



EaPGREEN

Partnership for Environment and Growth



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Company Training Course



Session 14: Emergency Planning – Part 2

Elaboration of an Emergency Plan

- Steps for the elaboration of an Emergency Plan
 - Organization and first stage
 - Risk Assessment
 - Inventory of the means
 - Operational tools
 - Alarm and information of the population
 - Creation of an emergency structure
 - Maintenance of the emergency plan, exercise, trainings

Basic elements of an Emergency Plan

Purpose/objectives/scope

- Under this item, state the objectives of the plan, when the plan is to be used and by whom, define emergencies and emergency scenarios covered.
- Refer to any other elements included in the document
- Include the date of the plan and frequency of updates

Plant/area risk evaluation and emergency scenarios

- Identify the types and locations of hazards that workers and the community can face
- Identify zones of impact and number of people at risk, and classify severity of impact in accordance with the level of emergency response that will be needed.
- The quantity, location, and properties (MSDS sheets) of hazardous chemicals should be included under this item

Public information and education

- Under this item, identify the principal spokesperson for each key group who will communicate with the media and the public during the emergency
- Describe the method for disseminating information to the media and the public
- Describe the public education and community awareness programme to be conducted periodically in order to ensure that the public fully understands how to respond to an emergency situation.