



The GroFin Guide
for Entrepreneurs



Emergency Preparedness & Response Planning for SMEs



Finance Expertise Success

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Why prepare for emergencies?

GroFin invests in small and growing businesses (SGBs) that are legally compliant with relevant Occupational Health and Safety (OH&S) regulations and that offer workers a safe, healthy working environment.

GroFin requires clients to identify OH&S risks/hazard areas and take adequate measures to protect workers from being injured or harmed as a result of these risks/hazards. GroFin assists SGB clients with identifying and managing OH&S risks by supplying templates and basic guidance (e.g. GroFin Small Business Guide: Environmental Health & Safety Implementation and Monitoring Plan, GroFin Small Business Guide: Personal Protective Equipment and this document). In higher risk businesses, GroFin will require clients to consult, and be assisted by, OH&S experts.

Best practice methods to protect workers from harm/injury include:

1. Building in permanent physical preventative measures (e.g. barriers, cut-off/kill switches, filters, screens, non-slip flooring) to protect workers from these hazards;
2. Clear and well-positioned signage to alert workers to hazards;
3. Proper and ongoing training (awareness, emergency preparedness and response, first aid etc.), and;
4. Supplying and insisting on the use of Personal Protective Equipment (PPE)

Despite all these best practices, **EMERGENCIES DO HAPPEN.**

Human error, unforeseen events/occurrences, acts of sabotage, natural disasters, and events/occurrences in neighbouring buildings/communities can all result in the need for evacuation/rapid response to avoid injury or further injury to workers.

Example Emergencies Requiring Emergency Preparedness and Response Planning

- Fires, Explosions, Gas leaks;
- Major on-site accidents/incidents such as large equipment failure, vehicle accidents;
- Acts of sabotage, terrorism, hostage situations;
- Natural disasters (cyclones, major storms, flooding, dust storms in desert environments);
- Rioting, civil unrest, aggressive strikes, employee intimidation, tribal or community conflict;
- Any of these occurring in nearby/adjoining buildings or neighbourhoods.

This document provides a template *Emergency Preparedness and Response Plan*, and a template *Emergency Test and Incident Review Form*.



Company Name

Emergency Preparedness and Response Plan

Location:

Date completed:

Approved/Signed:

Potential Emergencies

The following potential emergencies have been identified:

Examples:

What - Explosion of petrol fuel tank

Where - Located at rear of property

How - Filling operator smoking / fire in rest of building / sabotage

What?	Where?	How?



Emergency Coordinator

The Emergency Coordinator (EC) is the person who serves as the main contact person for the company in an emergency. The EC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the EC. If the primary contact is unable to fulfil the EOC duties, the secondary contact will take on this role.

Primary Contact

Name:

Telephone number:

Other phone number:

Secondary Contact

Name:

Telephone number:

Other phone number:

Emergency Contact Numbers

Fire Station:

Ambulance:

Police:

Hospital:

Other:

Location of Emergency Equipment

Fire alarm:

Fire extinguishers:

Fire hose:

Panic/emergency alarm button:

Personal protective equipment (PPE):



Emergency communication equipment:

Other:

Training requirements for emergency response

Type of training:

How often:

Employees trained in the use of emergency equipment

The following employees have received emergency equipment training:

- 1.
- 2.
- 3.
- 4.



First aid

Type of first aid kit:

Location of first aid kit:

Other supplies:

Transportation for ill or injured employees:

First aid attendants (employees trained in first aid)

1. Name:

Location:

Shift or hours of work:

2. Name:

Location:

Shift or hours of work:

3. Name:

Location:

Shift or hours of work:

Communications

We will communicate our emergency plans to employees in the following way:

- 1.
- 2.
- 3.
- 4.
- 5.

In the event of a disaster, we will communicate with employees in the following way:

- 1.
- 2.



- 3.
- 4.
- 5.

Procedure for rescue and evacuation

Evacuation plan for (company's address)

- We have developed these plans in collaboration with local community, neighbours, and neighbouring businesses/building owners.
- We have communicated plans to all staff, including new staff when they start.
- We have ensured that exits are clearly marked, and can be used quickly and easily (i.e. can be quickly unlocked/opened) in an emergency.
- We will practice evacuation procedures times a year.

If we must leave the workplace quickly, we will follow this evacuation procedure:

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

Warning system

The warning system will be tested times a year.

Assembly site

Name of the person responsible for issuing all clear:

Annual review

We will review and update this emergency response plan in (month)



Employee emergency contact information

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