

Fact-sheet – How to implement an Emergency preparedness plan?



What is the objective?

Why a factory should have an Emergency preparedness plan? The main objective is to be prepared to respond to an emergency before it happens. Then, there are several specific objectives such as:

- To **anticipate** what would be the possible consequences of an emergency on workers and properties to decide which measures should be taken to minimize the health risks and properties’ damages;
- To **designate** and **train** the workers who will be in charge of the emergency response;
- To **test** the emergency response actions and measures to evaluate their effectiveness and relevance.



How to achieve the objective?

What are the aspects (documents, procedures, trainings, etc.) needed for the implementation of the Emergency plan?

- 1- **Identification of all the potential emergency situations** and action plan documented for each emergency situation.

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 worker)
Etc.	Etc.	Etc.

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

Emergency situation: Heavy object falling on a worker		
Level of severity	Health & Safety	Laws & regulations
Minor	Something falls on the worker but they’re not hurt	Requirement to record any injuries in the workplace
Significant	No safety shoes so the worker is bleeding and has to go to the hospital	Record the injury and assist the worker
Major	The worker is unconscious so has to go to the hospital	Record the injury and assist the worker

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Step 3: Write the emergency response plan. For each emergency situation, indicate the 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: Heavy object falling on a worker			
Level of severity	What it means ?	Actions to be taken	Who should be notified?
Minor	The worker is not hurt	1- Contact the manager in charge and the first aider 2- Ask for a quick health check 3- Identify the root cause of this heavy object falling on the worker 4- Correct the problem accordingly and prevent from happening again	Direct manager and first aider
Significant			
Major			

2- **Notification system for workers** in case of fire or other emergency situations (ex: fire alarm, notification light when the noise is above the ambient level, etc.);

3- **Templates for the records of accidents/emergency situations** (for local authorities);

4- **Evacuation plot plan** posted on every floor of the facility;



5- **Trainings** about emergency response for all workers. In particular:

Target group	Training content
<ul style="list-style-type: none"> All workers 	General workplace safety, fire safety, handling of machineries equipment, handling of chemicals, use of PPE and prevention of accident.
<ul style="list-style-type: none"> Emergency response team 	The general safety instructions, evacuation instructions, first aid knowledge, etc.
<ul style="list-style-type: none"> Fire response team 	How to use fire extinguishers, notify workers in case of a fire, guide the workers as per the evacuation instructions in case of fire, etc.

6- **Assessment of workers preparedness:** for example, fire drill. If not defined by the law, conducted at least once a year, for all floors and all shifts (day and night shift). The fire drills should be documented with, at least: date, announced/unannounced, number of participants and time it took to evacuate.

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Common non-compliances

- **Training of the fire team members not effective:** even if the training records are available, based on interview, the fire team members have a poor knowledge about how to use fire extinguishers and about how to respond in case of fire. To face this problem, the factory should assess the effectiveness of the training: through written exams, fire drills repeated more regularly, etc.;
- **Missing evacuation plot plan in local language;**
- **Mismatch between the evacuation plot plan and the reality:** The plot plan should reflect the reality and the correct evacuation route, emergency doors should be indicated in the plot plan;
- **No trained emergency response team;**
- **No record of accidents.**



Good practices

- **Refreshment sessions about fire emergency response:** besides the annual training about fire emergency, the factory organizes regular sessions, every three months, for the workers to remind them how to react in case of fire emergency. Workers must be able to recall how to use a fire extinguisher, how to evacuate the workers from the factory, what are the first aid measures, etc.

