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## 01A03-005 RCE05 Emergency Preparedness

### Risk Control Element 05 – Emergency Preparedness

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## 1 Introduction

This Risk Control Element provides the necessary information to establish an emergency preparedness plan. A major responsibility of Vacuum Technique is to ensure that it has adequate arrangements for dealing with potential emergencies throughout its sites. Each site must have in place a comprehensive emergency plan.

## 2 Scope

This RCE applies to all Vacuum Technique activities worldwide. It excludes the homes of employees who work from home.

On-site teams will normally follow the emergency plans arranged by the owner of the site. See external plans in section 7.

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### 3 Key Requirements

- A systematic survey and subsequent analysis must be carried out to identify and evaluate the emergency response needs of the business.
- The results of the survey and subsequent analysis must be used to develop a comprehensive emergency plan.
- The emergency plan must be communicated within the business.
- The emergency plan should be accessible to all those persons who have a specific role or responsibilities within the plan.
- Internal and external emergency contact numbers should be readily available and accessible without an unreasonable delay.
- Information is communicated to external bodies, such as the fire and rescue service, about potential on-site hazards.
- All employees who have specific responsibilities within the emergency plan must receive appropriate training.
- Emergency evacuation drills must be performed at least twice yearly and must include all personnel on all shifts.
- The emergency plan must be reviewed after every evacuation or following a significant change within the area covered by the plan.
- A formal review should be carried out after each test or simulation to objectively evaluate the results.
- Adequate arrangements must be made for the safety of employees based on or visiting a customer site in the event of an emergency situation.

### 4 Policy

Each site must create an emergency preparedness plan that addresses all activities and potential emergency situations.

The following points should be considered when creating the plan:

- all occupants must evacuate the building when a general or specific signal is given;
- no persons shall re-enter the building until authorised;
- trained employees may use fire extinguishers to deal with a small fire, if they feel confident to do so without putting themselves or others at risk, or to help them escape the building;
- no employee should attempt to fight a large fire;
- no employee should place themselves or others at risk;
- any person that has special/ specific needs.



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### 5 Definitions

In this RCE, unless the context otherwise requires:

"RCE" means Risk Control Element;

"emergency protection equipment" includes any equipment used or installed that provides protection in the event of an emergency;

"third party" includes any persons who could be affected by our operations, in particular customers, visitors to our sites, suppliers and members of the general public.

#### Emergency protection equipment

Emergency protection equipment includes equipment that is designed to:

- detect an emergency situation, e.g. smoke detectors, heat detectors;
- protect against emergency situations, e.g. smoke doors, emergency lighting;
- fight fires, e.g. fire extinguishers, hose reels, sprinklers.

### 6 Responsibilities

The responsibilities of management, employees and persons with special roles identified within the emergency plan must be clearly defined and documented.

It is envisaged that Vacuum Technique's sites will need to provide clear responsibilities for key people (management, employees and persons with special roles). These could be, for example:

#### Senior Management/ General Managers

Typical responsibilities could include:

- introducing a comprehensive emergency plan;
- providing adequate resources to ensure the effective implementation, consistent application, testing, updating and recording of the Emergency Plan;
- monitoring the effectiveness of the local application.

#### Managers and Supervisors

Typical responsibilities could include:

- agreeing the content of the local emergency plan and making adequate arrangements to ensure its effective introduction;
- advising Local Senior Management/ General Managers of any barriers to implementation and detail the resources for implementation;



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- working with and seeking advice from EHS Managers to ensure effective implementation and compliance.

### **Emergency Coordinator**

Typical responsibilities could include:

- ensuring that an emergency plan is developed and implemented;
- co-ordinating the activities of any emergency team;
- organising tests including simulations to cover potential emergency situations identified in the emergency plan;
- arranging formal performance reviews following each test or simulation;
- providing status reports to management;
- undertaking a yearly review.

