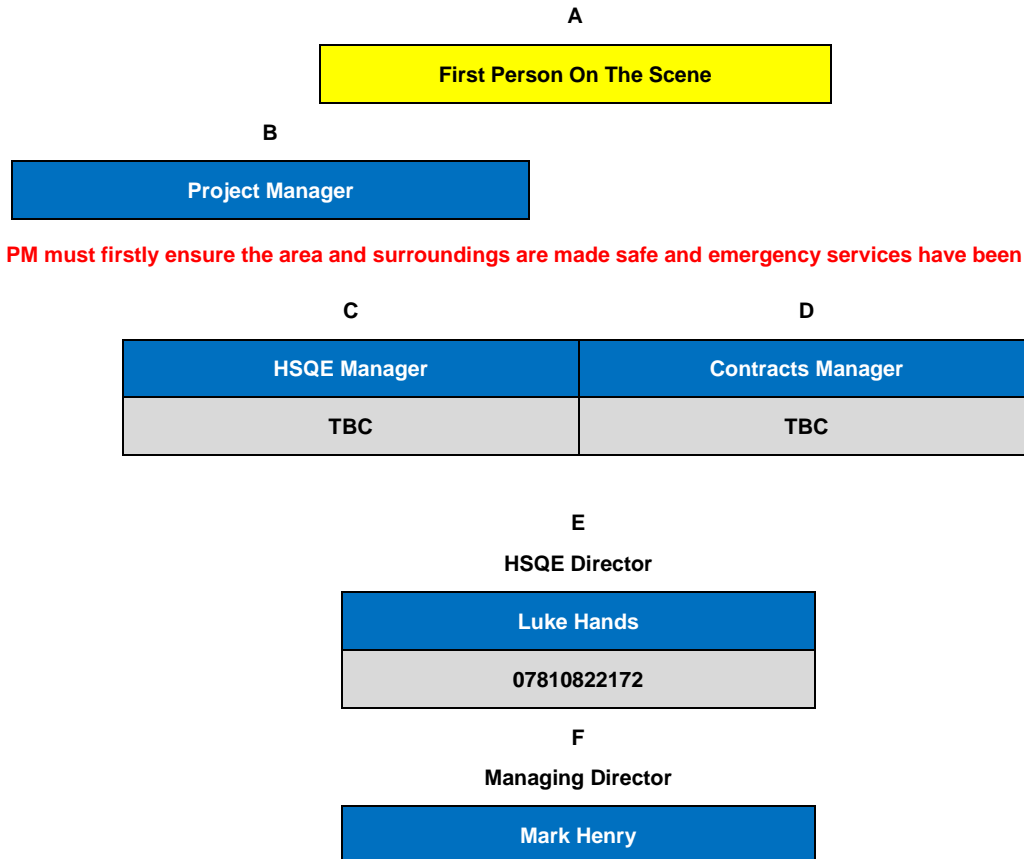


## LINK TO PROCEDURE & PROCESS MAP

[Emergency Preparedness & Response Procedure](#)



1. A to notify B
2. B to notify C, D
3. C or D to notify E
4. E to liaise with Communications Team.
5. E to notify F

Following notification to the necessary individuals the following must be captured as soon as possible:

1. Photographs of the incident/ injury.
2. Photographs of the location.
3. Statements for those involved and who witnessed the incident.
4. Time of incident
5. Date of incident.

Where HCPL are not in control of the incident ensure all personnel cooperate with the incident controller.

Ensure communications with third parties/ media are via senior management.

## Emergencies Actions to Protect Personnel in an Emergency

Site specific Emergency Plan(s) are provided for all projects for foreseeable emergency situations. These should be published and displayed on site, and briefed to visitors and workforce during the Site Induction.

The person in charge of works shall be responsible for summoning the emergency services to site unless discharged to another person. The site address and emergency contact details shall be displayed on the site HSQE notice board and where the post code isn't accurate then nearest landmarks should be included on this emergency contact document. In some locations it may be required to send someone to meet and escort the emergency services. Site access shall be sufficient for the size of emergency service vehicles.

## Examples of emergencies are listed below but not limited to:

- Fire or explosion.
- Confined spaces.
- Flooding.
- Heavy rainfall / snowfall.
- Electrical power supply failure/blackout.
- Discovery of unexploded ordinance (UXO).
- Asphyxiation.
- Terrorism attacks.
- Unplanned structural collapse.
- Utility emergencies.
- Evacuation.
- Security (to prevent unauthorised access in an Emergency).

### Health and Safety consequences may include:

- For-cause Alcohol and Drug testing.
- Stopping of work in all or part of the site.
- Prioritisation of resources.

The Project Manager shall take charge of any Emergency situation and inform the relevant HCPL and client personnel. Actions will be dependent on a review of the immediate situation, and a continuing reassessment of any developing situation.

## Incident Reporting Procedure

All accidents and incidents must be reported in line with the timescales stipulated in the Accident and Incident Reporting procedure. All accidents and incidents must be reported to the person in charge of works as soon as possible after the event. The person in charge of works will report the incident details within 2 hours.

Useful Contacts		
Role	Name	Contact
Emergency Services	Fire/ Police/ Ambulance.	999/112
HSE	Health & Safety Executive	0300 003 1747
HSQE Director	Luke Hands	07810822172
EA	Environmental Agency	0203 014 1818

Duties		
Role	Name	Duties
Project manager	TBC.	<p>Implementing emergency procedures.</p> <p>Liaison with the Safety Advisor &amp; Environmental Advisor</p> <p>Control of the site during emergencies.</p> <p>In the event of an incident or emergency, the Emergency the PM's primary responsibility is the safety of anyone on site at the time of the incident that may be present at any of the contract sites.</p> <p>To achieve this, the PM must make tactical decisions necessary to bring under control any incident or emergency that may have occurred.</p> <p>In this role supported by their senior staff, they will work in unison with senior officers from the Emergency Services.</p> <p>Working together, this group will exercise tactical control over all parties involved in the emergency or incident.</p>
Fire warden	TBC	<p>Evacuation of offices and sites during fire emergencies.</p> <p>Roll call after evacuation.</p> <p>Monitoring of firefighting equipment.</p>
HSQE Director	Luke Hands	<p>Liaison with Emergency Services.</p> <p>Liaison with Client.</p> <p>Liaison with Third Parties (incl. HSE).</p> <p>Ensuring that all relevant plans, notices and emergency telephone numbers are posted where required.</p> <p>Review of the Emergency Plan.</p> <p>Liaison with Borough Councils</p> <p>Co-ordinate any environment incidents</p>