

[Organization logo]

[Organization name]

Commented [45A1]: All fields in this document marked by square brackets [] must be filled in.

PROCEDURE FOR EMERGENCY PREPAREDNESS AND RESPONSE

Commented [45A2]: If you already implemented ISO 14001, you do not need to duplicate this procedure for ISO 45001 - it is enough to add the marked sections to your existing procedure - please see the comments below.

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [45A3]: Adapt to the existing practice in organization.

Distribution list

Commented [45A4]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change history

Date	Version	Created by	Change description
	0.1	45001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is the identification of potential accidents and emergency situations that can have an impact on the occupational health and safety (OH&S), and defining preparedness and response to the emergency in [organization name].

This document applies to all parts of the organization and locations of [organization name].

Users of these documents are all employees of [organization name].

2. Reference documents

- ISO 45001:2018 standard, clause 8.2
- OH&S Manual
- OH&S Policy
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Communication, Participation and Consultation
- Procedure for the Management of Nonconformities and Corrective Actions

Commented [45A5]: If you already have ISO 14001, just insert this part into existing procedure for Preparedness and Emergency Response.

3. Emergency Preparedness and Response

Emergency – an undesirable event, contingency, behavior, violent action of man, nature, or

3.1. Identification of potential accidents and emergencies and their impact on the OH&S

[Job title] is responsible for identification of potential accidents and emergencies, possible hazards to

- incidents leading to serious injuries or ill health,
-
-
-
-
-
-
-
- failure of critical equipment,
- traffic accidents.

Commented [45A6]: These examples are just recommendations. You can make adaptations to your needs.

[organization name]

The organization applies emergency procedures for the following emergency situations:

For potential emergency situations which have been identified, the organization applies:

- [Redacted]
- [Redacted]

Commented [45A7]: E.g. Flooding Policy, Earthquake Policy, etc.

Accidents that aren't declared to be an emergency situation are solved according to the Procedure for the Management of Non-Emergency Situations.

3.2. Emergency Response Team

The organization appoints an Emergency Response Team with the following roles and responsibilities:

Name, job title	Telephone / E-mail address	Contact	Responsibilities
[Redacted]	[Redacted]	[Phone number] [e-mail]	[Redacted]
[Redacted]	[Redacted]	[Phone number] [e-mail]	[Redacted]
	Team member/[job title]	[Phone number] [e-mail]	[define responsibilities]

Commented [45A8]: This is just a recommendation; adapt to the needs of organization.

Commented [45A9]: This is just a recommendation; adapt to the needs of organization.

3.3. Declaration of emergency

The organization declares an emergency by the following criteria:

Emergency level	Emergency scope	Emergency size	Method of declaration of emergency
1st Level	Local – part of the organization	Small – with limited number of employees	[Redacted]
2nd Level	Whole organization	[Redacted]	Alarm sounds, with other light and sound

Commented [45A10]: Adapt to the needs of organization.

[organization name]

		employees	
3rd Level	Wider area	Catastrophic –	

Types of emergencies of concern are identified. The 3rd level is the catastrophic and affects the whole

Names of the authorities	Contact
Police	[phone]
Fire Department	[phone]
Ambulance	[phone]
Civil Protection	[phone]
Media	[phone]

3.4. Treatment in an emergency situation

3.4.1. Evacuation – arrival at the assembly area

Identify the evacuation routes and assembly area of the building

Identify the evacuation routes and assembly area of the building

- light signal,
-
-
-

Commented [45A11]: Adapt to the organization's needs.

Upon notification, the duty of employees and visitors is to:

-
-
-
-
-

employees and visitors left the premises

3.4.2. Providing First Aid

[organization name]

[Job title] is responsible to organize the provision of first aid to the injured by trained persons from

3.5. Training and Testing

For purposes of determining competency, periodic (once a year) training and testing are conducted

Commented [45A12]: Adapt frequency to the organization's needs.

- date of practice
- location
- [redacted]
- [redacted]
- [redacted]

[Job title] reviews [at least once a year] the preparedness of [organization name] to react in an

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Fire Safety Policy	PR.10.1	2 years	[office of [job title]]	[job title]
Emergency Response Drill Record	PR.10.2	2 years	[office of [job title]]	[job title]

Commented [45A13]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Commented [45A14]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

5. Appendices

- Appendix 1 – Fire Safety Policy
- Appendix 2 – Emergency Response Drill Record