

SOP: Incident Identification and Initial Response Procedures

This SOP describes **incident identification and initial response procedures**, detailing the steps to recognize and categorize incidents promptly, immediate actions to secure the scene, communication protocols to notify appropriate personnel, and initial measures to mitigate harm or damage. The goal is to ensure a swift, organized, and effective response to incidents to protect people, property, and the environment.

1. Purpose

To establish standardized procedures for the identification, categorization, and initial response to incidents, ensuring quick action to minimize harm, secure the affected area, and notify relevant personnel.

2. Scope

This SOP applies to all employees, contractors, and visitors on company premises who may observe or are involved in an incident.

3. Definitions

Term	Definition
Incident	An unplanned event that may cause injury, illness, damage to property, or environmental harm.
Initial Responder	The first person to discover or respond to an incident.
Incident Commander	Person in charge of overall incident management at the scene.

4. Responsibilities

- **All Personnel:** Responsible for promptly reporting observed or suspected incidents.
- **Initial Responder:** Secure the scene, provide immediate assistance, and initiate notification protocols.
- **Incident Commander or Supervisor:** Lead initial response and escalation procedures.

5. Procedures

5.1 Incident Identification

- Remain vigilant for signs of incidents (injury, equipment failure, spill, suspicious activity, etc.).
- Classify the incident based on severity (minor, moderate, major).
- Use existing checklists or definitions for categorization (see Appendix A).

5.2 Immediate Response Actions

- Ensure personal safety first; do not place yourself at risk.
- Secure the affected area to prevent further injury or damage.
- Render first aid or emergency assistance, if trained and safe to do so.
- Shut down equipment and evacuate if necessary according to emergency procedures.

5.3 Internal and External Communication

- Notify the Incident Commander and/or supervisor immediately.

- Contact emergency services (911 or local number) if human life or property is at risk.
- Provide concise information: **location, nature of incident, any injuries, immediate hazards.**
- Follow the company incident notification checklist (see Appendix B).

5.4 Initial Mitigation Measures

- Contain and control the area as appropriate (e.g., use spill kits, barricades, emergency stops).
- Remove non-essential personnel.
- Begin preliminary documentation (time, affected persons, sequence of events).

6. Documentation and Reporting

- Complete an **Incident Report Form** as soon as possible (see Appendix C).
- Submit the form to the Health & Safety or Risk Management team within 24 hours.
- Document all actions taken, including notifications and response steps.

7. Review and Follow-Up

- The Incident Commander/supervisor reviews the incident and initial response.
- Initiate corrective actions or investigation if required.
- Communicate lessons learned and prevention recommendations.

8. References

- Company Emergency Response Plan
- Health and Safety Manual
- Local, state, and federal reporting requirements

Appendix

Appendix A: Incident Categories Checklist

- Injury or illness
- Fire or explosion
- Chemical spill
- Environmental release
- Security breach
- Property damage
- Other (specify)

Appendix B: Incident Notification Checklist

- Immediate supervisor notified
- On-site emergency responders alerted
- External authorities contacted, if required
- Health & Safety/Risk Team notified

Appendix C: Incident Report Form (template)

Date/Time	Location	Incident Description	Persons Involved	Actions Taken

Note: Regular training and drills on this SOP are essential to ensure readiness and compliance.