	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

1.0 PROCEDURE

The flow charts below are to be implemented across the site in order to ensure that the management of fire risk, accidents, spillage or other is well understood and effective.

1.1 Consultation

The organisation shall take advice from the emergency services and liaise with neighbouring sites prior to establishing and implementing procedures. The advice, comments and information gained shall be formalised as a report and maintained as supplementary documents. The information shall be reviewed at regular intervals and further advice sought as appropriate.

1.2 Major Incidents

An emergency is considered to be an event or incident that has, or has the potential to, cause immediate harm to the environment, employees, neighbours, on site property, neighbouring property, and/or result in a legal non-compliance that puts the company and its business at risk.

SEE FLOW CHARTS OVER PAGE

Figure 1 Fire Prevention Flow Chart

Figure 2 Emergency Plan Flow Chart

Figure 3 Spillage Flow Chart

Figure 4 Gas Detection Alarms

Figure 5 CEMS & SCADA Operations




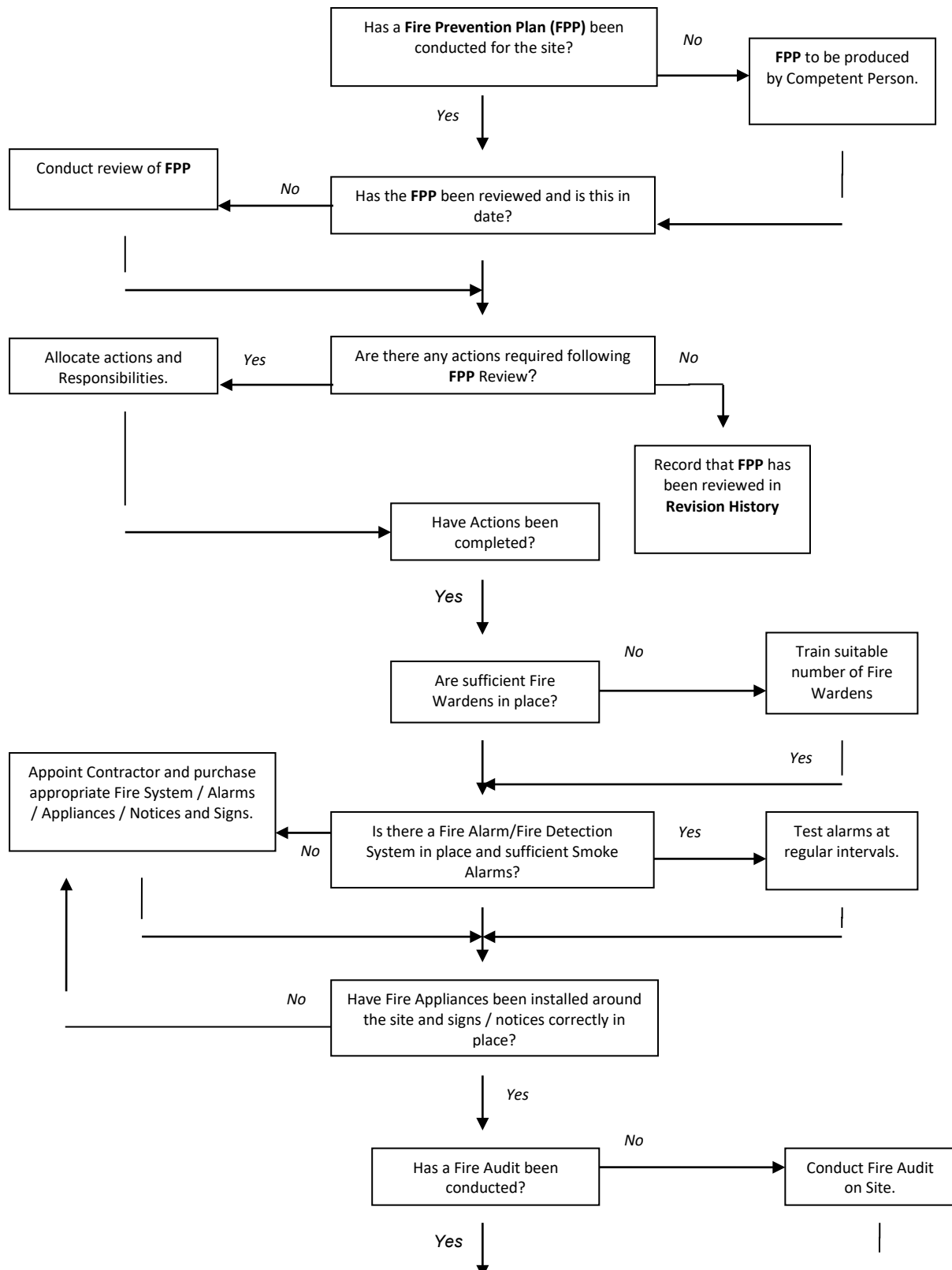

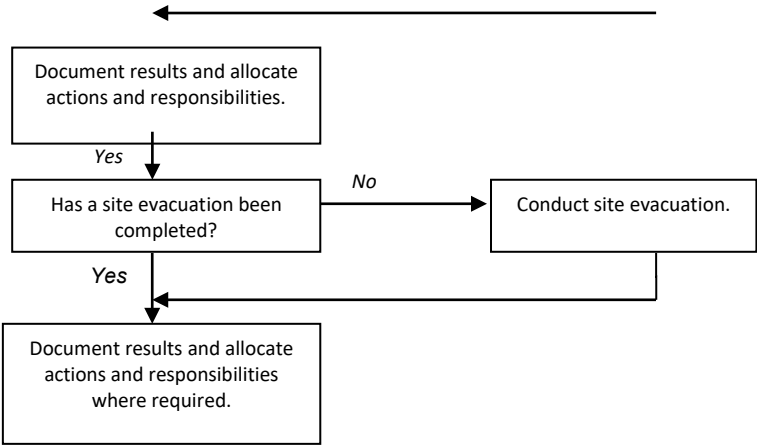
	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

