

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR AN
EMERGENCY RESPONSE**

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2. PURPOSE

The purpose of this procedure is to ensure that in the event of an emergency at an **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 is assured.
- Legal risks are minimized.

3. SCOPE

This procedure describes the actions to be taken by persons in the event of an emergency and applies to all persons at an **Insert Your Company** workplace. All workers will be made aware of this procedure through inductions and safety talks. All visitors on-site will be under the direction of a person designated who will be always responsible for that visitor, including during an emergency.

4. TERMS AND DEFINITIONS

Term	Definition
Designated Assembly Area	For the site or a part of the site, means a place of safety where persons employed at the site or a part thereof are expected to assemble under the site's fire and evacuation procedures.
Emergency	An event or incident occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or war) 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 Instruction	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.