



# Emergency Response Policy



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## Introduction

A major emergency is any occurrence, potential or actual, that seriously disrupts the overall operation of **sportscotland** activities, and which, because of its scale and impact, is beyond the scope of resolution by the normal processes.

The list below illustrates possible incidents which would be applicable to this Emergency Response Policy (although this list is not exhaustive):

- Major fire, explosion and/or gas leak;
- Biological incident or radiation leak;
- Sabotage, arson or act of extreme violence;
- Riot or terrorist activity;
- An incident involving toxic or hazardous substances;
- Transportation accidents;
- Floods, gale force winds;
- An outbreak of a contagious disease; or
- External hazards such as a chemical spillage or explosion not on **sportscotland** premises but in the surrounding area.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

## Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

## Policy statement

**sportscotland** recognises the risks presented to employees, contractors and visitors by fire or other major incidents such as gas explosions or terrorist threats or attacks. We take seriously our responsibility to reduce to a minimum any danger to those on site, and have effective procedures in place to respond if necessary. We are of the view that the safest response is to clear the building in the event of any major incident.

To protect anyone on site, **sportscotland** ensures that:

- All fire equipment is serviced regularly;
- All escape routes are kept clear and accessible at all times;
- Our emergency evacuation procedures are reviewed annually;
- Employees are trained appropriately;
- Contractors and visitors to any **sportscotland** premises receive instruction on emergency evacuation procedures; and
- Regular evacuation drills are carried out and recorded.

Quick and effective action may help to ease the situation and reduce the consequences. However, in emergencies people are more likely to respond reliably if they:

- Are well trained and competent;
- Take part in regular and realistic practice; and
- Have clearly agreed, recorded and rehearsed plans, actions and responsibilities.

## Emergency arrangements for controlling an incident

In order to be prepared for any emergency event, the organisation will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event.

When there is a hazard within a building such as a fire or chemical spill, occupants within the building should be evacuated or relocated to safety. Other incidents such as a bomb threat or receipt of a suspicious package may also require evacuation, but this could depend where the threat is located. If severe weather is broadcast, everyone should be moved to the strongest part of the building and away from exterior glass. In some incidents, the fire department may warn to “shelter-in-place.” To protect employees from an act of violence or terrorism, a “lockdown” should be broadcast and everyone should hide or barricade themselves from the perpetrator.

Protective actions for life safety include:

- Evacuation;

- Sheltering;
- Shelter-in-place; or
- Lockdown.

If **sportscotland**'s employees are tenants in multi-tenanted building, we will coordinate planning with the building manager.

In addition, we will:

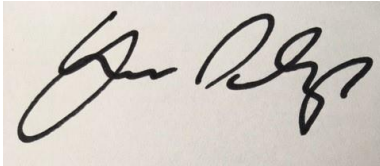
- Appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies to cover annual or sick leave);
- Provide a written version of the procedures to all personnel;
- Ensure there is an up-to-date call-out list for key personnel;
- Clearly label all important items such as shut-off valves, electrical isolators and fire points or equipment;
- At regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape;
- Keep emergency exit routes and assembly points clear at all time;
- Keep all access routes for emergency services clear at all times;
- Assist the emergency services by clearly drawing up a simple plan of the premises identifying key features; and
- Provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities e.g., first aiders and fire wardens.

**sportscotland**'s policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999 and all subsequent regulations.

## Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 26 September 2023



## **Roles and responsibilities**

### **Chief Executive Officer**

**sportscotland**'s Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

### **Director of Operations and the Head of Human Resources**

Together, they will:

- Be responsible for implementing the Emergency Response Policy;
- Ensure that arrangements are clearly communicated to all employees through appropriate training;
- Ensure that each premises has an emergency evacuation plan in place for emergency situations;
- Ensure a robust, efficient and effective reporting system is in place to record major incidents; and
- Regularly review of the Emergency Response Policy and arrangements.

### **Health and Safety Operational Group**

They will:

- Ensure the Emergency Action Procedures (EAP) for each **sportscotland** premises are kept up to date and relevant to the site being managed;
- Update senior management names and contact details inside the EAP if they change, including who makes up part of the emergency response team;
- Ensure it is documented who will take charge of a premises in an emergency and who will contact the emergency services;
- Provide training and instruction to all employees of the site, including realistic drills (not all drills must evacuate outside e.g., terror attack action is to lockdown or extreme weather action is to find shelter indoors. See EAP for more details); and
- Ensure there is provision to instruct contractors and visitors who are on the premises (if applicable to the premises).

## **All employees**

They will:

- Familiarise themselves with this policy and the procedures contained in the site Emergency Action Procedures (EAP), and co-operate in implementing its contents;
- Some emergency situations do not follow standard evacuation procedures, so ensure you know what to do in various scenarios outlined in the EAP;
- If working in a building where building owners have control over the premises, ensure you have read and understand their procedures;
- Cooperate with training and drills set out by **sportscotland**; and
- Consider volunteering for a specialised role such as a fire warden; and
- If you would need assistance in evacuating a premises, ensure this has been planned in advance, and recorded in a Personal Emergency Evacuation Plan (PEEP).