

Annual Self-Evaluation Form

Code of Practice

COMMUNITY AWARENESS AND EMERGENCY RESPONSE



Guidelines for the Implementation of the Management Practices

1. INTRODUCTION

Definition

Community Awareness and Emergency Response aims to assure emergency preparedness and to foster community right-to-know. It builds on the success of voluntary program by emphasizing a broader dialogue and interaction with many audiences including employees, the general public and government agencies, as well as emergency responders.

The implementation of CAER is a demonstrable process that is an ongoing responsibility of a company to establish facility outreach programs that include an ongoing assessment of employee and community concerns about their operations. The outreach programs must also provide for a continuing dialogue with the local community to respond to questions and concerns about safety, health, and environmental issues.

The purpose of the CAER Code is for a company to assure emergency preparedness and to foster community right-to-know. It demands a commitment to openness and community dialogue. The code has two major components:

- To assure that member company with facilities that manufacture, process, use, distribute or store hazardous materials initiate and maintain a community outreach program to openly communicate relevant, useful information responsive to the community's questions and concerns about safety, health, and the environment, and
- Help protect employees and communities by assuring that member company has an emergency response program to respond rapidly and effectively to emergencies.

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The community outreach component will communicate program activities and performance under all codes of management practices and will promote an open, ongoing dialogue with employees and the community. Information should be provided about such activities as waste minimization, emission reduction, health effects of chemicals, and efforts to ensure the safe transport of chemicals.

Each member company that manufacture, process, use, distribute or store hazardous materials shall have an emergency response program that includes an ongoing assessment of potential risks to employees and local community resulting from accidents or other emergencies, and a current written facility emergency response plan which address, among other things, communications and the recovery needs of the community after an emergency.

Explanatory Note (how to use the Part 2 and filling blanks in the last 2 columns of the Table):

This Annual Self-Evaluation Form consists of the followings:

- Part 1 of "INTRODUCTION", and
- Part 2 of "SELF-EVALUATION FORM" that consists 16 management practices for the Community Awareness & Emergency Response Code.

In part 2, the description of each management practice is in the first column of the Table "MANAGEMENT PRACTICE" and its sub-clauses are in the second column "GUIDELINES FOR IMPLEMENTATION". The applicability of the Management Practice to the various categories, i.e. Manufacturer (M), Logistics & Service Providers (LSP) and Trader (T), are indicated above the Management Practice title.

The column "Status" is the result of the evaluation. Company needs to put a tick in the boxes under the "Status" column to indicate if they have met the requirement of the guidelines of implementation, i.e. Yes, No, NA.

The following example illustrates evaluation and filling the result of evaluation:

After evaluating a management practice (or its sub-clause), the Company concluded it met all the necessary requirements described in the "Guidelines for Implementation", the Company should put a tick in the box under the 'Yes' column and indicate clearly the index where evidence can be found. On the contrary, if the Company concluded it did not meet the requirements described in the "Guidelines for Implementation", the Company should put a tick in the box under the 'No' column. In the event that the Company does not fall into the category that are applicable for the management practice, the Company should put a tick in the box under the 'NA' column.

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Companies shall evaluate in an objective manner if the current practices meet the intent of the clause; in a manner appropriate to the size, complexity and risk of the business.

* Note only for Companies with “Company Emergency Response Team (CERT)” requirement:

- CERT is a requirement by SCDF for certain Companies and not all Companies require CERT,
- This self-evaluation allows Company with CERT to have their CERT (in addition to other emergency preparedness and systems) to be incorporated and considered in the evaluation.

➤ ***Companies which require CERT are to include all the requirements under the SCDF CERT Audit checklist in this self-evaluation.***

The annual self-evaluation submission is used by the Country Association (SCIC) to assess progress of Responsible Care implementation and awarding the SCIC Responsible Care Awards. Company is required to attach documents to substantiate and justify their results of evaluation. In view of the large volume of documents likely to be attached with this Annual Self-Evaluation Form, documents should be neatly filed with clear document indexes in one of more hard-paper files for easy referencing. Document indexes pointing evidences should be written in the blanks of the “Document Index” column of the Table to complete the submission. The completed Annual Self-Evaluation Form with all attached documents should be sent to SCIC as a complete set of the annual submission.

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2. SELF-EVALUATION FORM

Management Practice	Guidelines for Implementation	Status			Evidence/Remarks
		YES	NO	NA	
Applicability - LSP/M/T 1. Employees' feedback An ongoing assessment of employee concerns and questions about the facility.	1.1 Is there communication and gathering of information from employee's concerns relating to: employee's health and safety, CAER and Responsible Care or other business issues?				
	1.2 Is there a 2-way communication system or mechanism for honest, easy way for employees to express feelings to management. Are the feedback provided being addressed and documented?				
Applicability - LSP/M 2. Effective communication skills Communications training for key facility and company personnel who will communicate with employees and the public concerning safety, health and environmental issues.	2.1 Are key company personnel for communication related roles been identified, and with their training requirements met such as: skill set in communication, outreach, media handling etc? Are training programmes on communication proficiency been implemented and documented?				
	2.2 Is the programme developed for communication to employees and local community monitored and documented, such as outreach programmes?				

