

Appendix 3 Guidelines for an emergency response plan audit

What types of emergency have occurred?

Are all possible emergencies covered by the emergency plan?

Who is responsible for maintaining the written plan?

Who has authority to activate the plan?

When was the plan revised?

Does the plan show the organisation and define responsibilities?

Who has overall responsibility?

Who has responsibility for individual emergency teams (fire, rescue etc.)?

Who is responsible for directing emergency activities in practice?

Are these key responsibilities covered outside normal working hours?

Will emergency action contain an incident such as a spill?

Will emergency action harm the environment?

Is evacuation the only option?

Can the emergency action be improved?

How is an emergency alarm activated?

What provision is made for an alarm during a power failure?

Can all affected individuals hear the alarm or see indicators?

If the alarm is activated, what action follows?

How does the alarm differentiate between emergencies?

How are key personnel notified out of normal working hours or when off-site?

What maintenance and testing are done on the alarm system?

Who is responsible for communications with the media and public authorities?

Who arranges and maintains communication equipment?

Who has access to special telephone numbers?

What procedures exist for messengers?

Are radio communications available?

On evacuation, where do people go?

Are there alternative locations for evacuation?

Are evacuation signals and directions clearly marked and passable?

Who maintains personnel records?

Who ensures all personnel are accounted for?

Who records injuries and fatalities?

What arrangements are made for visitors?

Where are first aid stations?

Who is responsible for rescue?

Who is responsible for treating injured people?

What ambulance service is available?

How is the emergency co-ordinator advised about the status of injured people?

What arrangements are made for emergency and hazards training?

What arrangements have been made for transporting injured people?

What arrangements have been made for transporting emergency service personnel?

What arrangements have been made for transporting medical and other emergency supplies?

Who is responsible for co-ordinating transport?

Who is responsible for site security?

Are these people protected?

Who deals with their training?

Who maintains firefighting equipment?

Who trains fire service personnel?

How are fire service personnel notified of an emergency?

Who decides to alert public authorities and other outside agencies?

Who alerts them?

Who deals with training of emergency personnel?

Who deals with public awareness training?

Who briefs the media?

Are public authorities kept informed?

How is training evaluated?

How often is training done?