

Emergency Plan

Introduction

Companies must ensure that an emergency plan is prepared for the workplace, including for workers who may work at multiple workplaces with a set of written instructions that outlines what workers and others at the workplace should do in an emergency.

In the case of ProTerra, an emergency plan must provide clear instructions about:

- emergency procedures, including an effective response to an emergency, as defined below;
- effective communication between the person authorised to coordinate the emergency response and all people at the workplace; and
- notifying emergency service organisations at the earliest opportunity if necessary.

What types of emergencies should be covered?

The types of emergencies to plan for mainly include news and errors that may cause reputational damage, such as communication pieces on social media, fake news, operational errors that affect certification, or incorrect certification procedures or claims.

In terms of image and reputation all relevant laws apply, including public health laws.

Special consideration may need to be provided for workers who travel for work, work alone or in remote locations as they may work in different time zones.

Access to the emergency plan

Emergency plans, or a summary of key elements of emergency plans, should be always accessible to workers.

Training in emergency procedures

Workers must be adequately trained in emergency procedures. Arrangements for information, training and instruction of workers should be on a regular basis or in the case of changes.

The ProTerra Foundation should provide information, training and instruction to relevant workers in relation to implementing the emergency procedures.

Implementing emergency plans

Emergency plans must be implemented immediately upon an emergency.

Reviewing emergency plans

For emergency plans to remain current and effective, they must be reviewed and revised (if necessary) on a regular basis, in the following situations:



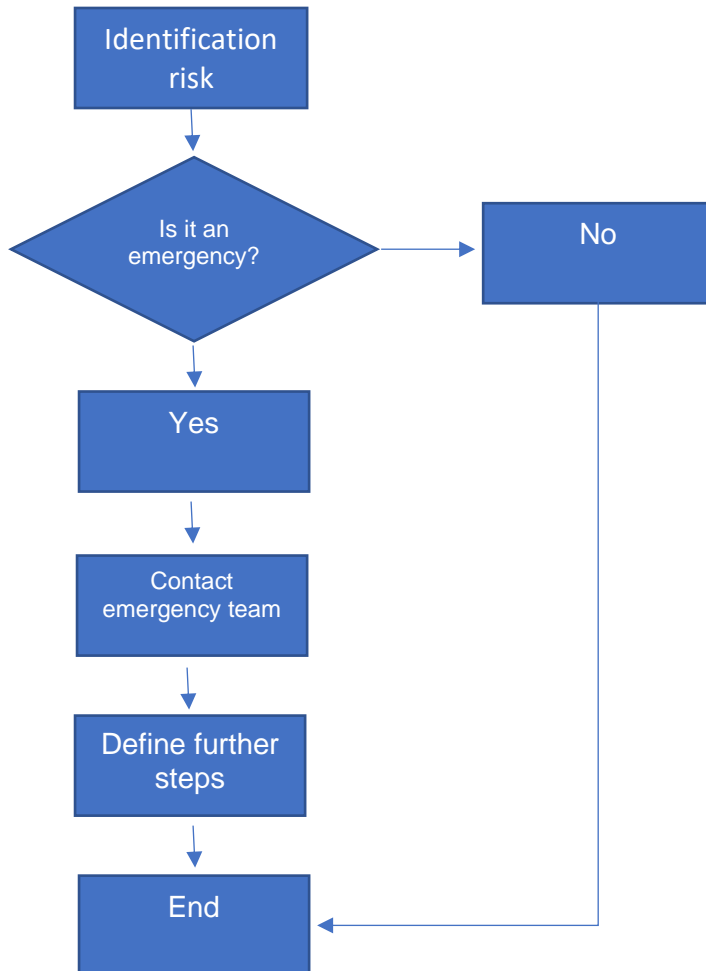
- When there are changes to the workplace such as re-location of workers or sites, or refurbishments;
- When there are changes in the number or composition of staff;
- When new activities have been introduced; and
- After the plan has been tested and improvements should be made.

Additional requirements for higher-risk workplaces

No requirements needed

Further information

Please contact the ProTerra management for further information at info@proterrafoundation.org.



Emergency Team contact details

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Local emergency services: depends on the country, please inform.