***Insert Company Name***

**Emergency Preparedness and Response Plan**

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| --- |
| ***General Instructions***1. *Insert company logo in the header*
2. *Insert company name where indicated (“[insert company name]”)*
3. *Consider the guidance / follow the instructions given in the boxes*
4. *Review the Emergency Preparedness and Response Plan and customise accordingly, if required*
5. *Delete the instruction boxes throughout when the document is completed, including this box*
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| **Type of Document:**  | Plan |

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**Amendments**

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|  |
| --- |
| *Procedure Guidance – Delete when complete*General Instructions for Customisation and Compliance |
| This document provides a template, with instructions, for the preparation of an Emergency Preparedness and Response Plan (EPRP) for your operation. The EPRP, when complete, will describe the steps to be taken for various emergency scenarios, as well describing requirements and responsibilities for the effective implementation and maintenance of the EPRP.The EPRP shall be designed to ensure that emergency preparedness and response is conducted in accordance with local laws and regulations and international standards, such as the International Finance Corporations (IFC) Performance Standards (PS) (2012).The purpose of the EPRP is to provide instructions on emergency preparedness, emergency response, and emergency recovery efforts.To ensure the EPRP is practical, specific to your operations and meets both lender and operational needs, please consider the following:* Specificity: Tailor the EPRP to reflect possible emergency scenarios relevant to your operational context and geographic location.
* Operational Integration: The EPRP must integrate into the company’s operations. This involves training staff, establishing clear roles and responsibilities and ensuring on-going compliance.
* Compliance with Standards: Align the EPRP with both international standard (e.g., IFC Performance Standards) and local environmental, health and safety (EHS).
* Detailed Procedures and Roles: Define specific roles and responsibilities for implementing the EPRP and provide detailed procedures for risk management, monitoring and reporting.
* Resource Allocation: Commit to allocating the necessary resources, including personnel and training, to effectively implement and maintain the EPRP.
* Continuous Improvement: Establish a process for regularly reviewing and updating the EPRP to reflect new risks, regulatory changes and lessons learned.

The development of the EPRP shall entail:* Identification and incorporation of legislation applicable to emergency preparedness and response.
* Incorporating relevant emergency preparedness and response international standards and guidelines.
* Emergency scenario mapping to identify the emergency scenarios presenting the highest risk for your operation or facility.
* Clearly documenting the steps required to be taken to effectively manage each emergency scenario identified in the emergency scenario mapping exercise above.
* Detailing monitoring and review processes for the EPRP including requirements for emergency drills.
* Detailing training and awareness requirements, including general training for all staff/contractors/visitors, and detailed training for persons with specific responsibilities in an emergency situation.
* Documenting review and continuous improvement requirements.
* Detailing roles and responsibilities including general responsibilities for the overall implementation and maintenance of the EPRP, as well as specific responsibilities in the various emergency scenarios.
 |

# Purpose and Scope

|  |
| --- |
| *Procedure Guidance – Delete when complete** *Describe the purpose of the Emergency Preparedness and Response Plan (EPRP).*
* *Define the scope of application of the EPRP and whom it applies to.*
* *The section below is generic. Review and modify as required for your company.*
 |

The purpose of this Emergency Preparedness and Response Plan (EPRP) is to guide [insert company name] on emergency preparedness, emergency response, and emergency recovery efforts. It assists [insert company name] in ensuring that key emergency scenarios that may be encountered at [insert company name] have been identified and that there are processes in place to manage each emergency event if / when it arises.

This EPRP describes technical, operational, and organisational measures which may prevent or reduce the damaging effect of an emergency, accident or threat that may negatively impact the operations of [insert company name].

# Objectives

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| *Procedure Guidance – Delete when complete** *Define the scope of application of the EPRP and what it aims to achieve.*
* *The section below is generic. Review and modify as required for your company.*
 |

The overall objectives of this EPRP are to prevent fatalities and injuries, reduce damage to property, protect the environment and the community, speed up the resumption of normal operations, and to reduce the risk of legal liability to the company from any emergency situation.

