



Emergency & Incident Response Procedure

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EMERGENCY & INCIDENT RESPONSE PROCEDURE

Purpose

To ensure that the site responds to emergencies and incidents in a consistent manner and that in its response the company gives the highest possible regard to the protection of human health and the environment.

Scope

This procedure applies to all aspects of the operations of the company.

Responsibilities

Local Incident Controller (LIC)

The LIC will be the senior person on site at the time of the emergency.

Responsibilities are:

Local Incident Controller	General Manager
Assess the situation	Contact & co-ordinate actions/information of relevant off-site personnel.
Contact relevant emergency services (999) if not already done	Responsible for all communication external to site
Organise first aid / emergency response action	Remain in contact with Local Incident Controller throughout the emergency
Contact Operations Director	
Collect visitor's book	
Go to assembly point and establish whereabouts of personnel	
Conduct head count to establish if anyone is missing	
Meet emergency services and provide situation report to include:	
Details of emergency	
If personnel are missing / unaccounted	
Potential site hazards	
Record details of events and actions taken	

Documentation

The following forms arise from this procedure

Records	Responsibility	Location	Duration	Disposal
Emergency & Incident Response Plan	Operations Director	Office	Archive	-

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