### **Emergency Team Members**

Typical responsibilities could include:

- undertaking emergency actions as defined in the emergency plan;
- attending training, tests or simulations as required;
- wearing the necessary personal protective equipment as defined in the emergency plan;
- drawing to the attention of management any deficiencies that they discover.

### **Employees**

Typical responsibilities could include:

- co-operating with, and taking an active part in, those elements of the emergency plan that involve them;
- complying with any new requirements;
- completing all required records.

### **SHE Managers**

Typical responsibilities could include:

- advising management on the changes required to implement an emergency plan;
- monitoring compliance;
- drawing to the attention of management any compliance issues that they discover;
- liaising with other SHE Managers including VTBA SHE and Atlas Copco Risk Management Department;

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- providing relevant, topical, up-to-date material and other support for communication processes (e.g. Cascade Briefs, Management Meetings, Notice Boards, etc.).

### 7 Full Text

#### Identifying the requirements.

A systematic survey and subsequent analysis must be carried out to identify and evaluate the emergency response needs of the business.

The requirements of the Atlas Copco loss prevention standard must be taken into account when developing the emergency plan (Reference: Atlas Copco Loss Prevention Standard, see Insurance section, 21.03 Risk Management in [“The Way We Do Things”](#)).

The aim of the survey is to produce a list of requirements and consequential actions. The survey should review:

- the responsibilities of the business;
- the operating and business processes;
- any employee with special needs that may require a personal evacuation plan;
- the types of working and shift patterns;
- the types of visitors and contractors, both regular and ad hoc;
  - the outputs from risk assessments (see RCE 02 – Risk Assessment);
  - the outputs from the environmental impacts assessment (see RCE 12 – Environmental Overview);
- inputs from the local emergency response authorities, e.g. fire and rescue service, ambulance service, environmental agency;
- customer requirements;
- the outputs from external insurance surveys.

Actions coming from the review could include the need for and availability of:

- fire extinguishing, protection, detection and alarm systems;
- spill and release control and clean-up procedures;
- emergency lighting and power;
- fire alarm call points and evacuation signage;
- specific emergency and rescue equipment;
- colour coding of pipework and valves that carry hazardous substances;
- preventative maintenance requirements for fire protection equipment;
- the need for emergency response teams, fire wardens or first aid personnel.

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### **Developing the plan.**

The results of the survey and subsequent analysis must be used to develop a comprehensive emergency plan.

In general, the emergency plan should contain the following:

- identification of the area covered by the plan;
- the allocation of both specific and general responsibilities;
- the procedures to be followed in reporting each type of emergency;
- a system to control/ record visitors and contractors;
- the method of communication, including an alternative should the normal system fail;
- detailed evacuation procedures;
- a system for checking the whole area covered by the plan e.g. sweep or a system for checking for missing people e.g. roll call;
- an 'all clear and re-entry' system;
- general advice about what to do in the event of a fire;
- any special instructions for particular (hazardous) areas that have already been established with the emergency services;
- a register of plant and equipment required for the emergency response plan for example; fire alarm systems, firefighting equipment, fire escape doors and the maintenance arrangements to ensure their effective operation.

### **Internal Plans.**

The emergency plan must cover all of the activities that come under the control of Vacuum Technique. Activities that do not come under the control of Vacuum Technique are detailed later in this RCE.

The survey and subsequent analysis should identify the arrangements that are required. These could include:

- the appointment of responsible persons;
- the detailing of responsibilities;
- the training required;
- a detailed description of the emergency evacuation arrangements;
- emergency contacts;
- process for testing or simulation.

Specific provisions could also include the arrangements in the event of:

- a bomb threat;
- chemical release or spill;

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- storm or flood;
- failure of utilities or services;
- lift or mobile elevated work platform (MEWP) failure;
- computer room evacuation or release of suppression system.

These arrangements should be documented as communicated to those involved.

### Plan Review.

The emergency plan must be reviewed after every evacuation or following a significant change within the area covered by the plan.

A significant change can be classed as any area that has a layout change and when a number of people are moved from or added to an area.