Specific objectives of this EPRP are as follows:

* To provide a clear and systematic approach to respond promptly, efficiently, and effectively in the event of an emergency or fire, minimizing harm to people and property;
* To provide individuals at [insert company name] with suitable training in emergency response procedures so that they are followed in the event of an emergency;
* To ensure effective communication, collaboration, and coordination between the personnel with responsibilities in emergencies, external emergency services and other agencies involved in responding to emergencies and fires; and
* To ensure [insert company name] complies with local and national regulations and standards related to emergency preparedness.

# Legal and International Requirements

## National Laws and Regulations

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| --- |
| *Procedure Guidance – Delete when complete** *Review country and local legislation relating to emergency preparedness and response and incorporate as may be required into this section.*
* *List all relevant emergency preparedness and response management-related laws and regulations below.*
 |

The Plan has been developed to conform to the following national laws and regulations:

* Xx
* Xx

## International Standards and Guidelines

|  |
| --- |
| *Procedure Guidance – Delete when complete** *List all relevant international standards and guidelines and delete any below that are not applicable.*
 |

The Plan has been developed to conform to the following international standards and guidelines:

* IFC PS on E&S Sustainability (2012). The most salient PS related to addressing emergency preparedness and response are listed below:
	+ Performance Standard 1 – Emergency Preparedness and Response: Requires companies to define clearly assigned responsibilities for the assessment of the degree of risk to life, property and environment, with procedures on who and with whom to communicate regarding different types of emergencies. The level of planning and communication should be commensurate with the potential impacts. These plans should define specific procedures designed based on the emergency level classification (emergency tiers). Procedures for shutting down equipment and production processes and for evacuations, including a designated meeting place (i.e., muster point) outside the project site, should be part of the emergency preparedness and response plans. Additionally, effective emergency plans should include specific training and practice (i.e., simulations and drills) schedules and equipment requirements for employees who are responsible for rescue operations, medical duties, threat and incident responses (e.g., hazardous material spill response), firefighting and other responses specific to the project sites, facilities and activities.
	+ Performance Standard 2 – Occupational Health and Safety (OHS): Requires that training be provided to all workers on relevant aspects of OHS associated with their daily work, including emergency arrangements.
	+ Performance Standard 4 – Emergency Preparedness and Response: Requires companies to develop emergency response plans based on the risks to community health and safety.
* IFC General Environmental, Health and Safety (EHS) Guidelines (2007);
* IFC EHS Guidelines for Annual Crop Production (2016);
* IFC EHS Guidelines for Food and Beverage Processing (2016); and.
* IFC EHS Guidelines for Perennial Crop Production (2016).

# Definitions

|  |
| --- |
| *Procedure Guidance – Delete when complete** *The table below includes a list of definitions of terms used in the document. Modify/delete/add to as required.*
 |

| **Term/Acronym** | **Definition** |
| --- | --- |
| Emergency | An unplanned event where a site loses control of a situation that may result in risks to human health, property, or the environment, either within the facility or in the local community. |
| Emergency Drill | A co-ordinated, supervised activity employed to test a site’s readiness in responding to specific emergency scenario. |

# Abbreviations and Acronyms

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| --- |
| *Procedure Guidance – Delete when complete** *The table below includes a list of abbreviations and acronyms which are referred to in the document. Modify/delete/add to as required.*
 |

| **Abbreviations and Acronyms** | **Definition** |
| --- | --- |
| EHS  | Environmental, Health and Safety |
| EPRP | Emergency Preparedness and Response Plan |
| ESMS | Environmental and Social Management System |
| GIIP | Good International Industry Practice |
| IFC | International Finance Corporation |
| PPE | Personal Protective Equipment |
| SDS | Safety Data Sheets |

# Emergency Preparedness and Response Plan Requirements

## General Requirements

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| --- |
| *Procedure Guidance – Delete when complete** *The section below is generic. Review and modify as required for your company.*
 |

An emergency is a sudden, unexpected, or imminent situation that may cause injury, loss of life, damage to property, and / or interference with normal business operations and, therefore, requires immediate attention and corrective action.

