



<b>Subject:</b> Emergency Preparedness & Response		<b>Page 1 of 3</b>
<b>Effective:</b> 12/15/2016 Review: 6/16/2019	<b>Owner:</b> Safety Manager	<b>Approved By:</b> Safety Manager

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## Emergency Preparedness & Response

### I. Purpose

This procedure shall define emergency response systems for notification, initiating response, identifying potential accidents and emergency situations, and preventing or mitigating impacts.

### II. Definitions

Emergency – An unforeseen combination of circumstances that call for immediate action.

Preparedness – To work out the details/plan of action in advance

Response – Action taken to control a specific occurrence

### III. Responsibility

The Environmental Manager shall be responsible for:

- Reviewing and updating of the environmental spill reporting and response plans
- Coordinating and documenting environmental spill reporting and response plan testing.

The Safety Manager shall be responsible for:

- Reviewing and updating of the safety emergency preparedness and response plans
- Coordinating and documenting safety emergency preparedness and response plan testing, and amending the procedures based on the test results.
- Coordinating resources, training and response actions to mitigate and prevent emergencies
- Coordinating and obtaining outside support services as part of the facility Emergency Response Plan.
- Reviewing and updating the response plan after an actual emergency, corrective actions will be documented in the Corrective/ Preventive action system.

### IV. Procedure

#### EMERGENCY PREPAREDNESS AND RESPONSE PLANS

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The mill has emergency preparedness and response plans which include identification of and response to accidents and emergency situations. The plans establish:

- Roles and responsibilities for employees potentially affected by an on-site incident or emergency situation
- Internal and external communication responsibilities
- Procedures for returning the mill to normal operations

**Summary Table of Emergency Response Systems**

<b>Item</b>	<b>Paper Mill</b>	<b>Pulp Mill</b>	<b>Owner</b>	<b>Media</b>
Mill Emergency Number Procedure	Shared	Shared	Safety	Paper copies
Critical Procedures Manual	Shared	Shared	Safety	Electronic, Paper copies
Emergency Evacuation Plan	Mill specific	Mill specific	Safety	Paper copies
Emergency Response Brigades (Fire)	N/A	Mill specific	Safety	
WR Mill Emergency Response/HAZ-MAT Plan (PPR)	Mill specific	Mill specific	Safety	Electronic
Verso Spill Reporting Procedures	Shared	Shared	Environmental	Electronic

- Critical Procedures Manual contains procedures for the following situations:
  - Fire
  - Flood
  - Bomb Threat
  - Chemical/ Environmental Spill
  - Severe Weather alert
  - Unauthorized Persons/ Persons Under the Influence
  - Employee Violence
  - Confined Space Rescue
  - Emergency Evacuations
  - Emergency Contact Information

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- Serious Injuries/ Fatality
- OSHA Notification

**TRAINING**

The mill trains appropriate personnel in the provisions of the emergency preparedness and response plans.

**MAINTENANCE**

The emergency preparedness and response plans are periodically reviewed and updated by the owner. In addition, the plans will be reviewed after the occurrence of accidents or emergency situations.

**TESTING**

The mill tests certain emergency preparedness and response plans, where practical, a minimum of every 3 years. Such tests shall be documented.

**V. References**

Emergency Preparedness and Response Plans Testing Program (Form WR-ERP2).

Emergency Preparedness Flow Charts

Critical Procedures Manual

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