### Plan Communication.

The emergency plan must be communicated within the business.

The full emergency plan should be accessible to all those persons who have a specific role or responsibilities within the plan.

Appropriate extracts, such as general evacuation details, should be provided to all employees, visitors and contractors.

The method chosen should ensure effective communication, and could include briefings, handouts, placards, passes or posters.

### Emergency Contacts.

Internal and external emergency contact numbers should be readily available and accessible without an unreasonable delay. These numbers should be periodically checked to ensure that they are correct.

The survey and subsequent analysis should identify the internal and external contacts that are required to deal with the potential emergencies. These could include:

- members of Vacuum Technique's Management;
- members of local management;
- Business area Communications;
- companies specialising in disaster recovery;
- companies that can provide the required service (catering, shelter, transport, communication, etc.);
- Emergency Services;
- Regulatory Authorities;
- Local Government or Member of Parliament;
- Local or National Media;

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It is recommended that these contact numbers are checked at least annually to ensure that they are up-to-date.

### Emergency Communication System.

Arrangements must be put into place to ensure that it is possible to make contact in the event of an emergency if the internal communication system fails.

In the event of an emergency it is possible that the communication system could fail, e.g. the automatic alarm, the tannoy, the internal telephone system, etc. Arrangements should be made to ensure that a loss of any or all of this systems does not prevent contact being made with employees and third parties.

Communication systems shall be tested annually to verify that are functioning.

Suitable alternatives could include two-way radios, megaphones or mobile telephones. For employees on remote sites it may be possible to contact them via a neighbouring company.

### External Liaison.

To communicate information to external bodies about potential on-site hazards that could:

- (a) impact the activities of the emergency services;
- (b) affect off-site areas.

Many Vacuum Technique sites contain hazardous materials, processes and equipment that could cause injury to members of the emergency services. It is also possible that hazardous materials could be released or could leak and affect the neighbouring environment. In these circumstances the emergency services should be provided with the following information:

- the location;
- the quantity;
- the nature of the hazard;
- the likely effects;
- how it is controlled;
- suitable precautions to be taken.

Agreement should be reached with the emergency services and other external bodies on the respective responsibilities in these situations, taking into account that our employees may have 'expert' knowledge.

### Media Liaison.

Liaison shall be made with the media to ensure that accurate and timely information is provided to all those affected by the emergency.

Under no circumstances should employees speculate on the cause of the emergency or its consequences. The feed of information to the media should be via an employee who is authorised and trained to deal with the media.

Further detailed information can be found on the Crisis Communication Intranet site.

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The media will be potentially interested in any emergency that occurs on a Vacuum Technique site, on a customer site where we provide services, or during the transportation of Vacuum Technique products. It is not possible to control the actual content of any media reporting, all we can ensure is that the information that we provide is accurate, timely and sympathetic to those affected and their relatives.

### **Training Needs.**

All employees who have specific responsibilities within the emergency plan must receive appropriate training. All training must be recorded.

Training should be provided for employees who fulfil the following key roles:

- Emergency Co-ordinator;
- Emergency Response Team member;
- Fire Warden;
- First Aider.

In some countries this training has to be provided by external bodies who are nationally certified. There may also be a requirement for periodic refresher training. Care should be taken to ensure that the training is suitable for the working environment of the employee. Where necessary bespoke, on-site training may be needed to cover the specific hazards on site or the specific equipment that the employees are expected to use in the event of an emergency.

### **Tests/ Simulations.**

Emergency evacuation drills must be performed at least twice yearly and must include all personnel on all shifts.

In addition the frequency of tests and simulations must also meet local legislation.

During this test:

- all employees and visitors/contractors should be evacuated to the external assembly or muster points;
- signals to any external monitoring companies and their link to the emergency services should be checked.

To enhance the reality of the practice or drill a specific emergency situation based on the potential emergencies identified in the plan could be simulated. In such a simulation, predefined emergency procedures and the performance of the emergency response teams can be tested in addition to the effectiveness of the evacuation. Simulations should be planned in advance with assistance from the emergency services as necessary.

