Standard operating procedure (SOP) · FAC-SOP-003 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.7

At a glance

- Assess the emergencies relevant to the location: heatwave, flood, storm, power loss, water loss, outbreak.
- For each, assess the effect on services and patients.
- Record the assessment and the actions in the continuity plan (FAC-PLN-002).
- Review each year and after any emergency.
- Stop and get help straight away if: the assessment was never done, or the continuity plan was never tested.

1. Purpose

To identify climate and health emergencies that could disrupt services, and to plan how the service keeps running [EC].

2. Scope

Applies to	Chief executive, facilities manager, clinical leads, emergency and infection prevention leads
Locations	The whole facility at the facility
When	Yearly; after any emergency; when local risk information changes
Does not apply to	Routine facility risks, covered by FAC-SOP-001

3. Definitions

Term	Meaning
Climate and health emergency	Event such as extreme heat, flood, storm, or infectious outbreak that can disrupt services

Continuity	Keeping essential services running during an emergency

4. Background

Heat, flood, storm and outbreak can close a facility or cut its power and water. Criterion 2C.7 asks for planning that anticipates these, not an assumption they are too remote.

5. Responsibilities

Role	Responsibility	Competence
Chief executive	Approves the assessment and plan	Executive
Facilities manager	Leads the assessment; keeps the plan	Facilities risk
Clinical leads	Assess the effect on patients and services	Clinical management
Infection prevention lead	Assesses outbreak risk	Infection prevention

6. Materials and equipment

Item	Requirement	Condition
Local hazard information (national or regional sources)	Latest available	Cited in the assessment
Assessment template (within FAC-SOP-003)	Current	Available
Continuity plan (FAC-PLN-002)	Current	Reviewed yearly

7. Safety

- Emergency actions must protect people first, then services.

8. Before you start

- Collect the latest local hazard information.

9. Procedure

Step 1. List the hazards.

- List the emergencies relevant to the location, using local information.
- Include heat, flood, storm, power loss, water loss, and disease outbreak.

Key point: Use local information, not a generic list.

Step 2. Assess the effect.

- For each hazard, assess the effect on power, water, medical gases, ventilation, staffing, access and patients.
- Rate the likelihood and impact (EC scale).

Key point: Think about the chain of effects, such as heat, then power, then cooling of medicines.

Step 3. Plan the response.

- For each high-rated hazard, write the response in FAC-PLN-002: early warning, action, owner and patient protection.

Key point: Each response needs an owner and a trigger.

Step 4. Review.

- Review the assessment each year, and after any emergency or change in local risk.

Key point: Risk changes; the assessment must follow.

10. Decision points

- If a high-rated hazard has no response, the facilities manager escalates to the chief executive within 14 days.

11. Special situations

Situation	Action
Declared national emergency	Activate FAC-PLN-002 and the national plan at once.

12. Escalation

- Emergencies affecting patients are reported to the chief executive at once.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Assessment done yearly	Yes	Yearly	Facilities manager	Escalate to chief executive
High-rated hazards with a response	100%	Yearly	Facilities manager	Escalate
Review after each emergency	Yes	Each event	Chief executive	Review

14. Records

Record	Kept in	Retention
Climate and health emergency risk assessment	Governance file	the period set by the facility’s records policy years

15. Training

- Managers are briefed on the assessment at appointment and yearly (EC).

16. Related documents

ID	Title	Use
FAC-PLN-002	Climate and Health Emergency Continuity Plan	Plan based on this assessment
SOP-N17	Emergency Preparedness and Response Plan (generic)	Emergency planning
SOP-N16	Risk Management and Business Continuity Policy (generic)	Risk policy

FAC-PLN-001	Critical Services Testing and Back-up Plan	Back-up services

17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus. Hazard list, thresholds and local information sources to be agreed with the committee.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

- **Environmental Sustainability Standards for ASF Accreditation** (ENV-001)

Planned course: Climate and environmental resilience planning. New course planned.

References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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