

EMERGENCY PREPAREDNESS

AUDIT MEASUREMENT

18.2	LEADERSHIP AND ADMINISTRATION (70 Points)	Yes/No	Score
*	18.1.1. Has a coordinator to administer the overall emergency plan been appointed in writing? (XO - 35)		
****	18.1.2. Are department or sectional coordinators appointed* to administer the program within their areas of the organization? (XO - 35)		
18.2	EMERGENCY PLAN (125 Points)	Yes/No	Score
*	18.2.1. Is there a comprehensive emergency plan* in writing? (XO - 40)		
**	18.2.2. Does the emergency plan include, at least, the following: (5/35 maximum) <ul style="list-style-type: none"> 18.2.2.1. Evacuation of people to predetermined point/s of safety? 18.2.2.2. The systematic shutdown of operations? 18.2.2.3. The control of hazardous materials? 18.2.2.4. Removal or protection of vital equipment and materials? 18.2.2.5. The designation of the central control area? 18.2.2.6. A search and rescue plan? 18.2.2.7. All clear and re-entry procedure? 		

*	18.2.3. Are there well-documented, detailed instructions* for each department, building, or area that include fire, work shutdown & other emergency procedures? (XO - 25)		
*	18.2.4. Do the records* indicate an adequate number of training drills, such as, work shut downs, fire drills, & emergency tests being conducted are in accordance with good emergency preparedness? (P)-25)		

18.3	EMERGENCY LIGHTING AND POWER (40 Points)	Yes/No	Score
*	18.3.1. Is emergency lighting and power adequate & does it meet legislated requirements where applicable? (XO - 10)		
*	18.3.2. Is emergency lighting and power provided for all areas where continuous operations are required for life safety or conservation of vital materials and property? (XO-20)		
*	18.3.3. Is emergency lighting & power tested in accordance with recommended practices & legislated requirements, with results* recorded & defects immediately repaired? (XO-10)		
18.4	SOURCES OF ENERGY CONTROLS (30 Points)	Yes/No	Score
****	18.4.1. Is there a program* for proper color coding & labeling of piping, master control valves, switches & other shut-off controls for buildings & other areas of activity? (XO - 5)		
**	18.4.2. Are appropriate personnel familiar with the location and shut-off procedures of all master controls? (PJ - 10)		
***	18.4.3. Is there a documentation* that all master control valves are in working condition? (XO - 5)		
***	18.4.4. Is there a machinery and equipment lock-out policy* and procedure* (and zero energy state if applicable to the situation) in writing and included in emergency procedures? (XO - 5)		
**	18.4.5. What percentage of appropriate supervisory and maintenance personnel are trained in lock-out and tag-out procedure (if applicable)? (% -5)		

18.5	PROTECTIVE AND RESCUE EQUIPMENT (40 Points)	Yes/No	Score
**	18.5.1. Is there a check-off list* or report that indicates that adequate provisions have been made for extinguishers, extinguishing systems, and other firefighting equipment as required by exposures and applicable standards? (XO - 20)		
*****	18.5.2. Has a survey been made to determine the need for detection systems to properly report emergency situations as indicated by specific exposures or applicable standards? (XO - 5)		
***	18.5.3. Has special firefighting procedures* been developed to control fires where hazardous materials exist? (XO-5)		
***	18.5.4. Has the presence of all hazardous materials been made known* to emergency response team who would response in event of an emergency? (XO - 5)		
**	18.5.1. Is there a check-off list * or report which indicated that adequate provisions have been made for extinguishers, extinguishing system and other firefighting equipment as required by exposures and applicable standards? (XO-20)		
***	18.5.5. Has a survey* been made to determine the presence of spill control procedures and absorbent materials to control spills? (XO - 5)		
18.6	EMERGENCY TEAM (40 Points)	Yes/No	Score
**	18.6.1. Is there an emergency team to deal with emergency situations? (XO - 25)		
**	18.6.2. Are scheduled emergency drills conducted? (XO-15)		
18.7	EMERGENCY COMMUNICATION (45 Points)	Yes/No	Score
*****	18.7.1. Are alternate communication services available in case of interruption of normal system in emergencies? (XO -45)		
<p style="text-align: center;">TOTAL POINTS SCORED for EMERGENCY PREPAREDNESS TOTAL POSSIBLE POINTS = 390</p> <p style="text-align: center;">Percentage Score for EMERGENCY PREPAREDNESS = Total points scored divided by total possible points multiplied by 100. Figure nearest 1/10 of 1%.</p>			