

# NMT Crane Hire Limited Emergency Action Plan (EAP) Policy

## 1. Purpose

The purpose of this Emergency Action Plan (EAP) is to ensure that all employees, contractors, visitors, and other relevant stakeholders are informed of the emergency procedures at NMT Cranes. This plan outlines the steps to take during an emergency to safeguard human life, minimize damage to property, and ensure a swift and coordinated response.

## 2. Scope

This policy applies to all employees and operations at NMT Crane Hire Limited in the event of an emergency, including but not limited to:

- Fire
- Medical emergency
- Natural disasters (e.g., floods, earthquakes)
- Chemical spill or hazardous material release
- Security threats (e.g., active shooter)
- Workplace violence
- Bomb threats

## 3. Emergency Response Procedures

### 3.1 General Emergency Procedures

- Alerting Authorities: In case of an emergency, the first response should be to call emergency services (e.g., 999 for Fire, Police, or Ambulance) and inform them of the situation.
- Evacuation Plan: All employees should know the designated evacuation routes and assembly points. Regular evacuation drills will be conducted to ensure preparedness.
- Assembly Points: Employees must evacuate the building and gather at the designated assembly points, away from the hazard area.
- Fire Safety: In case of a fire, employees should activate the nearest fire alarm, evacuate immediately, and report to the assembly point. Do not use lifts.

### 3.2 Specific Emergency Scenarios

#### – Fire Emergency:

- Activate the nearest fire alarm.
- Evacuate using the nearest safe exit.
- Do not use elevators.
- Meet at the designated assembly point and report to the emergency coordinator.

#### – Medical Emergency:

- Call for medical assistance immediately (999 or on-site first aider).
- Provide first aid if trained and ensure the individual is moved safely.
- Notify the health and safety officer or emergency coordinator.

#### – Bomb Threat:

- Do not touch or investigate suspicious packages.
- Evacuate calmly, ensuring everyone follows the procedures.
- Call the police and report any suspicious objects or behavior.

#### – Chemical Spill:

- Evacuate the affected area.
- Follow Material Safety Data Sheets (MSDS) instructions for hazardous chemicals.
- Notify the safety officer or emergency coordinator.

#### – Security Threat (e.g., Active Shooter or Violent Incident):

- Follow the “Run, Hide, Tell” approach:
  - Run: Evacuate immediately if possible.
  - Hide: Lock and barricade doors if evacuation is not possible.
  - Tell: Call the police (999) and provide details.

## 4. Roles and Responsibilities

### 4.1 Emergency Coordinator

The Emergency Coordinator is responsible for overseeing the execution of the Emergency Action Plan during a crisis. Responsibilities include:

- Ensuring the communication of emergency procedures.
- Coordinating the evacuation of employees.
- Liaising with emergency services.
- Maintaining a list of emergency contacts

## 4.2 Health and Safety Officer

The Health and Safety Officer is responsible for:

- Ensuring that employees are trained in emergency procedures.
- Conducting regular safety drills and exercises.
- Maintaining emergency supplies and first aid kits.
- Providing first aid assistance during medical emergencies.

## 4.3 Managers and Supervisors

Managers and supervisors must:

- Ensure their team members are familiar with emergency procedures.
- Take responsibility for conducting headcounts at assembly points.
- Ensure the orderly evacuation of their department.
- Report any injuries or missing individuals.

## 4.4 Employees

All employees must:

- Be familiar with the emergency procedures and evacuation routes.
- Follow the instructions of managers, supervisors, and emergency coordinators.
- Report any hazards or potential emergencies immediately.

## 5. Training and Drills

- Induction: All new employees will receive training on the emergency procedures as part of their induction.
- Regular Drills: Fire drills and emergency evacuation drills will be held at least twice a year to ensure readiness.
- Refresher Training: Employees will receive annual refresher training on the company's emergency procedures.

## 6. Emergency Equipment

- Fire extinguishers, first aid kits, and emergency signage are located throughout the building and will be regularly checked to ensure they are in working order.
- Emergency exits will be clearly marked and kept unobstructed.

## 7. Communication

- In the event of an emergency, the emergency coordinator will communicate with employees via the building's PA system or an alternative communication method.
- Employees must ensure they know how to receive emergency alerts (e.g., via email, text message, or in person).

## 8. Post-Emergency Evaluation

After an emergency, an evaluation will take place to:

- Assess the effectiveness of the emergency response.
- Identify areas for improvement.
- Update the Emergency Action Plan as necessary based on the findings.

## 9. Review and Updates

This Emergency Action Plan will be reviewed annually or after any major emergency incident. It will be updated as needed to reflect any changes in company operations, legal requirements, or lessons learned.

## Conclusion

This policy is essential to ensuring that everyone at **NMT Crane Hire** is prepared in case of an emergency. By following the outlined procedures, we aim to protect the health and safety of our employees and minimize any potential disruptions to business operations.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:  
**09.12.2024**

Next Review Date:  
**09.12.2025**