

MANAGEMENT PROCEDURE MP21

EMERGENCY PREPAREDNESS

Purpose: To define the procedure for developing a plan to develop a disaster emergency plan.

Scope: This procedure applies to all site activities including release of materials that could affect the surrounding of the site. The plan is to reflect the companies obligations to protect the safety of people and the environment and to protect the viability including jobs and the economics of the company.

Responsibility: The General Manager is responsible for ensuring that a plan is developed and that personnel are adequately trained in its use.

Procedure:

Hazard Survey

The General Manager shall ensure that a hazard survey is carried out to identify existing and potential hazards. These must include fire, flood, explosions, release and use of chemicals, spillages, electrical failure and document loss. When considering the hazards then existing safe systems of work and significant environmental aspects shall be considered. This is documented in the Disaster Emergency plan.

Fire /
emergency
evacuation

The procedure for the testing of fire/emergency evacuation is defined in document reference 03 MAN Fire Evacuation Control Procedure

Pre-Disaster
Action

Once the hazards have been established a schedule of pre-disaster actions should be established. These must include, identification of key personnel, establishment of an emergency control centre, communication systems, muster points, roll call, emergency equipment, involvement of local authority emergency services and involvement of outside agencies and sub-contractors (documented in the emergency contact list).

Document

The General Manager shall ensure the plan is documented, the plan shall contain reference to group product withdrawal procedures and to key contacts for both PSDD and external agencies. The plan shall be reviewed during Management review and shall be updated as required.

Training

The General Manager shall ensure that the disaster emergency plan is communicated to relevant personnel and training is carried out. The training should include simulations and drills.

Emergency

During an emergency the General Manager shall ensure that the plan is followed, if there is preliminary warning then the General Manager shall assemble key personnel to allow the plan to be followed.

End of
Emergency

Following an emergency the General Manager shall ensure that there is suitable communication to notify the end of the emergency. The communication may involve notification to outside agencies and may involve not disturbing any evidence until permission is received from these agencies. The General Manager shall ensure that the emergency is investigated and that any changes to procedures are made.

Records: Retained for 7 years
Hazard Survey; Retained by EHS Manager.

Reason for re-issue: Transferred to sharepoint

Authorised By:

General Manager