### **Reviews.**

A formal review should be carried out after each test or simulation to objectively evaluate the results.

The post event review should be carried out as soon as possible after the test or simulation.

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The findings of the review should be recorded with any improvement actions and responsibilities clearly identified.

The aim of the review is to identify:

- whether the test or simulation was successful;
- any aspects that did not operate according to the procedures;
- any equipment that did not operate according to its design or function;
- additional procedures;
- further training;
- changes made to the building or processes that are not covered by existing arrangements.

### External Plans.

Adequate arrangements must be made for the safety of employees based on or visiting a customer site in the event of an emergency situation.

In general these arrangements fall into two broad categories:

- customer site based employees;
- employees who visit customer sites to undertake their responsibilities.

#### a) Customer site based employees

Our employees must ensure that they are treated as if they were the customer's own employees and receive the same training and involvement in tests and simulations.

Any concerns should be brought to the attention of the customer and Vacuum Technique Management for resolution.

#### b) Employees who visit customer sites

Employees who visit customer sites as part of their responsibilities must ensure that they receive, as part of their initial customer site induction process, appropriate details of potential emergencies, warning signals, evacuation arrangements and any planned emergency tests or simulations during their visit.

Any concerns should be brought to the attention of the customer and Vacuum Technique management for resolution.



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### 8 Appendices

Appendix A – Example Incident Management Plan



Appendix A

The example in the Appendix can be used as a template if required.



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### **9 Records**

Appropriate records must be retained to confirm compliance with this procedure. All records must be retained in accordance with the relevant quality management system's procedure for control of records.

Records can include the following:

- surveys, including those carried out by external bodies;
- reviews and action plans;
- plans;
- training and certification/authorization;
- test and simulation feedback, analysis and results;
- emergency procedures;
- maintenance schedules and sheets;
- site layouts and plans;
- contact lists.

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### 10 Change History

Issue	Date	Author	Description
4	Dec 08	Duncan Coates	First issue in 'new' format.
5	May 10	Duncan Coates	External Plans guidance updated, now only 2 broad categories
6	Jun 11	Andy Marsh	2.0 Scope updated.7.0 Planning now includes requirement to consider environmental impacts. Simplified by removing requirement to creating both an emergency policy and plan. An emergency plan is what is required. Added requirement to maintain equipment necessary for the effective operation of the emergency response plan. 8.0 Added requirement to maintain equipment necessary for the effective operation of the emergency response plan. 9.0 Record retention to be in accordance with 002-003-001.
7	Aug 12	Andy Marsh	Minor changes to wording. Certain clauses moved from guidance to requirement to aid clarity.7.0 Requirement to conduct test drill changed from every 6 months to twice yearly.
8	Sep 12	Andy Drummond	Requirement for the annual testing of communication systems.
9	Jan 13	Andy Drummond	Update to Appendix A Incident Management Plan
10	Jan 14	Martin Grove	Owner change from Andy Marsh to Martin Grove
11	Feb 15	Martin Grove/ Andy Drummond	Key requirements added, ownership changed from Martin Grove to Andy Drummond
12	Oct 16	Daniel Calvert	Updated to Atlas Copco template. Reflected latest organisational structure.
13	Feb 18	Sam Cole	Updated Records section to remove reference to 002-003 Key Records Matrix for control of records

### 11 Review History



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Issue	Date	Description
6	Jun 11	Updated following stage OHSAS 18001 and ISO 14001 stage one assessment.
7	Aug 12	Corporate EHS Management Review Andy Marsh/Martin Grove.
8	Sep 12	Management review Andy Marsh and Andy Drummond.
10	Jan 14	Reviewed by Martin Grove.
11	Feb 15	Management review by Martin Grove and Andy Drummond
12	Oct 16	Management review – Martin Grove
14	Sept 2021	Management review by Martin Grove, minor changes to text