In order to provide a clear and systematic approach to respond promptly, efficiently, and effectively in the event of an emergency or fire, minimizing harm to people and property, the following emergency planning and preparedness requirements must be undertaken:

* Ensure each Company site has evacuation routes and emergency signage in place to provide a clear and safe path for people to exit the premises during an emergency. The evacuation routes should be carefully planned and designed to ensure the efficient and effective evacuation of individuals, including staff, contractors and visitors. They should consider factors such as the layout of the building, the number of occupants, the location of emergency exits, potential obstacles or hazards, and legal requirements;
* Ensure each Company site has an Emergency Evacuation Route Map that displays in map format the emergency evacuation routes, emergency exit locations, emergency assembly points, and location of first aid kits, spill kits, fire alarms, and firefighting equipment (see **Annex A**);
* Schedule periodic inspections, testing and maintenance of emergency equipment e.g. fire extinguishers and alarms;
* Compile an Emergency Contacts Table that lists all the names and phone numbers of all key external and internal emergency personnel (e.g. Fire Department, Police, Ambulance, emergency response team members etc.) (see **Annex B**);
* Ensure the Emergency Contacts Table and Emergency Evacuation Route Map are displayed at suitable and strategic locations throughout the premises;
* With consideration to any legal requirements, and based on the type of operation and risks, ensure a suitable number of properly trained and qualified first aiders, firefighters and fire marshals are in place; and
* Conduct regular emergency drills and document and evaluate the performance of each drill (see Section 7 for more detail, and the Drill Evaluation Form in **Annex C**).
* Keep records of training logs, drill logs, emergency equipment and medical equipment maintenance and inspection logs. Incident logs must be completed when emergencies occur.

## Emergency Scenario Mapping

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| *Procedure Guidance – Delete when complete** *Through your Company’s “Risk Identification and Assessment Process”, identify, assess and prioritize the emergency scenarios that are most likely to occur for your operation or facility and/or would have the most severe impacts.*
* *Emergency scenarios to consider would include fire, explosion, weather events (tornados, typhoons, monsoons, hurricanes), natural disasters (floods, earthquakes, bush fires), civil unrest, chemical spill or release of hazardous substances, bomb threat, medical emergencies etc.*
* *Determine preventative measures (e.g. securing large furniture such as shelving in earthquake prone areas, locating battery charging stations near exits and away from fire prone areas, etc) as part of the Occupational Health and Safety process.*
* *Having identified the most significant emergency scenarios for your organisation, list them in the section immediately below.*
* *Comprehensive emergency preparedness and response plans must then be developed for* *each emergency scenario identified and documented in Sections 6.3 to 6.7 below.*
* *The section below is generic. Review and modify as required for your company.*
 |

Through the [insert company name] risk assessment process, the Company has assessed and prioritized the emergency scenarios that are most likely to occur and/or would have the most severe impacts. Through this process, the following significant emergency scenarios have been identified at [insert company name]:

* Fire/Explosion;
* Chemical Spill;
* Natural Disaster;
* Civil Unrest; and
* Medical Emergencies.

Details of processes to follow in the event of each of the above emergency scenarios, and staff responsibilities are provided below in Sections 6.3 to 6.7 below.

## Fire/Explosion

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| --- |
| *Procedure Guidance – Delete when complete** *Describe the steps that are to be taken in the event of a fire/explosion.*
* *The section below is generic. Review and modify as required for your company.*
* *Common names for the different responsibilities are highlighted below – update with terminology for your Company if necessary.*
 |

When fire/explosion is discovered:

* Activate the nearest fire alarm (if installed);
* If the fire alarm is not available, notify the site personnel about the fire by: *[delete those that are not applicable for your site]*
	+ Air Horn
	+ Two-way radio
	+ Voice
	+ Other *[specify here]*
* Notify the local Fire Department.
* If fire may spread to neighbouring properties, notify neighbours.

