the event of an emergency and applies to all persons at a **Insert Your Company** workplace.

All workers will be made aware of this procedure through inductions and safety talks.

All visitors on-site will be under the supervision of a fully trained worker who will be responsible for that visitor at all times, including during an emergency event.

4. TERMS AND DEFINITIONS

| Term | Definition |
|---------------------------------|---|
| Designated Assembly Area | For the site, this means 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"> • 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, this 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, reviewed and communicated.
- Ensuring that persons required to undertake emergency situations in emergency are trained as appropriate.
- Ensuring that emergency response procedures effectiveness is confirmed.
- Monitoring and recording emergency incidents and drills.
- Implementing and activating the emergency response procedures.
- Undertaking control of an emergency with a safe outcome.
- Acting as leader, including the coordination and organization of persons in their roles and undertakings.
- Ensuring that regular inspections of emergency equipment are undertaken.

Supervisors are responsible for:

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

Workers are responsible for:

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

6. PROCEDURE

6.1. Emergency Response Overview

This emergency response procedure will:

- Help 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: