

## **Emergency Preparedness and Response**

### **1.0 Purpose/Scope**

This procedure defines the framework for preparing for and responding to emergencies involving potential environmental incidents at the *Facility/Plant Name*.

### **2.0 Activities Affected**

All areas and departments

### **3.0 Forms Used**

None

### **4.0 References**

- 4.1 EP-002 Environmental Aspects, Objectives and Targets, and Management Programs
- 4.2 EP-004 Non-conformance and Corrective and Preventive Action
- 4.3 EP-010 Environmental Communication
- 4.4 ISO 14001:1996, Element 4.4.7

### **5.0 Definitions**

- 5.1 Environmental Incident or Emergency Situation: environmental releases that require an emergency response
- 5.2 Emergency Response: actions taken by personnel outside of the immediate work area to address an environmental incident.

### **6.0 Exclusions**

None

### **7.0 Procedure**

- 7.1 Potential environmental incidents and emergencies likely to occur at the facility shall be identified semi-annually by the Cross Functional Team and documented according to EP-002 and Emergency Response and Planning requirements.
- 7.2 Methods to respond to, mitigate and prevent environmental emergencies shall be established and maintained at the facility in the Security Office by the Emergency Response Coordinator.
- 7.3 Roles and responsibilities for communications within the facility and for obtaining outside support services shall be established and maintained at the facility via the emergency plans.
- 7.4 Environmental emergency methods and communications will be tested at least annually. The Security Office shall maintain records of these tests. Methods to respond to, mitigate and prevent environmental emergencies shall be amended as required based on the results of these tests.

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7.5 Following an environmental emergency, the cause of the emergency and corresponding emergency methods shall be reviewed. Corrective/preventative actions will be identified and undertaken by implementing EP-004. Methods to respond to, mitigate and prevent releases that arise as a consequence of an environmental emergency shall be amended as required and the EMR or Environmental Coordinator notified.

7.6 Where applicable, regulatory agencies shall be notified by the Environmental Coordinator of environmental incidents consistent with EP-010.

**8.0 General Rules**

8.1 All emergency response activities are to be conducted within boundaries of training levels, appropriate procedures, and governmental regulations.

8.2 The facility manager shall designate an emergency response coordinator.

**9.0 Records**

Records shall be retained consistent with EP-013.

**Record of Revisions**

Revision Date	Description	Sections Affected