

Annex 16**Emergency plan for occupational and environmental accident accidents and fire**

Event	What do you do?	Information
Accident At Work	Stop the accident and do not expose yourself to danger. Give lifesaving first aid. Call 112 if necessary. Contact the site safety and health coordinator. Wait for help.	State the exact address and location of the accident. Inform about the condition of the injured person. First-aid equipment is available Stretcher is available
	Description of PSS on workplace precautions for accidents at work – who does what? Where to find necessary equipment?	
Fire	Attempt to extinguish the fire without imposing danger to yourself or others. Help any injured person. Dial 112 Contact the site safety and health coordinator. Wait for help.	State the exact location of the fire. Inform precisely about the extent of the fire and any injured person. Fire-fighting equipment is available
	Information of PSS on the workplace fire precautions – who does what? Where to find necessary equipment?	
Environmental Accident	Stop if possible the environmental disaster without imposing risk to yourself or others. Help any injured person. Call 112 if necessary. Contact the site safety and health coordinator Wait for help	State the exact address and location of the accident. Please inform as precisely as possible about the extent of the accident and any injured person. Environmental emergency equipment is available.
	Information of PSS on workplace precautions for spills and environmental accidents – who does what? Where to find necessary equipment?	

Annex 16

Contingency plan for traumatic events and serious accidents

	When	What	Whom
1	Immediately	<ul style="list-style-type: none"> • Stop the accident • Help the injured • Dial 112 • Inform the nearest manager or employer • Call for required help, e.g. call the colleague you want help you in a crisis situation 	all
2	Immediately after the the accident and during of the day	<ul style="list-style-type: none"> • Give psychological first aid to persons involved (being injured, witnesses or others involved) 	All
		<ul style="list-style-type: none"> • Evaluate need for crisis aid to the crisis-stricken (within 72 hours) 	Manager or employer
		<ul style="list-style-type: none"> • Make sure that the crisis-stricken- <ul style="list-style-type: none"> - comes home safely - does not transport himself - is not left alone during the first 24-hours and - gets the necessary help 	Colleagues
		<ul style="list-style-type: none"> • If necessary, contact the psychologist you have an agreement with • Inform colleagues in the company and other involved about: <ul style="list-style-type: none"> - The victim's condition - Plan for possible information meeting • If the victim is brought to the hospital, and relatives are not informed by police or hospital-then <ul style="list-style-type: none"> - Also inform the relatives 	Manager or employer
3	Follow-up Day 1-5	<ul style="list-style-type: none"> • Report the accident to Arbejdstilsynet og Arbejdsskadestyrelsen • Involve the security organization 	Manager or employer
	Day 1-20 or longer, possibly six months	<ul style="list-style-type: none"> • Follow up on the victim and others concerned: <ul style="list-style-type: none"> - Pay attention to the signs of crisis reaction among employees and with yourself. - Help when returning with adaption and openness about the accident. 	