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		YES	NO	NA	
<p>Applicability - LSP/M</p> <p>3. Training and Education.</p> <p>Education of employees about the facility's emergency response plan and safety, health and environmental programmes</p>	3.1 Is there a programme on the training and education of employees, including refresher training?				
<p>Applicability – LSP/M/T</p> <p>4. Dialogue, review and evaluation of employee communications</p> <p>Ongoing dialogue with employees to respond to their questions and concerns and involve them in community outreach efforts</p> <p>A regular evaluation of the effectiveness of the ongoing employee communication efforts</p>	4.1 Has training been provided for employees to become ambassadors for company's community outreach programme?				
	4.2 Is there participation/involvement by employees in company's community outreach programmes with support from the management? Provide examples of such programme / participation put in place.				
	4.3 Is there any plans developed to solicit employees' opinions/views on company's communication efforts and their recommendations for improvements are reviewed and considered?				
	4.4 Is the company's communication programme been reviewed regularly and feedback/recommendations from employees has been considered for modification to the programme?				

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		YES	NO	NA	

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<p>Applicability - LSP/M/T</p> <p>5. Community Communication</p> <p>An ongoing assessment of community's questions and concerns about the facility</p>	5.1 Has the various opinions, questions and concerns from the local community about EHS and other operational issues/concerns been collected?				
	5.2 Is there a system to respond to effectively address the concerns and questions raised by the local community?				
<p>Applicability - LSP/M</p> <p>6. Outreach and continuing dialogue with Community</p> <p>An outreach programme to share information with interested communities about the facility's products, emergency response program and risks to the neighbouring community.</p> <p>A continuing dialogue with neighbouring community on HSE and to address other issues of interest to the community</p>	6.1 Is there an outreach plan with targeted audiences focused on local community?				
	6.2 Is there a company's spokesperson(s) been appointed to respond and solicit feedback from the local community?				
	6.3 Is there a community relations plan (which includes continuing dialogue to solicit questions and concerns from the community) about site operations and its impact implemented?				
	6.4 Is there a system to address and respond to the issues, concerns and questions identified in the open dialogue process?				

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		YES	NO	NA	

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<p>Applicability - LSP/M</p> <p>7. Openness to interested public</p> <p>A policy of openness that provides convenient ways for interested persons to be familiar with the facility, its operations, products and its efforts to protect safety, health and environment</p>	7.1 Is there a plan for open dialogue with local community implemented with an identified contact person provided as liaison?				
	7.2 Is there a plan on community visit to site?				
	7.3 Is there a package on information for dissemination to visitors or interested parties?				
<p>Applicability - LSP/M</p> <p>8. Effectiveness of community communication</p> <p>A regular evaluation of effectiveness of the ongoing community communications efforts</p>	8.1 Is there a plan to solicit community's feedback in evaluating the effectiveness of community programmes?				
	8.2 Is there a plan to review the feedback from community and modify the company's community communication plans?				

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		YES	NO	NA	
<p>Applicability - LSP/M/F</p> <p>9. Assessment of risks and Hazards</p> <p>An ongoing assessment of potential risks to employees and local communities resulting from accidents and other emergencies</p>	<p>9.1 Is there a review conducted on potential risks at site which could result in accident/ emergency situations, and if so, any precautionary systems put in place?</p> <p>Precautionary systems are not limited to: site/plant layout diagrams and site map in illustrating emergency control points such as CERT assembly, evacuee assembly and first aid points etc.</p>				
	<p>9.2 Has programmes on prevention of serious process-related incidents that might affect plant personnel and offsite community been implemented?</p>				
	<p>9.3 Is the list on the types of process hazards and its impacts to employees and properties been identified and reviewed regularly?</p>				
	<p>9.4 Has the employee and community outreach plans and dialogue practices of other codes (e.g., EHS, PP) been integrated into CAER processes and activities?</p>				
	<p>9.5 Has the review on worst-case emergency scenarios with employees, the local community, SCDF and other related agencies been conducted?</p> <p>* SCDF CERT Audit emergency staff aids requirement</p>				

