

Emergency Preparedness and Response

Minimizing the impacts of uncontrolled events



Don't think only about response – focus on how to prevent accidents in the first place



Review prior accidents and incidents as one guide to where future incidents may occur.

USEFUL INFORMATION SOURCES:

- Material safety data sheets
- Plant layout
- Process flow diagrams
- Engineering drawings
- Design codes and standards
- Specifications on safety systems (alarms, sprinklers, etc.)

Despite an organization's best efforts, the possibility of accidents and other emergency situations still exists. Effective **preparation and response** can reduce injuries, prevent or minimize environmental impacts, protect employees and neighbors, reduce asset losses and minimize downtime.

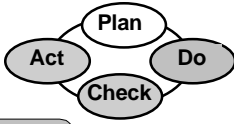
An effective emergency preparedness and response program should include provisions for:

- **assessing the potential** for accidents and emergencies;
- **preventing** incidents and their associated environmental impacts;
- plans / procedures for **responding** to incidents;
- periodic **testing** of emergency plans / procedures; and,
- **mitigating impacts** associated with these incidents.

Consistent with the focus on continual improvement, it is important to **review** your emergency response performance **after an incident** has occurred. Use this review to determine if more training is needed or if emergency plans / procedures should be revised.

Getting Started:

- This is another area where you should not have to start from scratch. Several environmental and health and safety **regulatory programs** require emergency plans and/or procedures. Look at what you have now and assess how well it satisfies the items discussed above.
- Two planning components that many organizations overlook are how they **identify the potential for accidents** and emergencies and how they **mitigate the impacts** of such incidents. A cross-functional team (with representatives from engineering, maintenance and environmental health & safety, for example) can identify most potential emergencies by asking a series of “what if” questions related to hazardous materials, activities, and processes employed at the site. In addition to normal operations, the team should consider start-up and shutdown of process equipment, and other abnormal operating conditions.



- **Environmental Aspects**
- **Legal/Other Requirements**
- **Training & Awareness**
- **Communication**
- **Document Control**

- Ask yourself: Does **everyone** (including new employees) know what to do in an emergency? How would contractors or site visitors know what to do in an emergency situation?
- Communicate with **local officials** (fire department, hospital, etc.) about potential emergencies at your site and how they can support your response efforts.



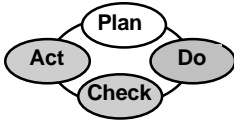
Hints:

- **Mock drills** can be an excellent way to reinforce training and get feedback on the effectiveness of your plans / procedures.
- **Post copies** of the plan (or at least critical contact names and phone numbers) around the site and especially in areas where high hazards exist. Include phone numbers for your on-site emergency coordinator, local fire department, local police, hospital, rescue squad, and others as appropriate.
- **Revise and improve your plan** as you learn from mock drills, training or actual emergencies.

Checklist for Emergency Preparedness and Response Plans

Does your plan describe the following:

- potential emergency situations (such as fires, explosions, spills or releases of hazardous materials, and natural disasters)?
- hazardous materials used on-site (and their locations)?
- key organizational responsibilities (including emergency coordinator)?
- arrangements with local emergency support providers?
- emergency response procedures, including emergency communication procedures?
- locations and types of emergency response equipment?
- maintenance of emergency response equipment?
- training / testing of personnel, including the on-site emergency response team (if applicable)?
- testing of alarm / public address systems?
- evacuation routes and exits (map), and assembly points?



Capture the Learning: Emergency Preparedness & Response Worksheet

<p>Have we reviewed our operations and activities for potential emergency situations?</p> <p>If not how will this be accomplished? Who should be involved?</p>	
<p>Do our existing emergency plans describe how we will prevent incidents and associated environmental impacts?</p> <p>If not how will this be accomplished? Who should be involved?</p>	
<p>Have we trained personnel on their roles and responsibilities during emergencies?</p>	
<p>What emergency equipment do we maintain? How do we know that this equipment is adequate for our needs?</p>	
<p>How do contractors and other visitors know what to do in an emergency situation?</p>	
<p>When was our last emergency drill? Is there a plan / schedule for conducting future drills?</p>	
<p>Have we established a feedback loop so we can learn from our experiences?</p>	
<p><i>Our next step on emergency preparedness & response is to ...</i></p>	