Fight a fire only if:

* The Fire Department has been notified.
* The fire is small and is not spreading to other areas.
* Escaping the area is possible by backing up to the nearest exit.
* Fire extinguishers/hoses are in working condition and personnel are trained to use them.

Upon being notified about the fire/explosion emergency, occupants must:

* Leave the building using the designated escape routes.
* Assemble in the designated Emergency Assembly Point (see Emergency Evacuation Route Map – **Annex A**).
* Remain at the Emergency Assembly Point until informed by the Emergency Coordinator that it is safe to re-enter the building.

If anyone is injured by the fire:

* The designated first aider shall treat all minor injuries with first aid but remember that first aid is only temporary. First aid provides immediate treatment that is needed before a doctor can reach the victim onsite, or before the victim can be transported to a doctor. Call for emergency medical aid immediately for all life-threatening situations and send people to guide the emergency team to the victim.
* First aid for fire injuries and burns
	+ Move patient to fresh air.
	+ Move the patient from the heat of the fire.
	+ Do not allow crowding around the patient.
	+ Remove or cut away clothes from affected parts of the body.
	+ Open buttons and loosen clothing.
	+ Pour chilled water on the affected parts.
	+ Apply an antiseptic cream.
	+ Get a doctor.

Fire/Explosion Emergency Responsibilities:*[common names for the different responsibilities given below – update with terminology for your Company if necessary]*

* Emergency Coordinator:
	+ Disconnect utilities and equipment (unless doing so jeopardises his/her safety).
	+ Coordinate an orderly evacuation of personnel.
	+ Perform an accurate head count of personnel at the designated Emergency Assembly Points.
	+ Determine a rescue method to locate missing personnel.
	+ Provide the Fire Department personnel with the necessary information about the site.
* Fire Marshals:
	+ Ensure that all employees have evacuated the area/floor.
	+ Assist all physically challenged employees in emergency evacuation.
	+ Report any issues to the Emergency Coordinator at the assembly area.
* Trained Firefighters:
	+ Fight the fire (with reference to guidelines above).

## Chemical Spill

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| --- |
| *Procedure Guidance – Delete when complete** *Describe the steps that are to be taken in the event of a chemical spill.*
* *The section below is generic. Review and modify as required for your company.*
* *Common names for the different responsibilities are highlighted below – update with terminology for your Company if necessary.*
 |

When a chemical spill has occurred:

* Immediately notify your supervisor or the Emergency Coordinator.
* Identify the spilled substance. Refer to the Safety Data Sheet (SDS) for hazards associated with the spilled substance. Use the information on the physical and chemical properties of the material to judge response and/or evacuation procedures.
* Raise the alarm and evacuate the area or building if there is a risk to staff, using the same procedures to raise the alarm and evacuate personnel as detailed in the Fire/Explosion section above.
* Do not attempt to clean up the spill unless trained to do so, and if the appropriate personal protective equipment (PPE) is available. If trained, contain the spill with available equipment from spill kits (e.g. pads, booms, sand, absorbent powder, etc.) and as per details in the SDS.
* Do not go back into an area where a chemical spill has occurred if you are not trained to clean up the spill. Untrained rescuers who do not wear proper protective equipment can be overcome by toxic or asphyxiating fumes. Close doors to prevent further contamination. Secure the area (e.g. with caution tape, cones etc.) to keep non-emergency response personnel away from danger and alert other site personnel where necessary.
* Call [insert name of spill response company] or the Fire Department (if arrangement has been made) to perform a large chemical spill cleanup.
* The designated first aider shall treat all minor injuries with first aid but remember that first aid is only temporary. First aid provides immediate treatment that is needed before a doctor can reach the victim onsite, or before the victim can be transported to a doctor. Call for emergency medical aid immediately for all life-threatening situations and send people to guide the emergency team to the victim.
* First aid for chemical burns:
	+ Move patient to fresh air (but do not endanger your own life by entering areas with toxic gases).
	+ Do not allow crowding around the patient.
	+ Remove or cut away contaminated clothes.
	+ Flush skin or eyes with running water for 15 minutes.
	+ Get medical attention for victims.

