

[Organization logo]

[Organization name]

**Commented [14A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR FIRE

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality:	

**Commented [14A2]:** Adapt to the existing practice in organization.

### Distribution list

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

**Commented [14A3]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

## Table of contents

<b>1. PURPOSE, SCOPE AND USERS .....</b>	<b>3</b>
<b>2. REFERENCE DOCUMENTS .....</b>	<b>3</b>
<b>3. PREPAREDNESS AND FIRE RESPONSE.....</b>	<b>3</b>
3.1. PREVENTIVE ACTIONS.....	3
3.2. ACTING IN CASE OF FIRE.....	4
3.3. EVACUATION .....	5
3.4. MAINTENANCE OF FIREFIGHTING EQUIPMENT.....	6
3.5. MEASURES TO PROTECT THE ENVIRONMENT AND HUMAN HEALTH .....	6
3.5.1. <i>Air protection actions</i> .....	6
3.5.2. <i>Working environment</i> .....	6
3.5.3. <i>Measures for protection of surface and groundwater</i> .....	6
3.5.4. <i>Measures against emissions in land</i> .....	6
3.6. EXERCISING AND TESTING.....	7
<b>4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT.....</b>	<b>7</b>

## 1. Purpose, scope and users

The purpose of this document is to define the emergency preparedness plan in case of fire, including preventive actions, action in case of fire, evacuation, and return to the site.

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

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 14001:2015 standard, clause 8.2
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Communication
- Procedure for Preparedness and Emergency Response
- Procedures for the Management of Non-Conformities and Corrective Actions
- List of Interested Parties, Legal and Other Requirements

## 3. Preparedness and fire response

In case of emergency, the person responsible for coordination is [job title].

### 3.1. Preventive actions

[Job title] is responsible for implementing and maintaining the following preventive actions in order to minimize the occurrence of fire at [organization name]:

- Ensure access to Fire Department through access roads. Provide traffic roundabout to ensure the availability of fire-fighting techniques to all parts of the complex.
- Ensure that access roads to the buildings remain pervious and prohibit parking and retention of vehicles on them, as well as any disposal of materials or equipment.
- The danger zones of flammability must not contain materials and devices that may cause a weld, work with equipment that sparks, and in accordance with this, there must be adequate signs for prohibition and warning.
- Installation and maintenance of fire alarm systems.

explosions during their use, as well as with manual appliances, equipment, and means of extinguishing fires.

- [Redacted]
- Carry out regular maintenance of facilities, installations, and hydrant networks within the complex.
- [Redacted]
- All working areas must be clean and tidy at the end of the shift, and combustible waste material must be taken out of the buildings and disposed of at the place provided for that purpose
- [Redacted]
- Maintenance of devices, equipment, and installations performed by the manufacturer's instructions and within the prescribed legislative limits (in accordance with the technical [Redacted])
- Replace devices, equipment, and installations after expiration of their lifetime (except in cases where the tests determine and demonstrate their functionality), or even earlier, if periodic tests determined that there was a change in the characteristics that affect the functionality and security.
- [Redacted]
- [Redacted]
- Employees in whose scope of work is maintenance of specific devices, equipment, and installations, are required to supervise their safety and proper functioning, so that in case of accidental damage they do not cause a fire, explosion, or a breakdown in facilities.
- Works of welding, cutting, and soldering can be carried out only in places prepared in accordance with the prescribed standards of technical security and fire protection.
- [Redacted]
- Lightning rod installation requires regular leakage control, grounding, and additional accessories. Perform checks at least once every two years or after any changes, corrections, and/or lightning strike.
- [Redacted]

**Commented [14A4]:** Delete the bullets that are not applicable to organization.

### 3.2. Acting in case of fire

[Organization name]

[job title] is responsible to provide training for employees so that the employees follow the rules listed below in case of fire:

- In case of fire, it is necessary to quickly intervene in order to eliminate the causes of such event and to remediate the consequences. The well-trained, disciplined, and organized staff is a key factor in halting and rehabilitating the accident, especially in its initial phase.
- [REDACTED]
- In the initial phase, the localization of the fire should be carried out by employing all available means and appliances, and after extinguishing, take all measures to recover from [REDACTED] starting extinguishing.
- Upon spotting a fire, it is necessary to immediately alert the fire department. With the arrival of fire units, all persons who were involved in extinguishing the fire, place under the command of the unit commander and execute his orders in further action of firefighting.
- [REDACTED]
- If a fire ignites at high speed, which can cause collapse of the construction or walls of buildings and thus cause large-scale damage to property and injury to people, it is necessary to call for an ambulance.

Commented [14A5]: Delete the bullets that are not applicable to organization.

[Job title] is responsible to organize administering of first aid to the injured by trained persons from [organization name] until ambulance arrival.

### 3.3. Evacuation

If evacuation is ordered, [job title] is responsible to notify the employees to do the following:

- Cooperate and listen to the orders of authorities and rescue squads
- [REDACTED]
- [REDACTED]

Destination for evacuation – assembly area is [name of the location].

All employees and visitors will be notified in case of need for evacuation by:

- Light signal
- Sound signal
- [REDACTED]
- [REDACTED]

Commented [14A6]: [REDACTED]

After receiving notification, the duty of employees and visitors is to:

- immediately go to the nearest exit without panic
- do not lag behind to collect personal belongings
- do not leave the evacuation area until it is approved by the team leader for Emergency Situations, who verifies that all employees and visitors have left the premises

### 3.4. Maintenance of firefighting equipment

In order to function flawlessly at the occurrence of fire, [job title] is responsible for ensuring that all required equipment for firefighting in the complex is regularly inspected and maintained and in good

### 3.5. Measures to protect the environment and human health

[job title] ensures that environmental protection measures are implemented to prevent environmental pollution and damage to health and life of humans, and to decrease the use of natural resources.

#### 3.5.1. Air protection actions

Inappropriate waste storage with the properties of hazardous materials is a possible source of VEO emissions (volatile – evaporative – organic compounds). [job title] oversees the implementation of all

Accidental situations, if they occur, are a source of unorganized sudden emission of pollutants into the air. [Job title] ensures timely and adequate reactions in these situations (using the prescribed guidelines and with trained staff), minimizing the impact of such events on the environment.

#### 3.5.2. Working environment

Permissible concentrations of certain toxic gases, vapors, and aerosols in the air of working areas are

Commented [14A7]:

#### 3.5.3. Measures for protection of surface and groundwater

In order to protect surface water and groundwater, [job title] ensures that organizations dispose of waste with land the groundwater. In this way, emission of pollutants into groundwater is prevented.

#### 3.5.4. Measures against emissions in land

[Organization name]

[job title] ensures that individual monitoring of land quality at a certain number of locations is carried

**Commented [14A8]:** Delete if not applicable to organization's business.

### 3.6. Exercising and testing

For purposes of determining qualification, [job title] periodically (once a year) implement training and testing in order to determine the current practice by the team and other employees for work in

**Commented [14A9]:** Adapt dynamics to the organization's needs.

[Job title] reviews [at least once a year] the preparedness of [organization name] to react in an emergency, especially after an accident or emergency.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Training Record	PR.06.2	2 years	[office of Emergency Response Team Leader]	[job title]
Evaluation record of response actions testing	PR.09.4	2 years	[office of Emergency Response Team Leader]	[job title]

**Commented [14A10]:** If the record is in electronic form, write the name of the folder on Emergency Response Team Leader's computer.

**Commented [14A11]:** If the record is in electronic form, write the name of the folder on Emergency Response Team Leader's computer.

Only [job title] can grant other employees access to the records.