

Emergency Response

Aim

The aim of this procedure is to identify Capital E-Waste Recycling's potential emergency situations and potential incidents, involving work health & safety requirements and significant environmental aspects, and how to respond to them.

Scope

This procedure applies to emergency prevention, preparedness, response and post-emergency evaluation to establish and implement corrective and preventative actions for situations where Capital E-Waste Recycling is responsible for emergency response.

Responsibility

All Staff	Detecting and reporting dangerous situations that may lead to emergencies
MD	Investigating and assessing situations that may lead to emergencies and recommending preventative measures to mitigate emergencies
MD	Implementing procedures for emergency prevention, preparedness, response and post-emergency evaluation

Emergency Response Arrangements

The current emergency response plans for Capital E-Waste Recycling's activities are as follows:

1. Office Evacuation Plan

In the event that Capital E-Waste Recycling's personnel are required to work at a customer's premises, all site-specific emergency procedures apply.

Preparation of Emergency Response Plans

When required, the following information is considered:

Potential emergencies

Identify potential emergencies situations and accidents likely to occur at external facilities such as:

- Fire
- Explosion
- Toxic Gas leak
- Toxic chemical spill
- Natural disasters - lightning, earthquake, flood, extreme weather
- Structural failure
- Electrical power short-circuits
- Crash and collision
- Threats of harm or violence
- Sabotage, vandalism, terrorist attack, etc
- Others (please specify)

Identifying and mapping Significant Aspects

All significant environmental aspects or "hot spots" must be clearly identified, indelibly marked and their locations mapped to facilitate fast response in an emergency situation. These include:

- Location, type and capacity of waste treatment facilities
- Location, type, amount of hazardous materials storage on-site
- Location, volume, age, secondary containment, inspection history of storage tanks
- Location, type and capacity of high-pressure boilers
- Unloading, loading, transfer points for chemicals, fuel, oil
- Location, types and magnitude of neighbourhood hazards

Emergency Preparedness

The state of emergency preparedness depends very much on having the right emergency equipment and supplies available and easily accessible. These include:

- Alarms and lighted emergency signs
- Portable emergency equipment
- Firefighting equipment - hoses, extinguishers, blankets, foam
- Protective gloves, goggles, suits
- Escape respirators, gas masks, self contained breathing apparatus
- Spill absorbents, containment booms, neutralising chemicals
- Evacuation routes and assembly points
- Training of emergency personnel
- Others (please specify)

Emergency Response Plan

One of the most important key sections of an Emergency Response Plan is that the chain of command in an emergency situation must be made known to all staff.

The company's emergency command structure, including specific personal responsibilities, reporting relationships, phone numbers for Emergency Response Team members, facility managers and supervisors are posted in strategic locations.

Post Emergency

Following an emergency response, the cause of the emergency and corresponding emergency procedures shall be reviewed. Corrective and preventative actions will be identified and implemented. These are recorded as Corrective Actions