

ENVIRONMENTAL PROCEDURE

**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR
EMERGENCY RESPONSE**

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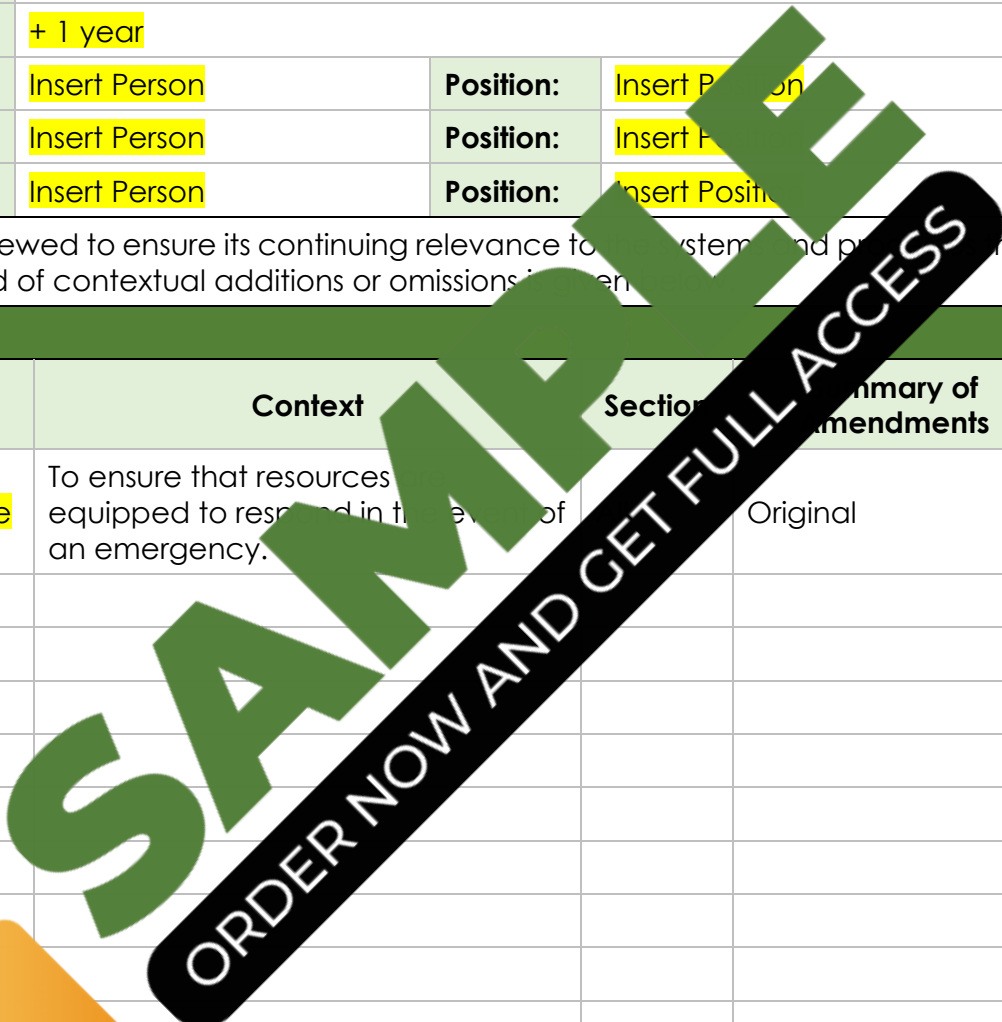
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1. APPROVAL

Document Control			
Document:	E-MP-11 – Emergency Response		
Version:	1.0		
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Prepared By:	Insert Person	Position:	Insert Position
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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.			
Amendment Record			
Version	Date	Context	Section Summary of amendments
1.0	Insert Date	To ensure that resources equipped to respond in the event of an emergency.	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Emergency Response		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date



2. PURPOSE

The purpose of this procedure is to ensure that in the event of an emergency at a **Insert Your Company** workplace:

- All persons are protected, as far as reasonably practicable, against injury or loss of life.
- Damage to the natural and social environment is minimized.
- The potential for asset loss is mitigated.
- The reputations of the company and its workers are protected.
- Business continuity and recovery are assured.
- Legal risks are minimized.

3. SCOPE

This procedure describes the actions to be taken by personnel in the event of an emergency and applies to all persons at a **Insert Your Company** workplace. All workers will be made aware of this procedure through induction and safety talks. All visitors on-site will be under the direction of a fully inductioned worker who will be responsible for that visitor at all times during an emergency event.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site, means a place of safety where persons evacuating the site or a part thereof are to assemble under the site's fire and evacuation plan.
Emergency	An event or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which: <ul style="list-style-type: none"> • Endangers, or threatens to endanger, the safety or health of persons or animals. • Destroys or damages, or threatens to destroy or damage, property. • Is a situation that requires a significant and coordinated response.
Evacuation Instructions	For the site, means instructions about: <ul style="list-style-type: none"> • The location of the safety reference points for the site; and • The procedures for evacuating the site safely in the event of an emergency.