Chemical Spill Emergency Responsibilities: *[common names for the different responsibilities given below – update with terminology for your Company if necessary]*

* Emergency Coordinator:
	+ Obtain SDS for spilled chemical.
	+ Decide whether the Fire Department and/or [insert name of spill response company] is to be contacted.
	+ In the event that the Fire Department and/or [insert name of spill response company] are required to assist with the emergency, provide them with the necessary information about the site and the spilled chemical.
	+ Arrange the securing of the area.
	+ Decide whether to raise the alarm and evacuate the area or building.
	+ If an evacuation is required:
		- Coordinate an orderly evacuation of personnel.
		- Perform an accurate head count of personnel at the designated Emergency Assembly Points.
		- Determine a rescue method to locate missing personnel.
	+ Coordinate and direct the clean-up of the spill.
* Fire Marshals (if an evacuation is required):
	+ Ensure that all employees have evacuated the area/floor.
	+ Assist all physically challenged employees in emergency evacuation.
	+ Report any issues to the Emergency Coordinator at the assembly area.
* Trained Spill Personnel:
	+ Clean up spill under the direction/supervision of the Emergency Coordinator.
* Fire Department
	+ Extinguish fire.
	+ Inform neighbouring sites and/or communities that may be affected by the spill, and coordinate any necessary actions to mitigate the risk.
* [Insert name of spill response company]:
	+ Clean up spill.
	+ Dispose of cleaned up material responsibly and in accordance with legal requirements.

## Natural Disasters

|  |
| --- |
| *Procedure Guidance – Delete when complete** *Describe the steps that are to be taken in the event of a natural disaster.*
* *The section below is generic. Review and modify as required for your company.*
* *Add response instructions for other natural disasters applicable to your region if necessary.*
* *Common names for the different responsibilities are highlighted below – update with terminology for your Company if necessary.*
 |

General instructions in the event of a natural disaster threatening the safety of staff:

* Report the event to:
	+ The Emergency Coordinator.
	+ Company Chief Executive Officer (CEO).
	+ Security Manager.
	+ Civil defence authorities.
* Emergency Coordinator, CEO and Security Manager to discuss the situation and decide on the best course of action, which may include:
	+ Ceasing operations.
	+ Assembling staff in a safe location on the premises.
	+ Evacuating staff from the premises.
	+ Securing assets.
* In the event that operations are to be ceased, key equipment and machinery is to be de-activated and rendered safe.
* In the event that staff are to assemble in a safe location on the premises, the following procedure will be followed: *[list the steps to be followed below, including the location of the assembly place, conducting a headcount, responsibilities for communicating with staff etc]*
	+ XXX
	+ XXX
* In the event that staff are to be evacuated off the premises, the following procedure will be followed: *[list the steps to be followed below, considering how staff will be informed of the situation, how they will safely get to their residences etc.]*
	+ XXX
	+ XXX

Specific instructions for earthquakes:

* Practice **drop**, **cover**, and **hold** **on** in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down..
* If outdoors, stay outdoors, if indoors, stay indoors where practical.
* Keep away from windows which might shatter and heavy furniture which may topple.
* After the earthquake, expect aftershocks. React to them in the same manner as the earthquake.
* Do not use elevators after earthquakes as they may be damaged or may still be affected by aftershocks.
* Await instructions from the Emergency Coordinator.
* Evacuate staff to a safe assembly point.
* Take a role call and identify any missing persons.
* Contact emergency services if persons missing or injured.
* If the buildings are damaged, turn off water, electricity and gas at mains if safe to do so.
* Trained first aid staff to treat any injuries.

