# Emergency Preparedness & Response Policy

## DISTRIBUTION

This emergency preparedness & response policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

## REVISION HISTORY

| Issue Number | Review Date | Changes | Signed |
|---|---|---|---|
| 01 | 22/09/2023 | Original version (draft) |  |
| 01 | 22/09/2023 | Signed off |  |
| 01 | 20/09/2024 | Review |  |
| 01 | 19/09/2025 | Review |  |
| 02 | 20/05/2026 | Address Updated |  |
| 02 | 18/09/2026 | Review |  |

## Policy Statement:

ZAM FM LTD is committed to ensuring the safety and well-being of its employees, visitors, and the community in the event of an emergency. We recognize the importance of being prepared for emergencies and responding effectively to minimize risks and ensure business continuity. This policy outlines our commitment to emergency preparedness and response.

## Objectives:

- To establish a comprehensive emergency preparedness and response plan to address potential risks and emergencies.
- To ensure all employees are trained and aware of their roles and responsibilities during an emergency.
- To communicate effectively with employees, stakeholders, and emergency responders during an emergency situation.
- To continuously review and improve our emergency preparedness and response procedures based on lessons learned from drills and actual emergencies.

## Scope:

## Emergency Preparedness & Response Policy

This policy applies to all employees, contractors, visitors, and stakeholders of ZAM FM LTD and covers all locations and operations of the organization.

**Policy Elements:**

**Risk Assessment**: We will conduct regular risk assessments to identify potential emergencies and evaluate their likelihood and potential impact.

**Emergency Preparedness Plan:** We will develop and maintain an emergency preparedness and response plan that outlines procedures for preventing, preparing for, responding to, and recovering from emergencies.

**Training and Awareness:** We will provide training to all employees to ensure they are aware of emergency procedures and their roles and responsibilities during an emergency.

**Communication:** We will establish effective communication channels to ensure timely and accurate communication with employees, stakeholders, and emergency responders during an emergency.

**Drills and Exercises:** We will conduct regular drills and exercises to test the effectiveness of our emergency preparedness and response plan and identify areas for improvement.

**Review and Improvement:** We will regularly review and update our emergency preparedness and response plan based on lessons learned from drills and actual emergencies to ensure its effectiveness.

**Responsibilities:**

- Top management is responsible for providing leadership and support for emergency preparedness and response efforts.
- Managers and supervisors are responsible for ensuring employees are trained and aware of emergency procedures.
- Employees are responsible for following emergency procedures and reporting any potential hazards or risks.

**Compliance:**

All employees are required to comply with this policy and any related procedures and guidelines.

**Review and Revision:**

This policy will be reviewed annually and revised as necessary to ensure its continued effectiveness and compliance with applicable laws and regulations.

**Approval:**

## Emergency Preparedness & Response Policy

This Emergency Preparedness & Response Policy has been approved by ZAM FM LTD management.

**Managing Director**

**Name: Danish Iftikhar**

**Sign:** 

**Dated: 22/09/2023**