

Emergency Preparedness and Response

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1. Definition

- The planning and procedures an organization puts in place to respond effectively to emergencies such as fires, chemical spills, or medical incidents.

2. Key Components of an Emergency Plan

- Clear evacuation routes and assembly points, designated fire wardens/first-aiders, emergency contact procedures, and accessible fire-fighting/first-aid equipment.

3. Fire Safety

- Fire extinguishers appropriate to hazard type, smoke detectors, and clearly marked, unobstructed exits.

4. Drills and Training

- Regular emergency drills ensure workers know what to do without panicking, and reveal weaknesses in the plan before a real emergency occurs.

5. First Aid

- Every workplace should have trained first-aiders and adequately stocked first-aid kits appropriate to the size and risk level of the workplace.

6. Post-Emergency Review

- After any emergency (real or drill), organizations should review the response and update the plan accordingly.