



**Fact-sheet - How to develop an emergency response plan?**



**What is the objective?**

The objective is to:

- **Be prepared** to respond rapidly to an emergency situation impacting the factory and the environment;
- **Ensure** the safety of the workers;
- **Prevent** possible financial losses resulting from the damages caused by the incident.

The emergency response plan details the procedures to be followed in case of emergency. The analysis of the potential emergency situations will also help to take measure to prevent these incidents to happen.



**How to achieve this objective?**

**Step 1: Identify** all the potential emergency situations per type of cause (natural, technological or human):

Natural causes	Technological causes	Human causes
Earthquake	Machine overheating	Chemical spill
Flood	Boiler explosion	Fire
Fire	ETP overflow	Explosion (incompatible chemicals stored together by an employee)
Etc.	Etc.	Etc.

**Step 2: Assess** the different levels of severity of the potential emergency situations. Example below:

Emergency situation : Chemical spill			
Level of severity	Health & Safety	Environment	Laws & regulations
Minor	Minor injury – first aid treatment	Negligible impact on flora and fauna, etc.	No legal requirement to notify minor spills
Significant	Injury requiring medical treatment	Short-term impact on sensitive environment	...
Major	Immediate danger to person (e.g. inhalation of hazardous gases)	Immediate risk of important soil or water pollution	...

**Step 3: Write** the emergency response plan. It should cover the chapters as follow:

- General list of contacts with phone numbers of people to be notified in case of emergency;
- For each emergency situation:
  - o Actions to be taken to minimize the damage according to the level of severity (minor, significant and major) and who should be notified in this specific situation. See example below:

Emergency situation : Chemical spill			
Level of severity	What it means ?	Actions to be taken	Who should be notified?
Minor	Ex : minor chemical spill in the chemical store, no risk of personnel injury, no contact with the soil and the incident can be fixed within 24 hours	Ex: contact the manager in charge of the chemical store, ask a trained employee to clean-up the spill, identify the cause of the chemical spill, etc.	Ex: Manager in charge of the chemical store, Compliance Manager
Significant			
Major			

- o How to report the incident and to notify it to the responsible authorities;
- o Measures taken to prevent or minimize the recurrence of incidents.

**Step 4: Communicate** the emergency response plan and **Train** the management and employees to make sure they understand the procedures to follow in case of emergency situation.

**Step 5: Practice** the emergency response; emergency response drills should be conducted once a year at least for each potential emergency situation identified.



**Update** the emergency response plan: contact list to be updated at least once a year (or as soon as there is a change in the contact information) and overall document to be reviewed if there is any change in the factory practices and processes that can impact the emergency response plan.