



## Emergency Planning and Response Procedure

### Introduction

The laboratory recognises the importance of having an effective emergency planning and response procedure in place to ensure the safety of employees, contractors, and visitors in the event of an emergency. This Emergency Planning and Response Procedure outlines the laboratory's approach to emergency planning and response.

### Purpose

The purpose of this Emergency Planning and Response Procedure is to ensure that the laboratory is prepared to respond effectively to emergency situations, and to minimise the impact of emergencies on the safety and health of employees, contractors, and visitors.

### Scope

This Emergency Planning and Response Procedure applies to all operations and activities of the laboratory, including its facilities, equipment, and processes.

### Procedure

The laboratory will develop and implement an emergency plan that takes into account the specific risks and hazards associated with its operations. The emergency plan will include procedures for responding to different types of emergencies, such as fires, hazardous materials incidents, and severe weather events.

The laboratory will establish emergency response teams that are trained and equipped to respond to emergency situations. The emergency response teams will be responsible for implementing the laboratory's emergency plan, and for coordinating the response to emergencies.

The laboratory will have in place appropriate emergency communication procedures to ensure that all employees, contractors, and visitors are able to receive timely and accurate information in the event of an emergency. This may include the use of emergency alarms, email and text message alerts, and other communication systems.

The laboratory will regularly conduct emergency drills and exercises to test and evaluate its emergency plan, and to ensure that its emergency response teams are prepared and capable of responding to emergencies.

The laboratory will regularly review its emergency planning and response procedures and performance and will take appropriate steps to continuously improve its emergency management system. This may include monitoring key performance indicators and conducting internal audits of the system.

## **Conclusion**

The laboratory is committed to ensuring the safety and health of employees, contractors, and visitors, and to responding effectively to emergency situations. This Emergency Planning and Response Procedure provides a framework for the laboratory's approach to emergency planning and response and sets out the steps that it will take to minimise the impact of emergencies on the safety and health of employees, contractors, and visitors.