

Your incident response plans should include:

- Provision of life
- Provision of your assets
- Protection of your organisation's brand

Key considerations

- ❖ Do you review or test your incident response plans
- ❖ When did you last review your plans
- ❖ How often do you review your incident response plans
- ❖ During the last review, did you test your plans to ensure they were still fit for purpose
- ❖ During the last review - did you test your incident response and were any gaps identified and recommendations put forward



If your organisation has already implemented operational incident response plans, your standard company operating procedures should allow for regular testing, to ensure your current plans are workable and deliver the resilience and performance required to meet both current and future organisation requirements.

Making Your Organisation Safer – Perceived Level of Risk & Next Actions



Fully tested and workable incident response plans can help to identify the level of risk your organisation is susceptible too and what actions would need to be taken to mitigate these perceived risks. Your incident response plans need to account for various considerations such as;

- ❖ Lines of responsibility and communication,
- ❖ Perceived levels of risk
- ❖ Current response levels
- ❖ Implementation of workable incident plans

As part of your health and safety audit, it may be worth reviewing some of the key points below;

Responsibilities

- ❖ In the event of an incident or incident, are responsibilities clearly defined
- ❖ In the event of an incident or incident, what are the expectations of your incident response team
- ❖ Is one single person or are several people responsible for implementing your incident response in the event of an incident
- ❖ Are certain members of your on-site incident response team responsible been allocated certain responsibilities, such as for de-railments etc.

Fact Sheet - A guide to incident response planning

Key Elements of your Incident Response Plans

- ◆ Are your Health and Safety Team fully briefed on the details of your incident response plans and its key contents
- ◆ Are your senior management familiar with how your plans will be implemented in the event of an incident or incident

Communication & Briefing Key Personnel

- ◆ In the event of an incident, who should be contacted
- ◆ Are all relevant contact numbers easily accessible



Key Stakeholders (Internal and External)

- ◆ Who are your local key stakeholders (local businesses and partners) your incident response plans need to make allowances for
- ◆ How would any incident or incident impact the environment and local community
- ◆ How would any incident impact on the perception of your brand

Perceived Risk & Levels of Response

- ◆ Are your current plans fit for purpose and provide the level of response required, to the perceived level and type of risks your organisation could be exposed too?
- ◆ Is the type of response relevant to the type of emergencies or incidents which could occur

Incident Management – Your Priorities Should Be

The main priority should always be the safety of personal and life, followed by stabilisation of the emergency or incident which has occurred. Depending on the nature of your business, incident response plans, daily operations, organisational structure and your location, there are numerous actions which can be taken to control the incident, preserve your assets and minimise any potential damage or effect on operational output.

Health and safety processes must be prioritised and reliance on local authority emergency services isn't sufficient.

