

[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 LEAKAGE

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

- 1. PURPOSE, SCOPE AND USERS 3
- 2. REFERENCE DOCUMENTS 3
- 3. PREPAREDNESS AND FLOODING RESPONSE 3
 - 3.1. PREVENTIVE ACTIONS..... 3
 - 3.2. ACTING IN CASE OF LEAKAGE 4
 - 3.3. EVACUATION 4
 - 3.4. RETURN TO THE SITE 5
 - 3.5. EXERCISING AND TESTING 5
- 4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT 6

1. Purpose, scope and users

The purpose of this document is to define the emergency preparedness plan in case of leakage of hazardous substances, which includes preventive actions, action in case of leakage, 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 flooding response

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

3.1. Preventive actions

[Job title] is responsible for identifying and maintaining the following preventive actions in order to minimize occurrence or damage in case of leaking in [organization name]:

- Evaluate ways to minimize potential spills in the storage area, when transported in the workplace, during transfers to other containers, and during use.
- Protect containers and pipes from damage.
- Use spill trays and secondary containment where leaks may occur.
- Use only as much of the material as you need at a time.
- Use pumps or other mechanical devices instead of pouring directly into a container.
- Dispose of chemicals if no longer needed.

[Organization name]

- Ensure appropriate spill kits, tools, and personal protective equipment are readily available.
- Ensure that engineering controls are adequate and are working properly.
- [Redacted]

Commented [14A4]: [Redacted]

3.2. Acting in case of leakage

In case of leakage, 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.

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

- Wear adequate protective equipment for the hazards present.
- Use appropriate tools and equipment for the spilled material (e.g., corrosion-resistant).
- [Redacted]
- [Redacted]
- Do not touch spilled material.
- Prevent material from entering sewers, drains, or confined spaces.
- [Redacted]
- [Redacted]
- Use a dust suppressant for very dusty materials if feasible.
- [Redacted]
- [Redacted]
- Scoop/shovel spilled material into suitable, covered, labeled containers.
- [Redacted]
- Handle contaminated absorbent material as if it has the same hazards as the spilled product.
- [Redacted]
- [Redacted]
- [Redacted]

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 [address of the location].

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

- Light signal

[Organization name]

- Sound signal
- [Redacted]
- Combination of methods mentioned.

Commented [14A6]: Adapt to the organization's needs.

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

- Immediately go to the nearest exit without panic
- [Redacted]
- [Redacted]
- Communicate to the team leader for Emergency Situations everything they noticed that happened
- [Redacted]

Commented [14A7]: Delete the bullets that are not applicable to organization.

3.4. Return to the site

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

- Do not return to your organization until you are told that it is safe
- Before using appliances with gas or electricity, first let a qualified person check them
- [Redacted]
- [Redacted]

To ensure the health and safety of the workers, [job title] is responsible to notify the employees to do the following:

- If you have been in contact with contaminated water or soil, take a bath or a shower and clean the wound (if any), as well as clothing and personal belongings.
- [Redacted]
- Take extra precautions in food preparation from local sources that may have been exposed to contamination during leakage. This includes meat, fruit, and vegetables.
- [Redacted]

3.5. Exercising and testing

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

Commented [14A8]: 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 [14A9]: If the record is in electronic form, write the name of the folder on Emergency Response Team Leader's computer.

Commented [14A10]: 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.