TfS Supplier Academy – Fact Sheet #1

EMERGENCY RESPONSE

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An emergency is a situation that can pose an immediate threat to the health and safety of workers, to the property, or the environment. Ensuring the health and safety of everyone in the facility must always be the highest priority!

KEY EXPECTATIONS

Define actions for emergencies

✓ Prepare an Emergency Response Plan (ERP), which includes:
- an incident management and reporting system covering different types of incidents, reporting lines, consequences and corrective actions, and
- a written procedure for emergencies and evacuations.

✓ Ensure that these actions can be taken in case of an emergency:
- Communicate all relevant procedures to your employees and provide regular training, e.g. emergency drills, at least yearly.
- Coordinate emergency response programs with external experts, e.g. the local fire brigade, local authorities.

WHY IS THIS IMPORTANT?

- It is the responsibility of the factory management to ensure a safe work environment for all employees and to keep them from harm in case of emergencies as much as possible.
- Having clearly defined actions and procedures for emergencies in form of an ERP will facilitate and organize necessary actions for everyone. It helps to avoid confusion or even panic and is the best way to be prepared.
- In order to be effective, the ERP must be communicated to all members of staff and training should be provided on a regular basis. Keep in mind that new employees also must be able to follow the ERP.
- Further, local experts, such as the fire brigade, will be able to provide you with valuable information and experience, and might even be able to help with staff training, so that your ERP is most effective and up to date.

TOGETHER FOR SUSTAINABILITY

EMERGENCY RESPONSE

Setting up an ERP that deals with the specific issues at your workplace is an easy task. It must describe how employees should respond to different types of emergencies, considering the specific layout of your workplace, structural elements and emergency systems.

It might be sensible to include management and employee representatives in the planning and development process of the ERP. The commitment and support of all employees is critical to the plan's successful execution in case of an emergency.

OBJECTIVES OF THE EMERGENCY RESPONSE PLAN

- To be prepared for cases of emergency.
- To prevent employees from fatalities and injuries.
- To reduce damage to buildings, stock or equipment, or the environment.
- To be able to restore normal business operation as quickly as possible after an emergency occurred.

KEY ELEMENTS OF THE EMERGENCY RESPONSE PLAN

- ✓ **Reporting:** Explanation of how to report emergencies, i.e. what are reporting means and procedures (e.g. alarm system), which are the relevant emergency phone numbers (e.g. fire department, ambulance, police, building manager)
- ✓ **Evacuation:** Explanation of how to safely evacuate the facility, i.e. provision of evacuation procedures, emergency escape routes and exits, floor plans and workplace maps, safe- / refuge areas
- ✓ **Critical operations:** A list of all critical equipment and operation procedures prior to an evacuation
- ✓ **First aid:** Overview of responsible personnel (names, job titles and contact details) and their responsibilities regarding rescue and medical duties
- ✓ **Additional information:** Manuals on how to use emergency equipment, e.g. fire extinguishers, first aid boxes

TOGETHER FOR SUSTAINABILITY

EMERGENCY RESPONSE

In order for the ERP to be effectively executed in case of an emergency, you need responsible, trained individuals who can supervise and coordinate emergency activities according to the plan. Employees must be sufficiently trained before an emergency happens.

TRAINING

- The aim of ERP trainings is to make sure that all employees understand the function and elements of your ERP, including the types of potential emergencies, reporting procedures, alarm systems, evacuation plans, and shutdown procedures.
- Any special hazards you may have onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances must be addressed specifically.
- Repeat the training regularly and also consider extra trainings for new employees.

Basic training content for your employees:

- ✓ Individual roles and responsibilities
- ✓ Threats, hazards, and protective actions
- ✓ Notification, warning, and communication procedures
- ✓ Means for locating family members in an emergency
- ✓ Emergency response procedures
- ✓ Evacuation, shelter, and accountability procedures
- ✓ Location and use of common emergency equipment
- ✓ Emergency shutdown procedures

RESPONSIBILITY

- There must be a responsible ERP coordinator appointed: a well trained person to lead and coordinate the execution of the ERP. The coordinator is responsible for assessing emergency situations to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.
- All employees must know who the coordinator is and understand what the authority of this person is during emergencies.

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EMERGENCY RESPONSE

It is essential that the ERP is developed specifically for your production site, respecting individually evaluated emergency conditions, evacuation policies and procedures, emergency reporting mechanisms, and alarm systems.

The following checklist can assist you in developing an ERP:

General issues

1. Does the plan consider all potential natural or man-made emergencies that could disrupt your workplace?	☐
2. Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	☐
3. Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	☐
4. Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?	☐
5. Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?	☐
6. Does the plan address how rescue operations will be performed?	☐
7. Does the plan address how medical assistance will be provided?	☐
8. Does the plan identify how or where personal information on employees can be obtained in an emergency?	☐

Evacuation policy and procedures

1. Does the plan identify the conditions under which an evacuation would be necessary?	☐
2. Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?	☐
3. Does the plan address the types of actions expected of different employees for the various types of potential emergencies?	☐
4. Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation?	☐
5. Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees?	☐
6. Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak the main language?	☐
7. Does the plan identify one or more assembly areas where employees will gather and a method for accounting for all employees?	☐
8. Does the plan address how visitors will be assisted in evacuation and accounted for?	☐

Reporting emergencies and alerting employees in an emergency

1. Does the plan identify a preferred method for reporting fires and other emergencies?	☐
2. Does the plan describe the method to be used to alert employees to evacuate or take other action?	☐

Employee training and drills

1. Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities and actions as outlined in the plan?	☐
2. Does the plan address how and when retraining will be conducted?	☐
3. Does the plan address if and how often drills will be conducted?	☐

Adapted from : Occupational Safety and Health Administration (OSHA) of the United States Department of Labor, retrieved from: https://www.osha.gov/SLTC/etools/evacuation/checklists/eap.html on August 9, 2019.

You can also download and print the checklist with additional explanations from: https://www.osha.gov/SLTC/etools/evacuation/checklists/eap.html

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