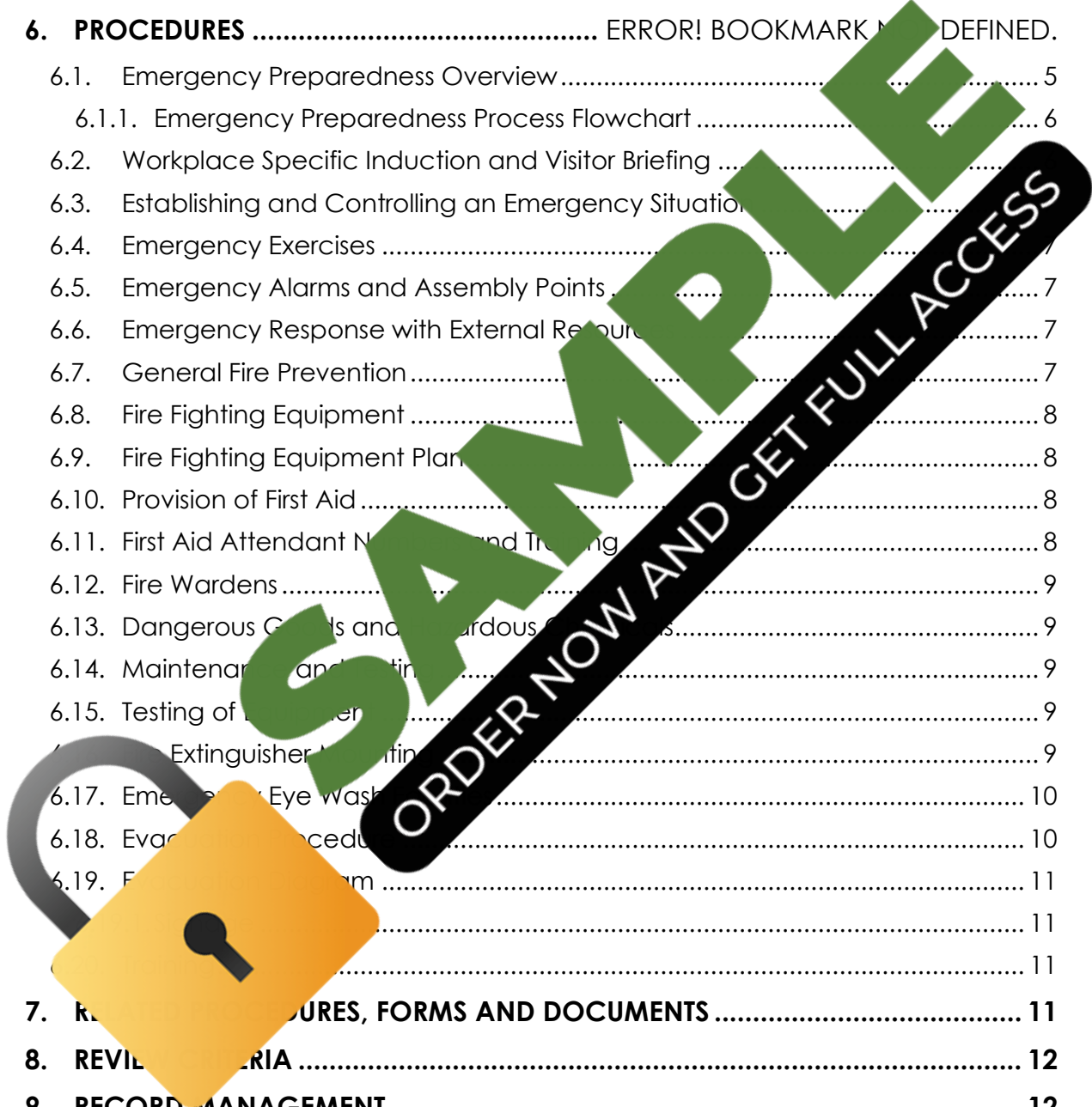


ENVIRONMENTAL PROCEDURE

**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR
EMERGENCY PREPAREDNESS**

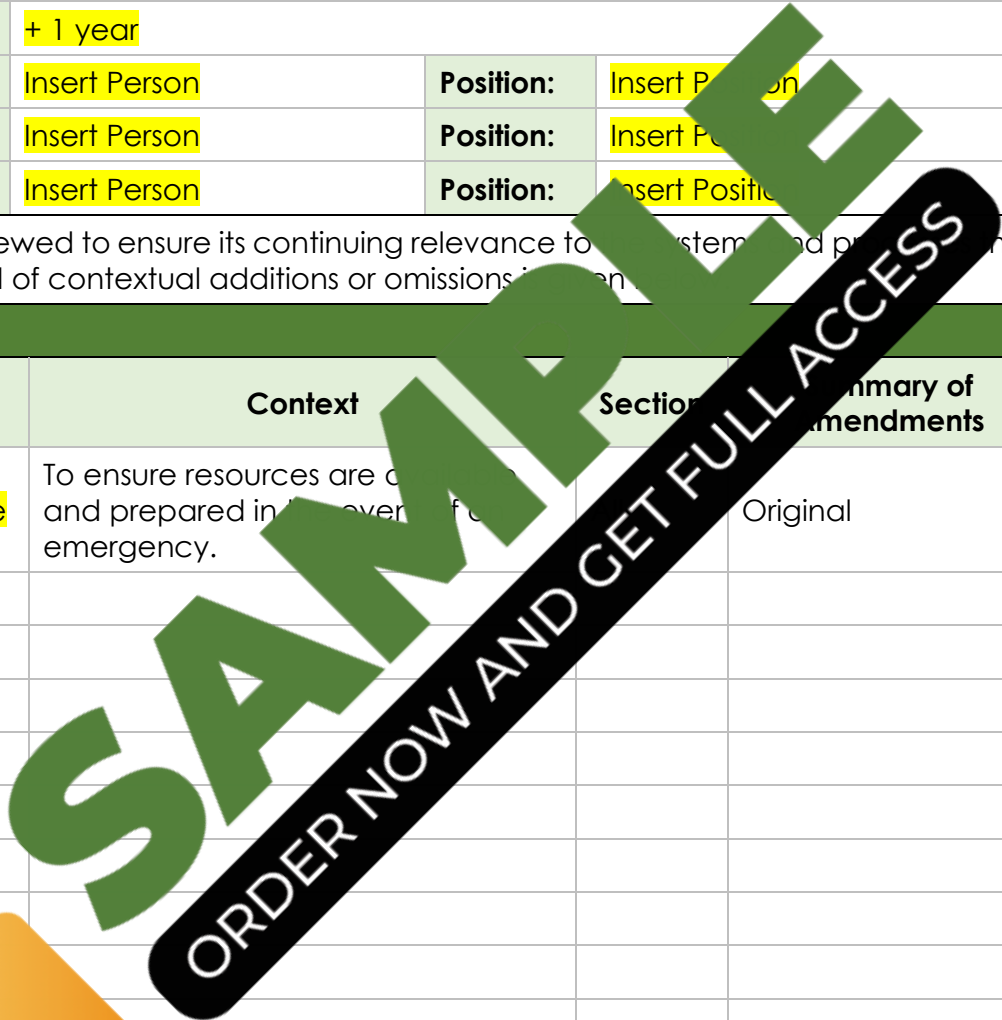
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1. APPROVAL

Document Control			
Document:	E-MP-10 – Emergency Preparedness		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position
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	Summary of amendments
1.0	Insert Date	To ensure resources are available and prepared 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 Preparedness	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 establish the requirements for protecting workers against the hazards associated with emergencies that may occur at **Insert Your Company** workplaces. The procedure prescribes resources and measures to follow to minimize the negative impacts of an emergency on people, assets and the environment.

3. SCOPE

This procedure outlines the guidelines for the provision and maintenance of emergency response capabilities, including (but not limited to):

- Emergency facilities – first aid and fire fighting.
- Emergency response personnel – competent workers, first aiders.
- Emergency resources.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site or a part of the site means a place of safety where people can assemble in the event of an emergency. The location of assembly areas on the site or a part thereof are specified in the site's fire and evacuation plan.
Emergency	An occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or other event) which: <ul style="list-style-type: none"> • Endangers, or threatens to endanger, the safety or health of persons or animals. • Causes, or threatens to cause, injury, loss of life, illness, or damage, 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.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: