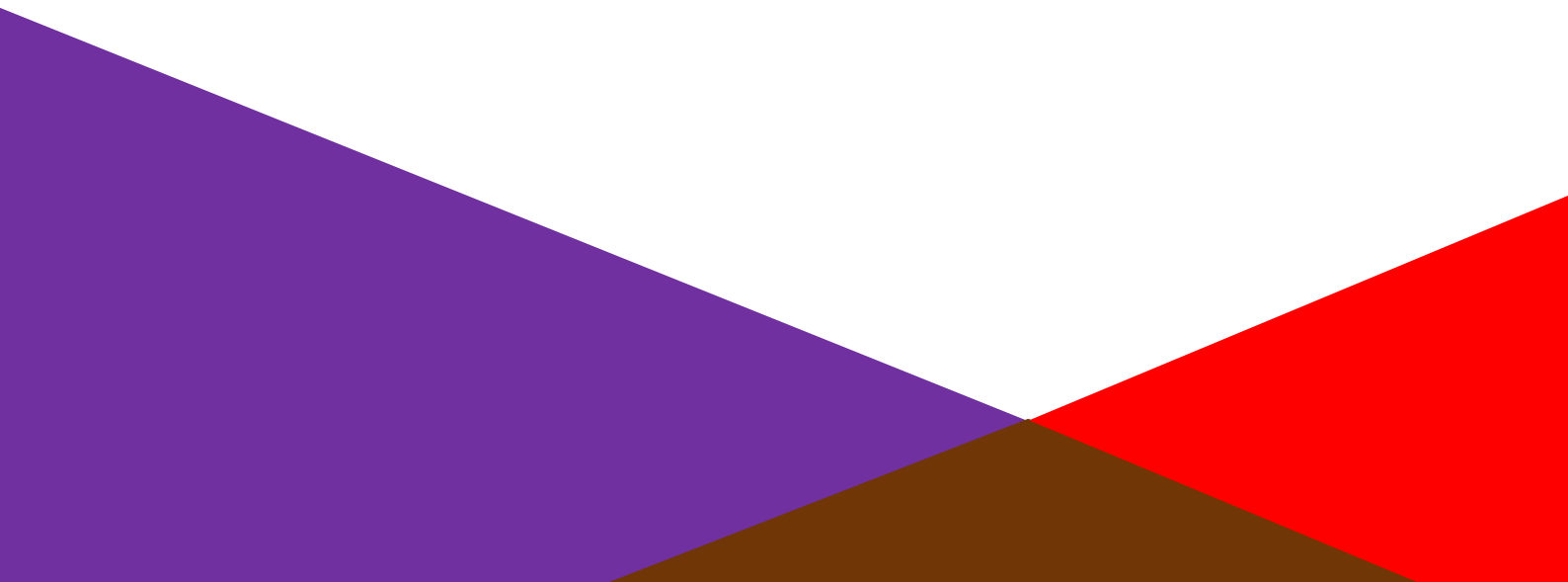


EMERGENCY ORGANISATION



Risk Control Guide

Introduction

An Emergency Organisation is one whose members carry out specific responsibilities before, during and after an emergency, and work as a team to minimize the potential loss to a business and site. Fire is the major concern at most locations. However, other emergencies such as Earthquake, Flood, Windstorm, and Explosion need to be considered.

A properly supported and well-maintained Emergency Organisation will promote a thorough understanding of the risks that expose a business and site. Responsibilities will be coordinated with the Fire Department and other external emergency service providers. The Emergency Organisation will be informed about all hazardous activities on site.

Developing an Emergency Organisation

A competent individual should be assigned overall responsibility for the organisation.

Initial thought is required to develop an effective Emergency Organisation. The following steps are recommended:

1. Brainstorm and prioritize the likely site hazards and exposures.
2. Determine the critical mitigating loss control features for each.
3. Develop initial response strategies that can help to reduce loss.
4. Assess the response/capabilities of the Fire Department or other emergency service providers.
5. List all hazardous on-site activities to coordinate.
6. Develop salvage & recovery strategies.

Examples of actions to include in the emergency planning

Fire: Initial response usually involves combating the fire with portable extinguishers or fire hose. Notify the fire brigade and initiate the evacuation, along with salvage plans and isolation of gas supplies as appropriate.

Earthquakes: Shut off gas supplies and water lines to reduce the potential for explosion and water damage respectively.

Floods: Identify key equipment exposed to flood, such as switch gears, pumps, computers located in basement levels. Assess the feasibility of raising key equipment. Secure equipment in the open. Implement a sandbagging operation, de-energize equipment, install flood gates etc.

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- Snow drift: Assess the roof design snow load, particularly for plastic tents that would not cope with roof loads and roof design that would favour snow drifts. Consider additional load bearings of snow on Photovoltaic Panels installed. Formalise a snow removal contract or remove snow manually, inspect roof drains, etc..
- Windstorm: Secure outdoor cranes and storage that cannot be relocated. Inspect and repair roof coverings, drains and gutters.

Disclaimer

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