

## **Emergency Preparedness and Response Procedure**

### **Introduction**

This Procedure does not cover the requirements for responding to a fire (please see the Company Fire Procedures. However, it may make reference to fire procedures as in some circumstances the response to a particular emergency may best require invoking the fire evacuation procedure.

### **Definition – Emergency Preparedness and Response Procedure**

The Emergency Preparedness and Response Procedure is collection of all the arrangements both physical and managerial present to ensure the safety of and accounting for persons at a premise or location in the event of a specified emergency occurring.

### **Purpose**

The purpose of the Emergency Preparedness and Response Procedure is to ensure that adequate arrangements are in place for the protection of all employees and other persons that may be presenting the area or premises in the event of an emergency occurring.

In the event an emergency, the safety of human life shall override all other considerations, such as saving property, animals or protecting the environment. However once human life is protected then other effects can be accounted for.

### **Emergency Impact Assessment**

As part of the arrangements an emergency an impact assessment must be undertaken by an employer and the arrangements for responding to the emergency must be taken into account during the impact assessment process.

## **Emergency Response Procedures**

### **Fire**

If the Fire Alarm is sounded, Fire Evacuation procedures are to be followed.

### **Gas**

In the event a gas leak, you must report it immediately to your Line Manager. Turn off the supply immediately and phone The National Gas Emergency Service on 0800 111 999. If in doubt you should evacuate by the nearest available fire exit unless the leak is in the vicinity of the exit, in this case an alternative exit should be sought, once outside you should assemble around the fire evacuation point and await further instructions from the Head of Sales or in their absence the Head of Admin, who will inform the Police on 999 as well as the National Gas Emergency Service.

### **Physical Harm**

In the event of you or a colleague being threatened with physical harm you should contact the police on 999.

## **Environment**

In the case of any major environmental incident, i.e. chemical leak, flood in the Building or the Estate you should contact the Emergency Services on 999 and seek advice and contact the Environment Agency on 0300 850 6506.

## **Electrical Failure**

In the event of Electrical supply Failure, first check to see if the distribution board breakers have tripped out (this is located in the Utility Room), If it as try and re-set, if it will not re-set contact TEV on 01484 405 600 to see if they have the same problem and to find out if they have contacted Northern Power Grid on 0800 375 675. If they haven't, contact our contract Electrician Dane Rigg on 07811 945 243

## **First Aid**

In the event of Injury, refer to the First Aid Procedure.

## **Communications and the Media**

In the event of any above response procedures being activated, any communication, media statements (including Social Media) must first be approved by the Head of Sales and operations.