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## Overview

This Standard is about implementing systems and mechanisms to respond to emergencies. Emergencies can be actual or potential and could relate to fire, accidents, spills, breaches of security, damage to property, suspicious incidents or power outages. It includes the developing, implementing and reviewing emergency plans and procedures, organising practices and drills, arranging training, implementing incident and emergency reporting, communicating with others about procedures and incidents.

This Standard is for anyone who is responsible for managing and maintaining systems for responding to emergencies.

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## Performance criteria

*You must be able to:*

1. identify potential emergency situations for all activities within your area of responsibility
2. review emergency systems and procedures so that they will provide effective responses to emergencies that may arise
3. devise and implement new emergency systems and procedures when there are none in existence
4. establish and maintain preventative inspection and maintenance programmes for emergency equipment so that it is available and serviceable at all times
5. introduce and establish mechanisms for communicating emergency plans and procedures to people concerned in ways that suit the types of information being given
6. arrange for practices and drills to be carried out within normal work operations
7. record practices and drills in accordance with legislative and organisational requirements
8. obtain feedback from all people participating in practices of emergency drills at appropriate times
9. use feedback to improve procedures and practices for emergency situations
10. carry out reviews of established emergency procedures, and the equipment and resources they require
11. arrange for any deficiencies identified through reviews, practices, and drills to be addressed in accordance with legislative and organisational requirements
12. carry out training programmes to meet reporting requirements for incidents and accidents
13. train staff at appropriate times on the organisational procedures for identifying and responding to incidents and emergencies
14. maintain a record of training in accident and emergency procedures for all staff employed
15. implement incident and accident reporting procedures for all activities in the work place
16. evaluate incident and accident reports at appropriate times
17. make improvements to emergency plans and procedures to reduce or eliminate risks from identified hazards
18. advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention

## Knowledge and understanding

*You need to know and understand:*

1. types of emergency that may arise on site
2. relevant health, safety and environmental legislation
3. organisational procedures for responding to emergencies
4. occupational health hazards occurring as a result of emergencies including exposure to hazardous substances, mental health and physical lifting
5. planning and resource requirements for responding to fire, accidents, spills, breaches of security, damage to property, suspicious incidents, power outages
6. types of recorded data used to review systems for responding to emergencies
7. deficiencies that may be identified during review and methods of resolving them
8. designated people for incidents and emergencies and how and when to contact them
9. why it is important for all personnel to receive training on how to respond to incidents and emergencies
10. how to arrange emergency training and check training provider competence
11. what training should cover including types of accident and emergency, legislation and procedures and possible effects on mental and physical health
12. record keeping requirements in relation to training undertaken
13. why it is important to have effective systems for responding to emergencies
14. record keeping requirements for incidents, accidents and other emergencies
15. organisational procedures and legal requirements relating to practices and drills
16. how to evaluate the effectiveness of plans and procedures
17. how to collect and analyse information from people and other relevant data
18. how to respond to physical and mental health changes to an individual as a result of emergency situations

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<b>Developed by</b>	Energy & Utility Skills
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<b>Validity</b>	Current
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<b>Originating Organisation</b>	Energy & Utility Skills
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<b>Original URN</b>	WM24
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<b>Relevant Occupations</b>	Public Service and Other Associate Professionals; Public Services; Waste Manager
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<b>Suite</b>	Waste Resource Operations Management
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<b>Keywords</b>	manage, transportation, waste, utility, utilities, environmental policy
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