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<p>Applicability - LSP/M</p> <p>10. Emergency response plan</p> <p>A current, written facility emergency response plan which address, among other things, communications and recovery needs with neighbouring community during and after an emergency with off-site potential</p>	<p>10.1 Has the written and approved Emergency Response Plan (ERP) been revised periodically?</p> <p>*SCDF CERT audit ERP requirement</p>				
	<p>10.2 Is there an involvement of all relevant stakeholder including contractors and key vendors in company's ER training?</p>				
	<p>10.3 Is there a system to track and document the ER training conducted?</p> <p>* SCDF CERT Audit training and certification requirement</p>				
	<p>10.4 Is there a written facility emergency response plan which addresses equipment readiness and maintenance such as PPE, communication equipment, fire suppression equipment (fire extinguishers and hose), rescue equipment (stretchers) and firefighting/hazmat mitigation equipment?</p>				
	<p>10.5 Has emergency preparedness, response and recovery plan been notified to all affected parties?</p>				

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<p>Applicability - LSP/M/T</p> <p>11. CAER Training</p> <p>An ongoing training program for those employees who have emergency response and/or communications responsibilities in the event of an emergency</p>	11.1 Has the key emergency communications personnel identified been documented and updated regularly?				
	11.2 Is there records on education and training for key emergency communications personnel for both risk and crisis communications?				
	11.3 Is there regular refreshing trainings for key emergency communications personnel?				
	11.4 Is there a system to share the relevant communications experiences with other employees in the facilities?				
	11.5 Is there a system to ensure key emergency response personnel undergo refresher trainings such as firefighting, hazmat, first-aid and scenario-based field exercise. Note: Refresher training for key emergency response personnel includes but not limited to: <ul style="list-style-type: none"> • SMC-in the area of incident/risk management • SIC- inclusive of above stated, firefighting and hazmat • ERTs- in rescue and firefighting, hazmat, first-aid. • Security and fire wardens - basic fire safety and hazmat awareness 				

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Applicability - LSP/M 12. Emergency Drills Annual emergency exercises to test the operability of the written emergency response plans	12.1 Are drills/exercises planned and designed to test emergency preparedness, response capabilities and communications effectiveness been conducted jointly with external responders annually?				
	12.2 Are drills/exercises been planned for all shift personnel with a variety of problems been considered to challenge each segment of the emergency organisation?				
	12.3 Is there a review and critique exercise conducted with external responders involved and the action plan for follow up and improvement been documented?				
Applicability - LSP/M 13. Communicating ER plans Communication of relevant and useful emergency response planning information to the relevant local authorities	13.1 Is there a package to communicate information on aspects of site operations, products, personnel, communications capabilities, emergency management systems for the external responders?				
	13.2 Has the package been discussed with external responders where critical response areas or issues needed additional clarification have been identified and additional information or supporting documents as needed have been provided?				
	13.3 Is there a review and critique exercise conducted with external responders involved and the action plan for follow up and improvement been documented?				

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		YES	NO	NA	
<p>Applicability - LSP/M</p> <p>14. Emergency responder's visit.</p> <p>Facility tours for emergency responders to promote emergency preparedness and to provide current knowledge of facility operations</p>	14.1 Is the list of potential external emergency responders that might be needed in an emergency been identified?				
	14.2 Is there a schedule on visit arrangements for external emergency responders (including site tours, emergency system demonstration etc), and if such schedule has been reviewed and updated regularly?				
	14.3 Is there a schedule to conduct periodic review/critique on emergency management and response systems with external emergency responders? Is such schedule been reviewed and updated regularly?				
<p>Applicability - LSP/M</p> <p>15. Coordination and Integration of Emergency Response plans.</p> <p>Coordination of the written facility emergency response plan with SCDF's or/and community emergency response plan. If none exists, the facility should initiate community efforts to create plan.</p>	15.1 Is a list on all contacts including CERT (see note*) been identified and documented, as well as drills and tests been conducted to ensure the validity of the contacts?				
	15.2 Has the site emergency plan and community emergency plan been integrated and tested?				
	15.3 Is there a schedule on review and update of emergency plan with all external stakeholders?				

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		YES	NO	NA	
<p>Applicability - LSP/M</p> <p>16. CAER representative involvement and information exchange.</p> <p>Participation in the community emergency response planning process to develop and periodically test the comprehensiveness of such a plan.</p> <p>Sharing of information and experience on emergency response planning, exercises, and the handling of incidents with other facilities in the community.</p>	16.1 Is the list on CAER representative been identified to employees, neighbours and local community responders, with regular reviews and updates in place?				
	16.2 Is there active involvement from CAER representative in the community planning process?				
	16.3 Are all the CAER members been engaged and have participated in joint exercises and drills?				
	16.4 Has the identified list of local community emergency management industry partners been maintained, reviewed and updated regularly?				
	16.5 Are records on the initiation and/or participation in platforms (to allow periodic local industry partner meetings in addressing emergency management issues and sharing experiences) been reviewed and updated regularly?				