Natural Disaster Responsibilities:*[common names for the different responsibilities given below – update with terminology for your Company if necessary]*

* Emergency Coordinator:
	+ Together with the CEO and Security Manager, assess the situation and decide on the appropriate course of action.
	+ Together with operational management staff, arrange for key equipment and machinery to be de-activated and rendered safe (where necessary).
	+ Coordinate staff movement to a safe assembly point (where necessary).
	+ Coordinate the evacuation of staff from the site (where necessary).
* CEO:
	+ Together with the Emergency Coordinator and Security Manager, assess the situation and decide on the appropriate course of action.
	+ Communicate to staff on the decided course of action.
* Security Manager:
	+ Together with the Emergency Coordinator and CEO, assess the situation and decide on the appropriate course of action.
	+ Coordinate security personnel to protect staff and company assets.
	+ Keep company management informed of the developments arising from the natural disaster event.

## Civil Unrest

|  |
| --- |
| *Procedure Guidance – Delete when complete** *Describe the steps that are to be taken in the event of civil unrest.*
* *The section below is generic. Review and modify as required for your company.*
* *Common names for the different responsibilities are highlighted below – update with terminology for your Company if necessary.*
 |

In the event of civil unrest threatening the safety of staff:

* Report the event immediately to:
	+ The Emergency Coordinator.
	+ CEO.
	+ Security Manager
	+ Law enforcement personnel
* Emergency Coordinator, CEO and Security Manager to discuss the situation and decide on the best course of action, which may include:
	+ Ceasing operations.
	+ Assembling staff in a safe location on the premises.
	+ Evacuating staff from the premises.
	+ Securing assets.
* In the event that operations are to be ceased, key equipment and machinery is to be de-activated and rendered safe.
* In the event that staff are to assemble in a safe location on the premises, the following procedure will be followed: *[list the steps to be followed below, including the location of the assembly place, conducting a headcount, responsibilities for communicating with staff etc]*
	+ XXX
	+ XXX
* In the event that staff are to be evacuated off the premises, the following procedure will be followed: *[list the steps to be followed below, considering how staff will be informed of the situation, how they will safely get to their residences etc.]*
	+ XXX
	+ XXX

Civil Unrest Responsibilities:*[common names for the different responsibilities given below – update with terminology for your Company if necessary]*

* Emergency Coordinator:
	+ Together with the CEO and Security Manager, assess the situation and decide on the appropriate course of action.
	+ Contact law enforcement personnel and inform them of the situation.
	+ Together with operational management staff, arrange for key equipment and machinery to be de-activated and rendered safe (where necessary).
	+ Coordinate staff movement to a safe assembly point (where necessary).
	+ Coordinate the evacuation of staff from the site (where necessary).
* CEO:
	+ Together with the Emergency Coordinator and Security Manager, assess the situation and decide on the appropriate course of action.
	+ Communicate to staff on the decided course of action.
* Security Manager:
	+ Together with the Emergency Coordinator and CEO, assess the situation and decide on the appropriate course of action.
	+ Coordinate security personnel to protect staff and company assets.
	+ Keep company management informed of the developments in the civil unrest situation.

## Medical Emergencies

|  |
| --- |
| *Procedure Guidance – Delete when complete** *Describe the steps that are to be taken in the event of medical emergencies.*
* *The section below is generic. Review and modify as required for your company.*
* *Common names for the different responsibilities are highlighted below – update with terminology for your Company if necessary.*
 |

When injury is identified:

* Call on-site trained first aid personnel and/or site medical clinic personnel.
* Inform the Emergency Coordinator.
* In the event of the injured person requiring urgent medical assistance, call an ambulance and provide:
	+ Nature of medical emergency.
	+ Location of the emergency.
	+ Caller’s name and phone number.
* In the event of the injured person requiring hospital treatment, but where the injury is not life-threatening and the injury would not be aggravated by moving the injured person, transport the injured person in company vehicle to the designated medical facility.
* In the event of persons requiring medical attention relating to exposure to hazardous chemicals:
	+ Where required, direct the person to an emergency shower or eyewash station.
	+ Consult the SDS for appropriate action and treatment.

Medical Emergency Responsibilities: *[common names for the different responsibilities given below – update with terminology for your Company if necessary]*

* Emergency Coordinator:
	+ Together with trained first aid personnel decide whether an ambulance is required to transport the person to a medical facility/hospital.
	+ Call an ambulance and provide them with the necessary details.
	+ For relatively minor injuries requiring further medical attention, arrange the transportation of the injured person to a suitable medical facility.
* Trained first aid staff and/or medical clinic personnel:
	+ Treat, and where necessary, stabilise the injured person.
	+ Together with the Emergency Coordinator, decide whether an ambulance is required to transport the person to a medical facility/hospital.
	+ For any staff injured due to exposure to hazardous chemicals, obtain and review the relevant SDS to inform treatment.
	+ Ensure first aid kits are maintained and remain well stocked.

# Monitoring and Review

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| *Procedure Guidance – Delete when complete** *Include measures for regular monitoring of the effectiveness of the EPRP.*
* *The section below is generic. Review and modify as required for your company.*
 |

Emergency drills will be conducted on at least a six-monthly basis, to enable employees to become familiar with the emergency procedures, evacuation routes and assembly locations, and to assess the effectiveness of emergency response measures. After each drill, the Emergency Coordinator will lead a review of the effectiveness of the drill, identifying the positive points, and areas for improvement. These reviews are to be documented in the Drill Evaluation Form (see **Annex C**). Drills should be scheduled to cover all emergency scenarios in this Emergency Preparedness and Response Plan over a three-year period, with there being at least one drill per year that involves an emergency evacuation.

# Training and Awareness

|  |
| --- |
| *Procedure Guidance – Delete when complete** *Include training that is provided to employees and contractors on the requirements of the EPRP.*
* *The section below is generic. Review and modify as required for your company.*
 |

[insert company name] recognises the need for staff and contractors to be appropriately trained in the Company’s EPRP to ensure that they are not harmed during emergency events.

All personnel, contractors and visitors to the premises shall be provided with training and awareness on evacuation procedures, including location of emergency exits and emergency assembly points.

All persons with specific responsibilities in an emergency situation are to receive detailed training on their role in the relevant emergency scenarios.

Firefighters, First Aid personnel and Fire Marshals are to be provided with suitable formal training by specialist training service providers at a frequency required by legislation and/or Good International Industry Practice (GIIP).

Details of the frequency, structure etc. of the training are provided in the [insert company name] training manual.

Additionally, all staff, including those with specific responsibilities in the various emergency scenarios, are to participate in the periodic emergency drills (see Section 7).

# Review and Continuous Improvement

|  |
| --- |
| *Procedure Guidance – Delete when complete** *The section below is generic. Review and modify as required for your company.*
 |

Undertake regular assessments of the EPRP’s effectiveness to ensure ongoing success, including seeking feedback from employees and other stakeholders, as well as reviewing the outcome of the periodic emergency drills (see Section 7). From this review, make any necessary adjustments and updates to the EPRP.

This EPRP is a live document that will need to be reviewed on an annual basis to incorporate lessons learned, address any gaps, and adapt to changes in the regulatory environment and to assess its relevance and coverage of emergency response risks and objectives. As part of the annual Environmental and Social Management System (ESMS) compliance audit, undertake a compliance review of the EPRP to identify areas for improvement.

# Roles and Responsibilities

|  |
| --- |
| *Procedure Guidance – Delete when complete** *Provide the names and positions of the personnel that are responsible for general aspects of emergency preparedness and response in your company. Note that the specific roles and responsibilities are detailed in the requirements for each emergency scenario in Sections 6.3 to 6.7.*
* *Give a brief description of the roles and responsibilities of each identified person.*
* *Common names for the different responsibilities are highlighted below – update with terminology for your Company if necessary*
* *The section below is generic. Review and modify as required for your company.*
 |

The key general roles and responsibilities for the implementation of this EPRP are described in **Table 10‑1** below.Specific roles and responsibilities are detailed in the requirements for each emergency scenario in Sections 6.3 to 6.7.

