

# INVICTA PERFORMANCE SOLUTIONS

Emergency, Preparedness &  
Response

IPS-HSEP-03

## QHSE Management System Procedure

In Compliance With

ISO 9001:2008 Standard

ISO 14001:2004 Standard

OHSAS 18001:2007 Standard



## Emergency, Preparedness & Response

	Designation	Signature
Checked By	Department Manager	
Reviewed By	Management Representative	
Approved By	Managing Partner	

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1. Purpose

1.1. To provide all employees with the information they require enabling them to deal with any emergency situation, which may arise.

2. Scope of Application

2.1 The scope of this procedure covers all work that is undertaken on **IPS** premises and work locations (Including Contractors). In addition this procedure covers all work that is undertaken by our staff working within client facilities.

3. Responsibilities

- 3.1 All **IPS** staff are responsible for the implementation of this procedure.
- 3.2 MR is responsible to keep this information up-to-date and to communicate relevant information to all **IPS** staff and other interested parties.

4. Process

4.1 General:

4.1.1 This process has been developed from the information made available from the hazard identification, risk assessment and environmental aspects identification to provide guidance on controlling the operations where a failure to do so could lead to incidents, accidents, pollution of the environment or other deviations and to assist key personnel in managing such issues and outline instructions for handling such issues.

4.2 Emergency Management Team (EMT) Composition:

4.2.1 The company's EMT (Emergency Management Team) consists of a core group of experienced management, with the remaining resources of the relevant work location allocated as support behind them. Other available concerned resources are then deployed according to the nature of the crisis.

4.2.2 The following are the EMT members in Head Office:

EMT Leader	Chief Operating Officer
EMT Deputy Leader	Management Representative
EMT Chief Member	Administration and HR Manager

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#### 4.3 Emergency Management Team (EMT) Responsibilities:

- 4.3.1 Identify the potential for emergency situation and prepare emergency response plan for each situation.
- 4.3.2 Communicate emergency response plans to all **IPS** staff.
- 4.3.3 Train **IPS** staff on how to respond toward any emergency situation when happen.
- 4.3.4 During a major emergency, difficult decisions will have to be made which may affect the whole or a substantial part of the company. These decisions may be taken in consultation with other senior managers or, more likely, with the emergency services, but it is essential that the authority to make these decisions invested in one individual.
- 4.3.5 The speed at which a serious ongoing management issue develops into a major crisis can vary significantly. How the company handles such developments, both in strategic and communication terms, will determine its ability to act in an effectively targeted manner to take control of the situation; likewise in the case of a major emergency.
- 4.3.6 Any delay in taking the appropriate action puts the company on the defensive and often prevents it from escaping a fire-fighting role. Actions that need to be taken will depend on the nature of the emergency and surrounding circumstances. However, it is essential that any action necessary is initiated and co-ordinated by previously nominated people, each having specific responsibilities as part of a co-ordination plan.

