**FQM LIMITED**

**XXX-OP-032**

**Emergency Response Procedure**

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| **Revision History** |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

The purpose of this procedure is to establish a consistent method for response in the event of an emergency at [COMPANY NAME] premises; Client Facility or Third party premises.

1. **Scope**

Emergency response provides for evacuation of premises in the event of; fire, bomb threat, or chemical incident. It also details the correct action in the event of injury, chemical spill, damage to the building, equipment or the environment.

This procedure covers [COMPANY NAME] response for employees based at or employed through any of our sites, either permanently located at client facilities or visiting client or third party premises, both on and off shore, during the course of their work activities.

1. **Relevant Documentation**

Training and Competency

Offshore Offsite Working

Facilities Management

Hazard Identification and Risk Assessment

QHSE Tours

1. **Definition**

Emergency response ensures that adequate protection is provided to employees, visitors, the environment, and business continuity.

1. **Responsibilities**

Fire Marshals and Wardens are responsible for the control of an emergency evacuation and contacting the emergency services.

First Aiders are responsible for attending to any injuries, as required.

QHSE Advisor responsible for ensuring Emergency Response procedure continues to meet with requirements of the business, full review of emergency response/procedure after an event.

1. **Procedures**
	1. **Induction and Attendance**

In accordance with the Training and Competence Procedure, during induction new employees are advised of the procedure they should follow in the event of an emergency and a site tour carried out to show the layout and location of escape routes and emergency equipment.

As a minimum new employees will also receive training in fire safety awareness and additional training in use of any specific emergency equipment where required.

In the event of an evacuation a roll call will be conducted by the Fire Marshall or designate.

Visitors are controlled in accordance with this procedure and the Control of Contractors and Visitors procedure.

[COMPANY NAME] employees will act in accordance with this procedure and the Offshore, Offsite, Remote Working procedure.

* 1. **First Aid/Fire Warden Provisions**

Each site must train and appoint either First Aiders or Persons Responsible for First aid and if first aid cover is not always present such as outside normal working hours then an individual must assume the role of responsible person. It must be clear who assumes this role and if not delegated it will be the most senior employee present. Each site will maintain one or more first aid boxes and display a poster detailing emergency first aid/electric shock actions.

Each site must train and appoint Fire Wardens who will also act as the emergency coordinator.

The number of both first aid and fire warden positions will be determined by assessment carried out and training will be carried out in accordance with the Training and Competency procedure.

* 1. **Alarms and Emergency Lighting**

Each site will typically have a fire detection system linked to an alarm system that includes manual activation points. All systems must be maintained in accordance with the Facilities Management procedure.

Alarm systems must also be subject to regular soundings using different activation point in turn. Soundings must be at least weekly if appropriate in relation to building complexity/ occupancy.

All fire drills will be recorded.

* 1. **Pollution and Incident Response**

The effectiveness of pollution and incident response on site will be established through workshop controls and regular checks/ safety tours. Test of the response plan will occur at regular intervals to ensure compliance with company procedure for handling chemicals.

Pollution may arise from an accidental or deliberate release of substance that may damage to water environment, cause air pollution and land contamination and harm to wildlife or people.

Pollutants are not just hazardous substances like chemicals, this also includes food and drinks, i.e. surface water run-off containing oil and fuel or suspended solids.

Accidental spills/leaks from poorly maintained plant, equipment or containers, which can enter surface water drainage is a common cause of pollution.

* 1. **Emergency Equipment**

The need for additional emergency equipment is determined by risk assessment carried out in accordance with the Hazard Identification and Risk Assessment procedure. All equipment must be located in defined positions with relevant signage and where required this must be maintained in accordance with the Facilities Management procedure. Equipment must also be subject to regular checks as follows

* Emergency exits/means of escape – during safety tours/inspections.
* Eyewash
	+ sterile bottles during safety tours/inspections
	+ plumbed units – flushing at least monthly
* Fire extinguishers/fire hoses/fire blankets – annual maintenance and during safety tours/inspections
* First aid provisions – during safety tours/inspections
* Spill kits – during safety tours/inspections

Checks may be recorded during safety tours carried out in accordance with the QHSE Tours procedure. However it should be noted that the minimum frequency of these is monthly and if this does not meet the requirements above then separate checks must be carried out and recorded separately.

* 1. **Emergency Drills**

The effectiveness of emergency arrangements must be established during regular drills. A full evacuation drill must be held at least annually and this should reflect the possible type of emergency. This will typically be fire but may also include other scenarios e.g. release of a gas/hazardous substances.

Where there is a risk of a spill of an environmentally damaging substance and escape to the wider environment then spill drills must be carried out. These need not require an evacuation but must test the effectiveness of the use of spill kits and may be used as training exercises. The frequency of spill drills should relate to the relative risk of a release to the environment but these should be annual where the risk is significant and training requires refreshing. It should be noted that water rather than quantities of any harmful substance should be used in the drill and all drills should be away from any live electrical source.

All drills and real emergency responses must be recorded and this should include planned and actual response times in order to measure performance. If the emergency response identifies any issues then where significant these must be raised as internal non-conformances in accordance with the Non-conformance Reporting procedure

* 1. **Actions in the event of an Emergency**

Each site must produce an emergency response plan detailing actions in the event of an emergency and this must be displayed at key points throughout the site. This is documented on First Aid, Fire Warden posters, and emergency contact numbers.

In addition each site must display a site/building plan showing escape routes and other relevant information such as the location of emergency equipment.

Where there is a significant risk of a spill contaminating groundwater including contamination as a consequence of run-off water from firefighting activities, then in addition to the site emergency plan the need for a pollution incident response plan must be considered.

* 1. **Common Emergency Scenarios**

Common emergency scenarios are detailed below, although the actions are not reproduced in this procedure they should all be considered when adapting the pro-forma to produce a local plan and it should be noted that there may be additional specific local scenarios that also require including. The common scenarios are as follows:

* + Police –suspicious mail, bomb threat, theft, suspicious persons, intrusion, vandalism
	+ Fire Brigade – fire, major chemical spill
	+ Utility emergency – Gas, Electricity, Water
	+ Medical emergency – Minor (First Aid) – Major (Ambulance)
	1. **Evacuation**

To coordinate activities in the event of an evacuation Fire Wardens will be appointed to conduct sweeps of the workplace and assist with any roll call.

Unless delegated in advance to a Fire Warden the most senior Manager will assume the position of Fire Marshall who will take overall responsibility, conducting a roll call if required, and liaising with the emergency services.

Once an evacuation takes place employees can only return to the workplace once authorised by the Fire Marshall who in a real situation or evacuation they will act on advice from the emergency services.

* 1. **Emergency Response Offsite**

Where [COMPANY NAME] employees are based within Client Facilities or have to visit Third Party premises during the course of their work all site induction and training requirements must be provided in accordance with Training and Competency procedure.

Client/Third Party site rules should be followed, copies of site emergency plans should be obtained and if felt necessary premises visited to assess their arrangements.

If at any time an employee feels that their health and safety, or health and safety of others is being compromised by any conditions or practices, then the employee should be empowered to cease work until their concerns have been addressed. Any such instance should be reported immediately to the site host and appropriate manager from [COMPANY NAME].

Risk assessment for the works will either be provided by Client or [COMPANY NAME] and these should include any additional emergency provisions that may need to be implemented.

[COMPANY NAME] to provide the client with emergency response numbers, both working hours and outwith working hours. In the event of an emergency on the client facility, report should be made direct to the client in the event of an emergency drill and/or an accident/incident on their site.