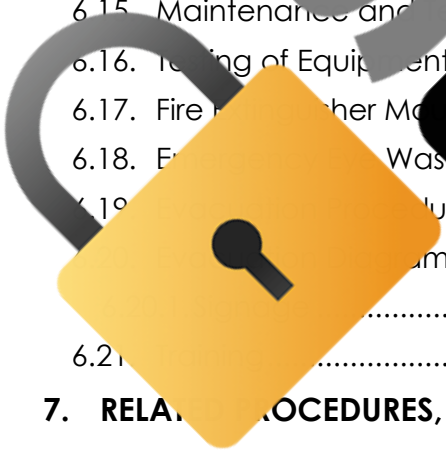


**HEALTH, SAFETY, ENVIRONMENTAL  
AND QUALITY MANAGEMENT  
PROCEDURE FOR  
EMERGENCY PREPAREDNESS**

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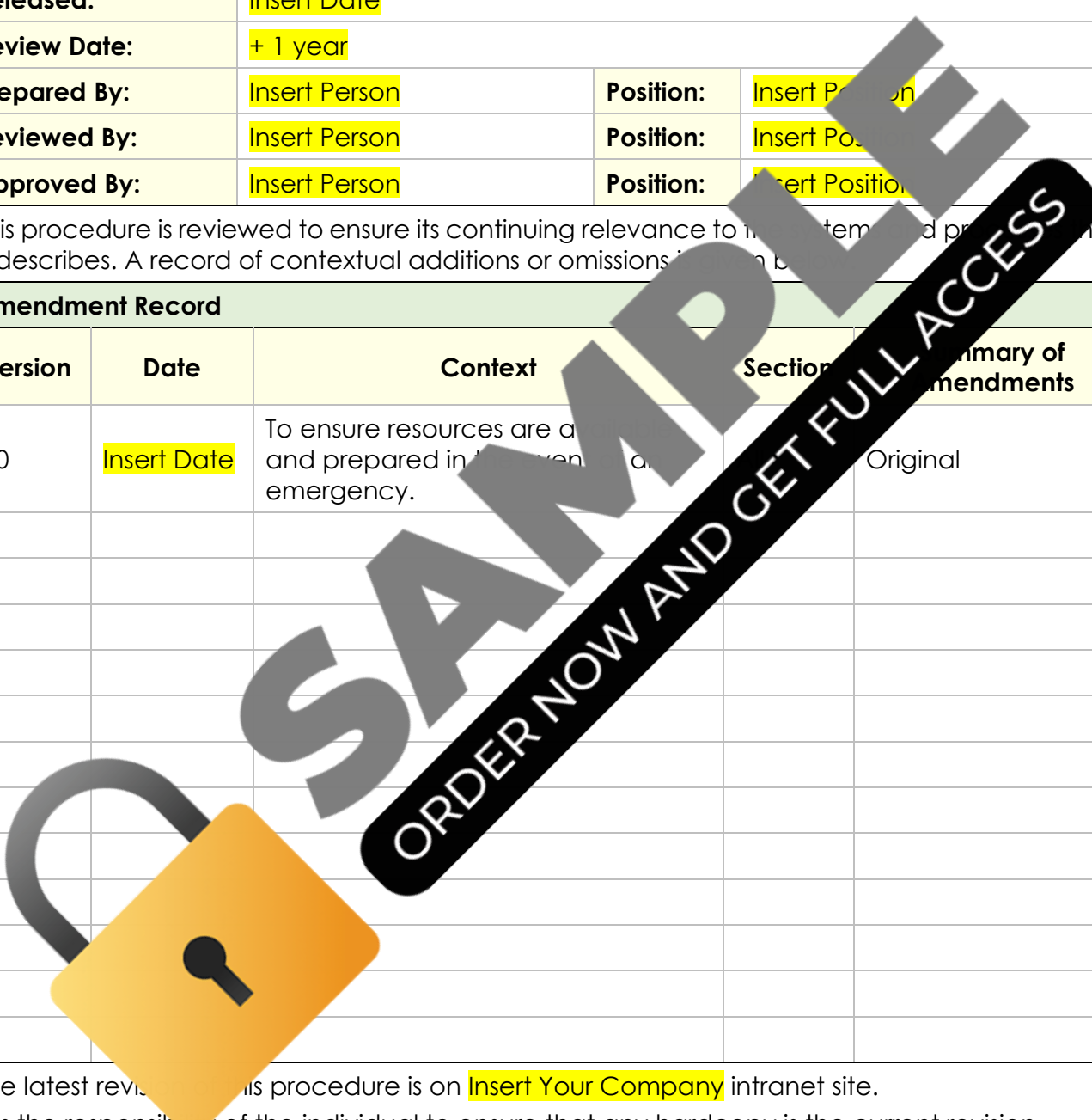
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**SAMPLE**  
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# 1. APPROVAL

Document Control			
<b>Document:</b>	HSEQ-MP-5 – Emergency Preparedness		
<b>Version:</b>	1.0		
<b>Released:</b>	Insert Date		
<b>Review Date:</b>	+ 1 year		
<b>Prepared By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Reviewed By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Approved By:</b>	Insert Person	<b>Position:</b>	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'.			
<b>Document Title:</b>	Emergency Preparedness		<b>Rev:</b> 1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/> <b>Date:</b> 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 firefighting.
- Emergency response personnel – competent for fire and fire warden.
- Emergency resources.

## 4. TERMS AND DEFINITIONS

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

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for: