
4.0 EMERGENCY AND PREPAREDNESS DOCUMENTS

4.1. EMERGENCY RESPONSE PLAN

Purpose:

To ensure effective preparedness, response, and recovery from emergencies that may affect personnel, property, or the environment.

Scope:

Covers all foreseeable emergencies including fire, medical incidents, chemical spills, gas leaks, natural disasters, and security threats.

Contents:

- Emergency scenarios
- Roles and responsibilities (e.g., Emergency Coordinator, Fire Wardens, First Aiders)
- Emergency contact list
- Alarm systems and alerts
- Communication protocol
- Evacuation routes and assembly points
- Post-incident review and debriefing

4.2. FIRE SAFETY AND EVACUATION PLAN

Objective:

To prevent fire incidents and ensure swift and safe evacuation of all persons on the premises.

Fire Safety Measures:

- Fire extinguisher locations and types
- Fire alarm system operation
- Fire exit signs and lighting
- No smoking zones
- Training and fire drills (at least bi-annually)

Evacuation Procedures:

1. Raise the alarm
2. Cease operations immediately
3. Use the nearest safe exit
4. Do not use elevators
5. Proceed to the designated assembly point
6. Roll call and head count
7. Do not re-enter until cleared

4.3. FIRST AID PLAN

Goal:

To provide immediate and effective treatment for injuries or medical emergencies at the workplace.

Components:

- List of trained first aiders with contacts
- Location of first aid kits and stretchers
- Types of first aid supplies available
- Procedures for handling minor and major injuries
- Incident documentation process
- Coordination with local emergency services
- First aid training and refreshers every 2 years

4.4. ASSEMBLY POINT LAYOUT

Key Details:

- Clearly marked on site map
- Must be outside the hazard zone
- Should be accessible, spacious, and safe
- Must have visible signage (day and night)
- Assigned marshals responsible for headcount
- Separate zones for visitors, staff, and contractors

To Include on the Layout:

- All exits and escape routes
- Fire extinguisher locations
- First aid kits
- Alarm points
- Muster/assembly areas with labels

5. SPILL RESPONSE PLAN

Purpose:

To contain and control accidental spills (oil, fuel, chemicals) and reduce environmental harm.

Spill Response Procedure:

1. Alert nearby personnel and evacuate the area if necessary
2. Wear appropriate PPE
3. Stop the source of the spill (valve, container, etc.)
4. Contain the spill using absorbent materials, booms, or pads
5. Clean up according to SDS and dispose of waste safely
6. Report the spill using an incident form
7. Investigate the cause and apply corrective actions

Spill Kit Contents:

- Absorbents
- Gloves, goggles, aprons
- Disposal bags
- Instructions/MSDS
- Tongs and scoops (for solids)

4.6. INCIDENT/ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

Purpose:

To document, analyze, and prevent recurrence of workplace incidents and accidents.

Reporting Process:

- Immediate verbal report to the supervisor or HSE officer
- Fill out the Incident Report Form within 24 hours
- Secure the scene (for evidence and investigation)
- Photograph or document physical conditions

Investigation Steps:

1. Collect witness statements
2. Identify root cause(s)
3. Propose corrective/preventive actions
4. Assign responsibility for actions
5. Share findings with team during toolbox meetings

Follow-Up:

- Track action implementation
- Review effectiveness
- Update risk assessments or SOPs

4.7. BUSINESS CONTINUITY PLAN (BCP)

Objective:

To ensure essential business functions continue during and after a disruption (e.g., fire, pandemic, cyber-attack, natural disaster).

BCP Elements:

- Risk scenarios and critical operations list
- Business Impact Analysis (BIA)
- Roles and crisis management team
- Alternative operational sites or remote work strategies
- IT/data backup and recovery plans
- Communication with staff, clients, suppliers
- Post-event recovery and resumption procedures
- Periodic testing and review of BCP

