



<b>Process Document: Environmental Management System - Accidents &amp; Emergency Situations</b>		
 Proprietary & Confidential	Date: 8/28/18	Document Number: EMS-PD-0009
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1. **Purpose:** The purpose of this process is to establish and maintain procedures that identify the potential for, and response to, accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. Environment, Health & Safety (EHS) will develop and maintain all Emergency Response procedures related to wastes from operations that are leaking, overflowing or running off-site as well as other emergency situations which could result in environmental impacts. These plans are located on the Sparnet SBS site. These plans identify the potential for accidents and emergency situations and the corresponding response. The plan also will consider the prevention and mitigation of any environmental impacts associated with accidents or emergency situations.
  - 3.2. These procedures shall address internal and external reporting of environmental incidents and noncompliance with legal requirements.
  - 3.3. EHS will assure that this plan is reviewed and revised where necessary after the occurrence of accidents or emergency situations.
  - 3.4. EHS shall oversee periodic tests of all Emergency Response Procedures. The Process Owner will develop standard operating procedures include operating criteria for those activities that can result in significant impacts to the environment or where their absence could lead to deviations from the policy and objectives and targets.
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. [EHS-PD-0001 Spartan Bomb Threat](#)
  - 5.2. [EHS-PD-0003 Injury Investigation Form](#)
  - 5.3. [EHS-PD-0004 Spartan Fire Plan](#)
  - 5.4. [EHS-PD-0008 Calling for Emergency Medical Assistance](#)
  - 5.5. [EHS-PD-0009 Medical First Responder Protocol](#)
  - 5.6. [EHS-PD-0013 Hazardous Material Spill Clean-up](#)
  - 5.7. [EHS-PD-0021 Hot Weather Drink Issuance](#)

**This is an electronically controlled and issued document; hard copies should be verified for revision.**

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6. Records: N/A

7. Process Flow: N/A

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