

Emergency Response

Aim

The aim of this procedure is to identify the Organisation's potential emergency situations and potential incidents, involving significant environmental aspects, and how to respond to them.

Scope

This procedure applies to emergency prevention, preparedness, response and post-emergency evaluation to establish and implement corrective and preventative actions for situations where the Organisation is responsible for emergency response.

Responsibility

All Staff	Detecting and reporting dangerous situations that may lead to emergencies
Management Representative	Investigating and assessing on situations that may lead to emergencies and recommending preventative measures to mitigate emergencies
Director/s	Implementing procedures for emergency prevention, preparedness, response and post-emergency evaluation

Method

Potential Environmental Emergencies

Identify potential environmental emergencies situations and accidents likely to occur at external facilities such as:

- Fire
- Explosion
- Toxic Gas leak
- Toxic chemical spill
- Natural disasters - lightning, earthquake, flood, extreme weather
- Structural failure
- Electrical power short-circuit
- Crash and collision
- Sabotage, vandalism, terrorist attack, etc
- Others (please specify)

Identifying and Mapping Significant Aspects

All significant environmental aspects or "hot spots" must be clearly identified, indelibly marked and their locations mapped to facilitate fast response in an emergency situation. These include:

- Location , type and capacity of waste treatment facilities
- Location, type, amount of hazardous materials storage on-site
- Location, volume, age, secondary containment, inspection history of storage tanks
- Location , type and capacity of high pressure boilers
- Unloading, loading, transfer points for chemicals, fuel, oil
- Location , types and magnitude of neighbourhood hazards

Emergency Preparedness

The state of emergency preparedness depends very much on having the right emergency equipment and supplies available and easily accessible. These include:

- Alarms and lighted emergency signs
- Portable emergency equipment
- Fire fighting equipment - hoses, extinguishers, blankets, foam
- Protective gloves, goggles, suits
- Escape respirators, gas masks, self contained breathing apparatus
- Spill absorbents, containment booms, neutralising chemicals
- Evacuation routes and assembly points
- Training of emergency personnel
- Others (please specify)

Emergency Response Plan

With the exception of the office space, ReuseRecycleIT does not currently operate any processes requiring Emergency Response Plans. Transport and Recovery Operations are out-sourced, with Emergency Arrangements managed by external providers.

Post Emergency

Following an environmental emergency, the cause of the emergency and corresponding emergency procedures shall be reviewed. Corrective and preventative actions will be identified and implemented.

Where applicable, regulatory agencies shall be notified by the Management Representative of environmental incidents in accordance with [Regulatory Approvals](#)

Reference

[Evacuation Plan](#)