**Table 10‑1: Key Roles and Responsibilities**

| **Role** | **Responsibility** |
| --- | --- |
| **Sustainability Manager** | * Confirm any regulatory requirements, and update EPRP requirements accordingly;
* Provide / request necessary resources to implement the EPRP; and
* Regularly participate in and review periodic emergency drills.
 |
| **Emergency Coordinator** | * Overall responsibility for maintaining and updating the EPRP;
* Specific responsibilities in various emergency scenarios as detailed in this EPRP; and
* Scheduling, leading and assessing the effectiveness of periodic emergency drills.
 |
| **Facilities Manager** | * Ensuring suitable signage is in place for emergency egress, emergency exits, position of firefighting equipment, first aid kits and emergency assembly points;
* Ensuring suitable firefighting, fire detection and fire alarm equipment is in place and that it is being maintained; and
* Ensuring that emergency exit doors are compliant with regulatory requirements and Good International Industry Practice (GIIP), and that these are maintained in good condition.
 |
| **Trained Firefighters** | * Attend periodic formal training on operation of firefighting equipment; and
* Specific responsibilities in fire emergencies as detailed in this EPRP.
 |
| **Trained First Aid Staff** | * Attend periodic formal training on the use of first aid;
* Specific responsibilities in medical emergencies as detailed in this EPRP; and
* Maintain first aid kits on the site.
 |
| **Trained Fire Marshals** | * Attend periodic formal training on their duties as a Fire Marshal; and
* Specific responsibilities in emergencies involving evacuation of staff as detailed in this EPRP.
 |
| **Security Manager** | * Specific responsibilities in emergencies having a security component as detailed in this EPRP.
 |
| **CEO** | * Specific responsibilities in emergencies affecting the entire operation as detailed in this EPRP.
 |
| **All employees** | * Attend training programmes relating to the implementation of the EPRP.
* Participate in periodic drills.
 |

# ANNEX A: Emergency Evacuation Route Map

*Example of an Emergency Evacuation Route Map*



# ANNEX B: Emergency Contacts Table

|  |  |  |
| --- | --- | --- |
| **Contact**  | **Name** | **Phone Number** |
| Fire services  | *[XXX Fire Department]*  | *[xxxxx]* |
| Ambulance  | *[XXX Ambulance Service]*  | *[xxxxx]* |
| Police | *[XXX Police Department]*  | *[xxxxx]* |
| Chemical/spillage clean-up services  | *[Name]* | *[xxxxx]* |
| Emergency Coordinator | *[Name]* | *[xxxxx]* |
| First Aider  | *[Name]* | *[xxxxx]* |
| First Aider  | *[Name]* | *[xxxxx]* |
| First Aider  | *[Name]* | *[xxxxx]* |
| Firefighter | *[Name]* | *[xxxxx]* |
| Firefighter | *[Name]* | *[xxxxx]* |
| Firefighter | *[Name]* | *[xxxxx]* |
| Fire Marshal | *[Name]* | *[xxxxx]* |
| Fire Marshal | *[Name]* | *[xxxxx]* |
| Fire Marshal | *[Name]* | *[xxxxx]* |
| Security Manager  | *[Name]* | *[xxxxx]* |
| Neighbours | *[Name]* | *[xxxxx]* |
| Other | *[Name]* | *[xxxxx]* |
|  |  |  |

# ANNEX C: Drill Evaluation Form

|  |
| --- |
| Description of Emergency Drill Scenario  |
|  |
| **Location:** | **Date:** |
| **Organized by:** | **Time:** |
| **Participants:** |
| Positive Observations |
|  |
| Areas for Improvement |
|  |
| Improvement Actions | By Whom | By When | Sign Off |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Completed by:

Designation:

Signature:

Date: