

[Organization logo]

[Organization name]

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PROCEDURES FOR PREPAREDNESS AND EMERGENCY RESPONSE

Commented [14A2]: If you want to find out more about preparedness and emergency response, see: How to write emergency procedures for ISO 14001
<http://advisera.com/14001academy/knowledgebase/how-to-write-emergency-procedures-for-iso-14001/>

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Distribution list

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Table of contents

1. PURPOSE, SCOPE AND USERS	3
2. REFERENCE DOCUMENTS	3
3. PREPAREDNESS AND EMERGENCY RESPONSE	3
3.1. IDENTIFICATION OF POTENTIAL ACCIDENTS AND EMERGENCIES AND THEIR IMPACT ON THE ENVIRONMENT.....	3
3.2. EMERGENCY RESPONSE TEAM	4
3.3. DECLARATION OF EMERGENCY.....	4
3.4. TREATMENT IN AN EMERGENCY SITUATION	5
3.4.1. <i>Evacuation – arrival at the assembly area</i>	5
3.4.2. <i>Providing First Aid</i>	6
3.5. TRAINING AND TESTING	6
4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT	6
5. APPENDICES	6

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 environment, 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 14001:2015 standard, clauses 8.2, 6.1.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Communication
- Procedure for the Management of Non-Conformities and Corrective Actions

3. Preparedness and Emergency Response

Emergency – undesirable event, contingency, behavior, violent action of man, nature and operation of human or technical systems, in a longer or shorter period, significant volume, which puts at risk

3.1. Identification of potential accidents and emergencies and their impact on the environment

[Job title] is responsible for identification of potential accidents and emergencies, possible aspects to potential accidents and emergencies in the immediate surroundings of [organization name]:

Source of accident in environment		Aspect	
	Tank overturning, outflow		
Gas station		Fire, temperature	Earth and water, air, biodiversity
	Outflow		Earth and water, air
Watercourses		Torrential waters	

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[organization name]

Accidents that aren't declared to be an emergency situation are solved according to the Procedure for the Management of Non-Conformities and Corrective Actions.

3.2. Emergency Response Team

[Job title] appoints an Emergency Response Team with the following roles and responsibilities:

Name, job title	Position	Contact	Responsibilities
	Team leader/Director	[Phone number] [e-mail]	[define responsibilities]
	Team member/[job title]	[Phone number] [e-mail]	[define responsibilities]
	Team member/[job title]	[Phone number] [e-mail]	[define responsibilities]

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3.3. Declaration of emergency

The emergency level is declared according to the following table:

Emergency level	Scope of emergency	Environmental impact	Response
1st Level	Local – part of the organization	[define impact]	Alarm sounds, emergency team leader verbally informs the employees and gives instructions for preparedness
[define level]	Whole organization	Significant – with great impact on environment and/or consequences to	[define response]

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[organization name]

		human health	
3rd Level		Catastrophic – with unrecoverable impact on the environment and/or death cases	

In case of emergencies of second and third level, the CEO contacts the authorities and informs the media:

	Contact
Police	[phone]
	[phone]
Ambulance	[phone]
	[phone]
Media	[phone]

3.4. Treatment in an emergency situation

3.4.1. Evacuation – arrival at the assembly area

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

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

- light signal
- sound signal
- [redacted]
- [redacted]

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

- immediately go to the nearest exit without panic
- not lag behind to collect personal belongings
- [redacted]
- communicate to the emergency team leader everything they noticed that happened
- [redacted]

[organization name]

3.4.2. Providing First Aid

[organization name] until the ambulance arrives.

3.5. Training and Testing

For purposes of determining competency, periodic (once a year) training and testing are conducted in order to determine current preparedness of the team and other employees to work in an

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[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	
Evaluation record of response actions testing	PR.09.4	2 years	[office of Emergency Response Team]	[job title]

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

5. Appendices

- Appendix 1 – Emergency Preparedness and Response Plan for Fire
- Appendix 2 – Emergency Preparedness and Response Plan for Leakage
- Appendix 3 – Emergency Preparedness and Response Plan for Flooding
- Appendix 4 – Evaluation Record of Response Actions Testing