



Document Element 11 - Emergency Planning and Response		Title:	Document Identifier: 126562272
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1. PURPOSE

The Mosaic Emergency Planning and Response Element establishes the minimum requirements for the development, communication, and management of Mosaic's emergency action and response plans to ensure workers are ready to respond to incidents or emergency situations.

2. SCOPE

The requirements of the MMS apply to all of Mosaic with limited exceptions of mergers and acquisitions that are not yet operated by Mosaic.

3. ROLES AND RESPONSIBILITIES

3.1 Senior Leadership

- 3.1.1** Set expectations for effective and adequate emergency response measures.
- 3.1.2** Provide adequate resources, including financial resources, to sites to effectively and adequately respond to incidents or emergency situations.

3.2 Business Unit

- 3.2.1** Provide adequate resources, including financial resources, to sites to effectively and adequately respond to incidents or emergency situations.

3.3 Site

- 3.3.1** Develop, maintain, and approve site-level Emergency Action Plans (EAP) and associated drill schedules based on EHS risks.
- 3.3.2** Ensure emergency response personnel are appropriately trained and otherwise equipped for adequate response if the site is a self-responding facility.
- 3.3.3** Ensure emergency procedures or EAP include offsite resources or emergency services in planning for a response.
- 3.3.4** Assign individuals from the site to assume overall responsibility for managing site implementation and compliance with this Element as Element Sponsor and Element Owner.
- 3.3.5** Review the effectiveness of emergency response drills, tests, and exercises.

3.4 Element Sponsor

- 3.4.1** Champion the implementation, maturity, and improvement of this element at the site-level.
- 3.4.2** Facilitate resolution of identified issues and barriers to effective implementation of this element.

3.5 Element Owner

- 3.5.1** Facilitate the implementation and continuous improvement of this Element at the site.
- 3.5.2** Ensure roles and responsibilities have been assigned to support emergency response activities if the site is a self-responding facility.
- 3.5.3** Review feedback from emergency drills, tests, and exercises.
- 3.5.4** Develop plan to address gaps and ensure system maturity.

3.6 Workers

- 3.6.1** Participate in emergency drills, including specific roles or tasks as assigned.
- 3.6.2** Be familiar with their site emergency action plan and understand their role in an emergency.

4. SITE REQUIREMENTS

4.1 Emergency Action Plans

- 4.1.1** Document Emergency Action Plans (EAP) and procedures appropriate for site operations, risks, and conditions to address the following at a minimum:
 - Medical emergencies;
 - Fires;
 - Explosions;
 - Spills or releases of toxic or hazardous substances;
 - Confined space rescue;
 - Natural disasters, and
 - Adverse weather conditions.
- 4.1.2** Make the EAP and procedures available for worker use and reference, and to offsite emergency services as necessary.
- 4.1.3** Review and update the EAP and procedures taking into account compliance obligations, findings from emergency drills or emergency situations, and changes to operating conditions or risks as a result of an approved MOC per Element 10 - Management of Change.
- 4.1.4** Sites must have the ability to account for all people inside the operation.

4.2 Alarms and Equipment

- 4.2.1** Ensure reliable and adequate emergency alarm systems are in place and in proper working order with routine tests. Radio or suitable alarm can be used as long as in compliance with regulations.
- 4.2.2** Ensure all necessary emergency response equipment, including fire extinguishers, medical supplies, eye wash stations, spill response equipment, etc. are available for use and in proper working order. Emergency response equipment may be provided and managed internally or externally.

4.3 Emergency Drills

- 4.3.1** Define a schedule including frequency for conducting drills, test, or exercises of the EAP and procedures that meets compliance obligations.
- 4.3.2** Define the critical emergency scenarios of sites based on the site's EAP.
- 4.3.3** At least one critical emergency scenario must be drilled annually. All emergency scenarios must follow a 3-year drill schedule.
- 4.3.4** Drills may include activation of emergency alarm systems, deployment of equipment, or evacuation as needed to evaluate emergency response actions.
- 4.3.5** Tests or exercises may include tabletop exercises, EAP reviews or walk-downs, or test of specific response actions without deployment of equipment.
- 4.3.6** Evaluate the response provided in drills, tests, or exercises for adequacy, effectiveness, and responsiveness.

- 4.3.7 Document and maintain findings, observations, and corrective actions from drills, tests, and exercises in the EHS online platform.

4.4 Communication

- 4.4.1 Establish notification procedures that support quick and timely response, personnel safety, and compliance obligations.
- 4.4.2 Post telephone numbers or other emergency notification methods in common or easily accessible area for worker reference.

5. TRAINING

All employees will receive training on the Emergency Action Plans and response measures as appropriate to their duties/tasks. Refresher training will be provided in the event plans are modified or otherwise revised.

6. REVIEW

The Emergency Planning and Response Element will be reviewed at least every three years by EHS Services and updated as needed. Appropriate communication will occur, as needed, to ensure all workers are aware of the changes.

7. REFERENCES

- Element 8 – Document and Record Control
- Element 10 - Management of Change

8. DOCUMENT CONTROL

All MMS documents will be controlled in the Mosaic document management system. Any printed documents must be date stamped with the date printed to monitor that the most current version is reviewed.

All documents and records must be retained per the requirements of Element 8 – Document and Record Control.

9. REVISION HISTORY

Revision Date	Revision Number	Description of Change
July 10, 2023	1.0	4.3.2 changed from scenarios based on site's risk profile to site's EAP 4.3.3 included "emergency" for scenario to align with 4.3.2 language
April 1, 2024	2.0	1. Purpose Section – removed potential – changed from "...respond to incidents or potential emergency situations." to "...respond to incidents or emergency situations."

		3.1.2. Senior Leadership Roles and Responsibilities Section – removed potential – changed from “...respond to incidents or potential emergency situations.” to “...respond to incidents or emergency situations.” 3.2.1. Business Unit Roles and Responsibilities Section – removed potential – changed from “...respond to incidents or potential emergency situations.” to “...respond to incidents or emergency situations.” 3.2.2. Removed the responsibilities for reviewing the effectiveness of emergency response drills, tests and exercises from the BU and added the 3.3.5 as responsibility of the site. 4.2.1. Added “Radio or suitable alarm can be used as long as in compliance with regulations.” 4.3.3 – Included that at least one emergency scenario must be drilled yearly and that a 3-year drill schedule must be followed. 6. Review changed from “yearly” to “at least every three years”
April 1, 2025	3.0	3.3.2, 3.5.2.. Add “if the site is a self-responding facility” 3.4.2. Change “MMS to element” 3.6.2. – New requirement – Be familiar with their site emergency action plan and understand their role in an emergency.