#### 4.4 Communication

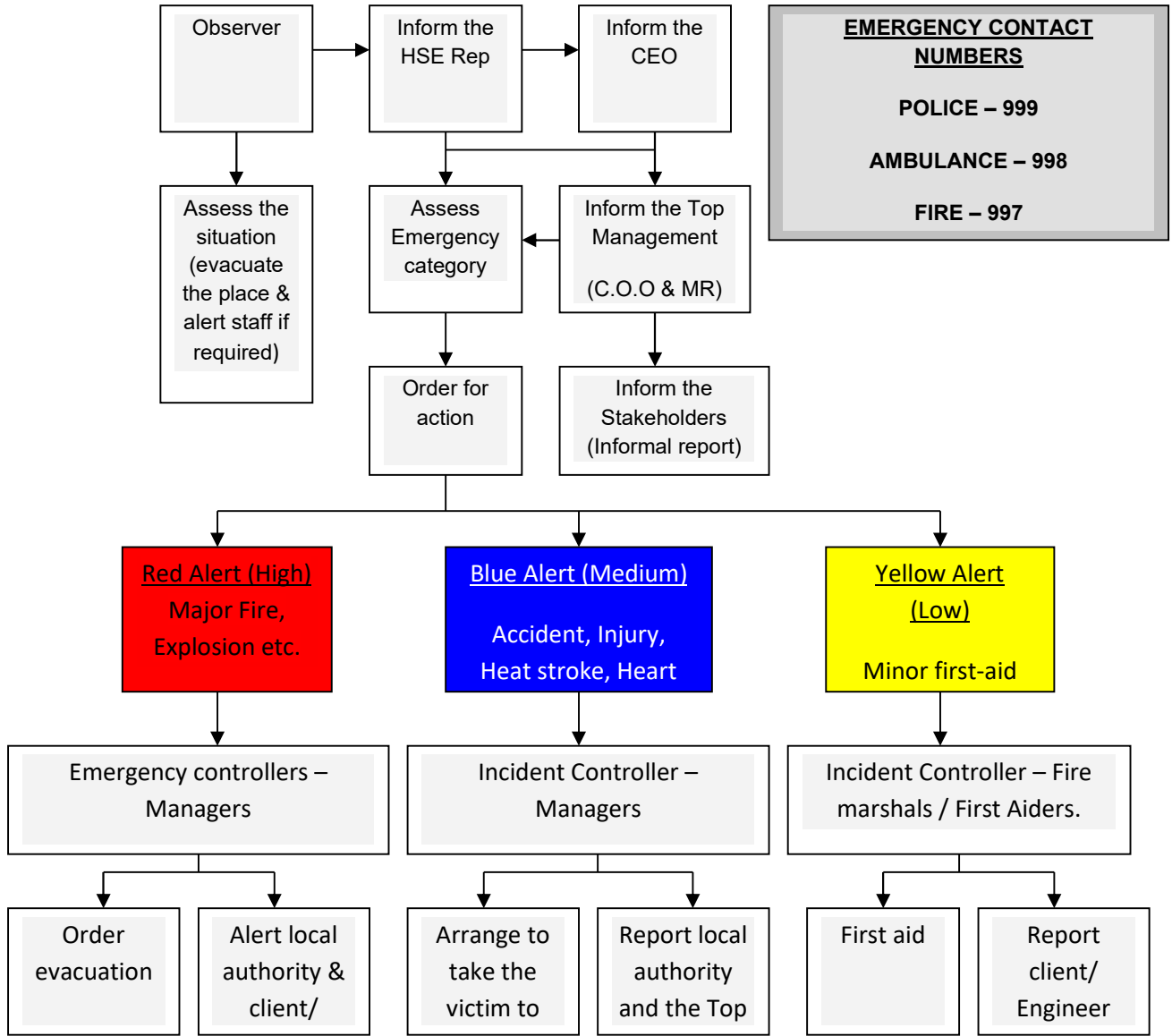
- 4.4.1 It is essential that effective communication networks be set up/available to inform people of the emergency situation and the current state of affairs. For a major emergency, many people will need accurate information on the developing situation.

#### 4.5 Emergency Plan

- 4.5.1 In the event of an emergency, all the company Staff should leave all work and proceed immediately via the emergency exists to the assembly point as mentioned in the Emergency Evacuation Plan (Index 03.01) of **IPS**.

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4.5.2 The emergency plan will be implemented as follows:



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4.6 Emergency Management Drills/Exercises

4.6.1 The emergency preparedness and response plan shall be tested periodically. There should be practice drills, as realistic as possible to be effective.

4.6.2 Results of all drills shall be recorded using Fire / Evacuation Drill Report (IPS-HSEP-03-F01).

4.7 Review of the Emergency Management Plan

4.7.1 The emergency preparedness and response plans are required to be reviewed annually or when there are relevant changes.

4.8 Documentation

4.8.1 Results of emergencies & practice drills should be evaluated and changes that are identified as being necessary should be implemented.

4.8.2 Records of the practice drills and the review of practice drills, recommended actions arising from the reviews and the progress against achievement of recommended actions shall be kept.

1. Related Documents:

Reference Number	Document Name	Retention Period	Location
IPS-HSEP-03-F01	Fire Evacuation Drill	3 Years	MR
Index 03.01	Emergency Evacuation Plan	3 Years	MR

2. List of Amendments:

Rev #	Page #	Amendments	Date	Approved By
0	-	Initial Issue	01/04/2014	MP