



EMERGENCY RESPONSE PLANNING

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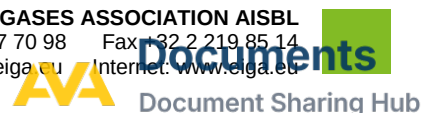
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1 Introduction

Companies are required to take reasonable measures to prevent emergency situations such as fires or leaks from happening, but emergencies are still possible on any site. Every site should therefore have an emergency plan and the necessary resources in place: designated spaces, equipment and people organised to manage the potential emergencies to reduce harm to employees, the public and the environment or damage to facilities.

This publication describes the key elements of a robust emergency management system to formally assure preparedness using an emergency plan.

2 Scope and purpose

2.1 Scope

This publication is intended to identify key elements and good practices for an emergency management system for EIGA member company operating sites. There may be additional and / or specific requirements for sites falling under SEVESO legislation, for more information see EIGA Doc 60, *Seveso Documents – Guidance on Applicability, Assessment and Legal Documents for Demonstrating Compliance of Industrial Gases Facilities with Seveso Directive(s)* [1].

This publication is intended to address on-site emergencies (possibly with offsite effects).

The emergency management system described in this publication is not intended to meet emergency response of other offsite locations or situations such as:

- pipelines;
- road / transport emergencies;
- events involving member company employees performing work on customer sites;
- events at construction sites;
- crisis management, see EIGA Doc 923, *Guidelines for Crisis Management* [2];
- product recall (such as medical or quality recalls), see EIGA Doc 923 [2]; and
- high or complex buildings.

Actions to be taken under any offsite emergency plan are excluded from this publication.

NOTE The actions expected of drivers delivering or collecting industrial gas products out of hours should be assessed and controlled as part of driver site access authorisation process. It is therefore excluded from most site emergency plans and considered outside the scope of this EIGA publication.

2.2 Purpose

This publication:

- is intended to give guidance on relevant scenarios and appropriate emergency management in the industrial and medical gases industry;
- provides a general outline of the key elements of a robust emergency management system, it is intended to provide guidance to member companies developing their own emergency response systems and to provide elements for consideration when reviewing more established

emergency management systems to develop and improve these systems and site emergency plans; and

- describes the elements that EIGA would expect to see included in an emergency management system and a site emergency plan.

3 Definitions

For the purposes of this publication the following definitions apply.

3.1 Publications terminology

3.1.1 Shall

Indicates that the procedure is mandatory. It is used wherever the criterion for conformance to specific recommendations allows no deviation.

3.1.2 Should

Indicates that a procedure is recommended.

3.1.3 May

Indicate that the procedure is optional.

3.1.4 Will

Is used only to indicate the future, not a degree of requirement.

3.1.5 Can

Indicates a possibility or ability.

3.2 Technical definitions

3.2.1 Contractors, visitors

In this publication the terms contractor, visitor, are intended to cover all types of persons other than site employees, who may be on-site irrespective of their work status or contractual arrangements. Delivery drivers, authority inspectors or third-party companies, are examples.

3.2.2 Emergency

An unplanned event that has or could have serious adverse effects to the health or safety of employees, the community or the environment, and / or could result in damage to or loss of assets and requires timely action.

3.2.3 Emergency plan

Documented measures to be taken inside the site, sometimes referred to as the onsite, site or internal emergency plan.

3.2.4 Emergency response team

Selected persons, usually employees, who are specifically trained and authorised to undertake actions to minimise or mitigate an emergency as identified in the site emergency plan. For more information on individual and other roles see 5.2.