

[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 FLOODING

Code:	
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Approved by:	
Confidentiality:	

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

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### Change history

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## 1. Purpose, scope and users

The purpose of this document is to define the emergency preparedness plan in case of flooding, which includes preventive actions, action in case of flood, 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
- Procedures for the Management of Non-Conformities and Corrective Actions

## 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 of flooding in [organization name]:

- Familiarize with flooding history in your area.
- Never deploy waste in rivers, riverbeds, or streams, even if they are empty.
- If waste is in the riverbeds near your company or facility, contact authorized services responsible for their maintenance.
- [REDACTED]
- Do not baffle waterways to create a reservoir of water in summer.
- [REDACTED]
- If possible, prepare sandbags, which in case of encountering flooding, can be put at the entrance and exit and other places through which water may enter your organization.
- [REDACTED]
- From communal enterprises, seek service for damaged septic tanks and cleaning and flushing of the sewerage system.
- [REDACTED]

- It is necessary to ensure that the door that leads directly to the outside of the building during working hours is not locked.
- [Redacted]
- Training of employees in the field of flooding protection should be performed periodically: Theoretical (every year), practical (every three years).
- [Redacted]
- If maintenance, repair, testing, etc., are performed by third parties, the agreement should contain a clause regarding flood prevention measures as well as clauses about the implementation of control measures and responsibility for their failure to implement.
- [Redacted]

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

### 3.2. Acting in case of floods

In case of floods, it is necessary to quickly intervene in order to eliminate the causes of such event

[job title] is responsible to provide training for employees so that the following rules are practiced in case of flooding:

- Avoid moving through floodwaters or entering unsafe buildings or objects because of possible hidden dangers like holes and incoming waters.
- Keep away from electrical installations.
- [Redacted]
- Listen to the instructions of the competent authorities regarding the eventual evacuation.
- [Redacted]
- Do not try to save pets or other animals if it is not safe.
- [Redacted]
- Avoid driving a vehicle because of possible (often hidden) damage to roads.
- Tighten personal hygiene in order to preserve health and prevent epidemic.
- [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:

[Organization name]

- Cooperate and listen to the orders of authorities and rescue squads.
- Take only the most necessary things.
- [Redacted]
- Do not cross streams and rapids, as the stream can drag you.
- [Redacted]
- Do not go through flooded areas and areas where height decreases; the water moves under the influence of gravity, which means it will fill all the bays, holes, and cellars. Always seek [Redacted]

**Commented [14A6]:** Delete the bullets that are not applicable to organization.

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
- Sound signal
- [Redacted]
- [Redacted]

**Commented [14A7]:** 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.
- Do not lag behind to collect personal belongings.
- [Redacted]
- Communicate to the team leader for Emergency Situations everything they noticed that happened.
- [Redacted]

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### 3.4. Return to the primary site

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

- Not to return to your organization until they are told it is safe.
- [Redacted]
- Before using appliances with gas or electricity, first let a qualified person check them.
- [Redacted]
- Heating and good ventilation will help in drying, so leave doors and windows open whenever possible.
- [Redacted]
- Remember that even when water withdraws, danger exists.

**Commented [14A9]:** Delete the bullets that are not applicable to organization.

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



[Organization name]

- 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 flooding. This includes meat, fruit, and vegetables.
- [Redacted]

**Commented [14A10]:** Delete the bullets that are not applicable to organization.

### 3.5. Exercising and testing

For purposes of determining qualification, [job title] periodically (once a year) implements training [Redacted] enters them in the Evaluation record of response actions testing.

**Commented [14A11]:** 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 [14A12]:** If the record is in electronic form, write the name of the folder on Emergency Response Team Leader's computer.

**Commented [14A13]:** 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.