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| **FQM LIMITED** |
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| **Environmental Procedure**  **Environmental Emergency Preparedness and Response**  **Doc Number** |
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| **Revision No. : 1** |
| **Date : DD – MM – YYYY** |

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| **Prepared by :** |  |
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| **Approved by :** |  |
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###### Revision History

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| **Revision Date** | **Description** | **Sections Affected** | **Revised By** | **Approved By** |
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1. **Purpose**

This procedure describes the preparedness and response procedures for potential accidents and emergency situations that give rise to significant environmental impacts.

1. **Scope**

This procedure applies to (*BUSINESS ACTIVITIES)* of COMPANY NAME for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

* Road Traffic Accident;
* Major chemical spillage or leakage;
* Accidents as a result of plant / equipment failure;
* Fires, explosions;
* Extreme rainstorms or other unexpected weather conditions;

1. **References**

* Integrated Management System
* SEPA
* Mango Compliance Software
* Health and Safety Management System

1. **Responsibility**
   1. **Environmental Management Representative (EMR)**

The EMR shall review the suitability and effectiveness of this procedures after each accident or emergency situation, or at least each year. (consultancy support may be used in such situations)

* 1. **Manager/Director**

The Management / Director shall prepare an *Emergency Response Plan* to minimise the likelihood of accidents and emergency situations and ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures. Appropriate drills at various locations shall be conducted to ensure that the requirements of the emergency procedures are communicated to all staff and are implemented. In case of emergency situations in the facility / site, the Management / Director shall be informed and review the accident reports and remediation works taken by responsible staff. Where appropriate they may escalate this to the EMR.

* 1. **Emergency Team**

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by Management / Director.

* 1. **Staff of COMPANY NAME**

All staff shall be familiar with the emergency procedures and follow them in case of accidents or emergency situations.

1. **Procedure**
   1. The EMR and Management / Director shall identify dangers, take proactive steps to prevent emergency incidents, and complete tasks in preparation for emergencies.
   2. The EMR and Management / Director shall coordinate the preparation and maintenance of an Emergency Response Plan that contains all emergency procedures.
   3. The EMR shall ensure the Management / Director prepare an Emergency Response Plan relevant to their activities.
   4. The Management / Director shall familiarise and train their staff and Emergency Team members on described the procedures in the Emergency Response Plan.
   5. The Management / Director and involved staff shall identify the root causes and any preventive actions, report the accident by completing an Incident report within the Mango Environmental module. The incident shall be reviewed in detail to identify any recommended improvements.
   6. The Management / Director shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report.
   7. The Management / Director shall review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary.
   8. The EMR shall maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

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| **Date of Emergency Drill** |  |
| **Type of Emergency Drill** | * Road Traffic Accident * Major chemical spillage or leakage * Accidents as a result of plant / equipment failure * Fires, explosions * Chemical Spillage or leakage * Extreme / unexpected weather conditions |
| **Department / Site**  Sample |  |
| **Starting Time** |  |
| **Completion Time** |  |
| **Number of Participants**  **(name list attached)** |  |
| **Participation Rate** |  |
| **Name of Fire Officer** |  |
| **Suggestion Items** |  |
| **Action Plan** |  |

Prepared by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management / Director