Figure 1 - Fire Prevention



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authored by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:




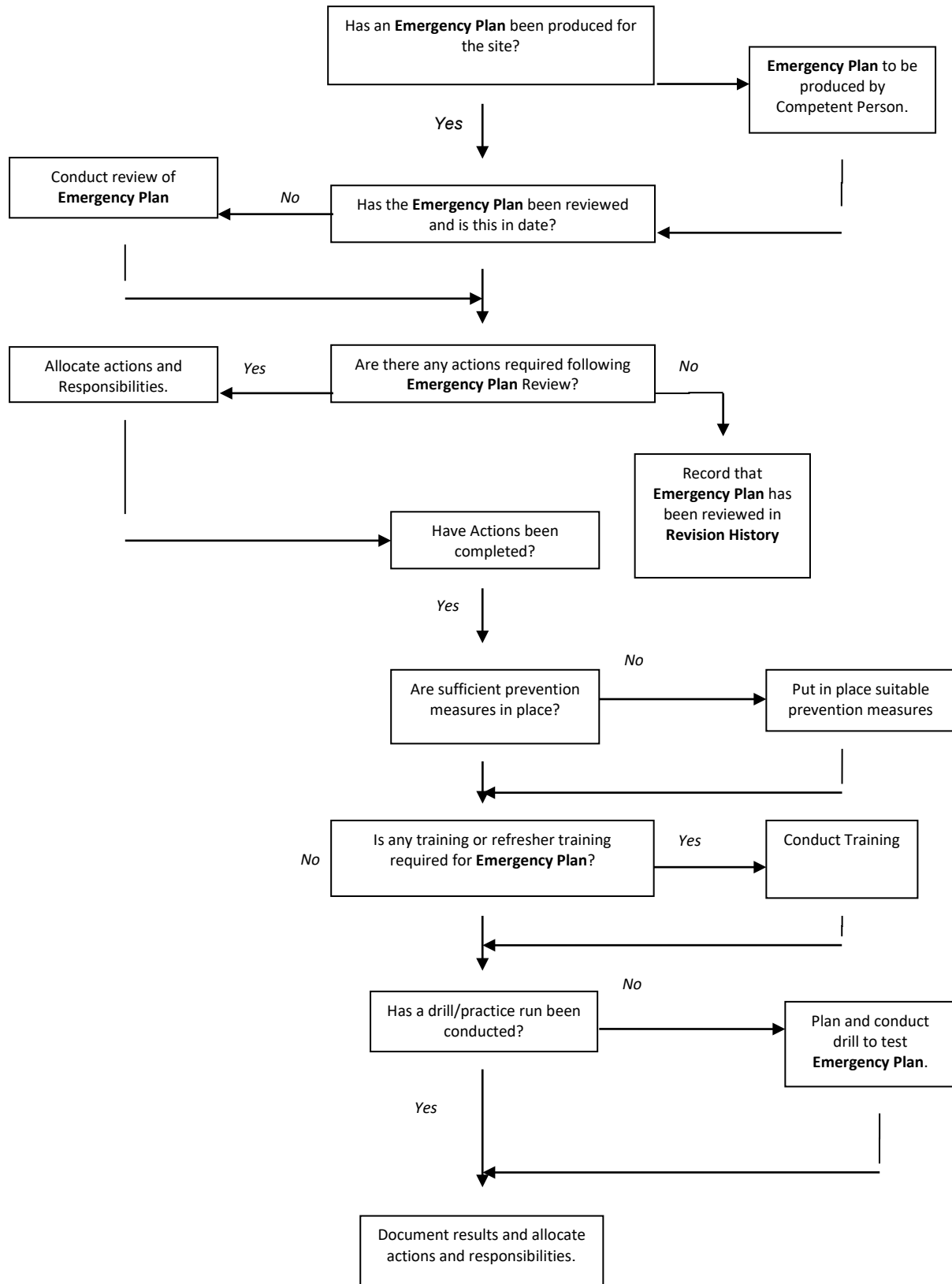

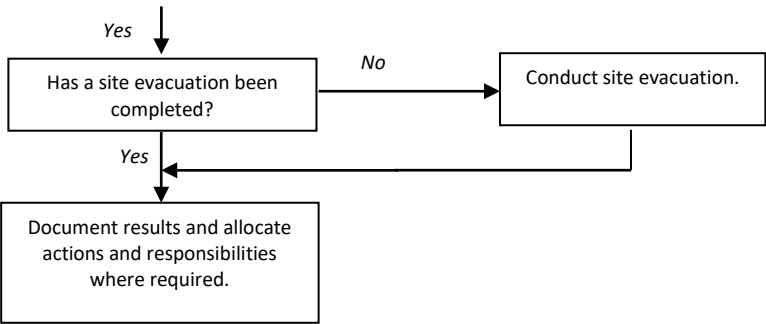
	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

Figure 2 - Emergency Plans



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authored by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:




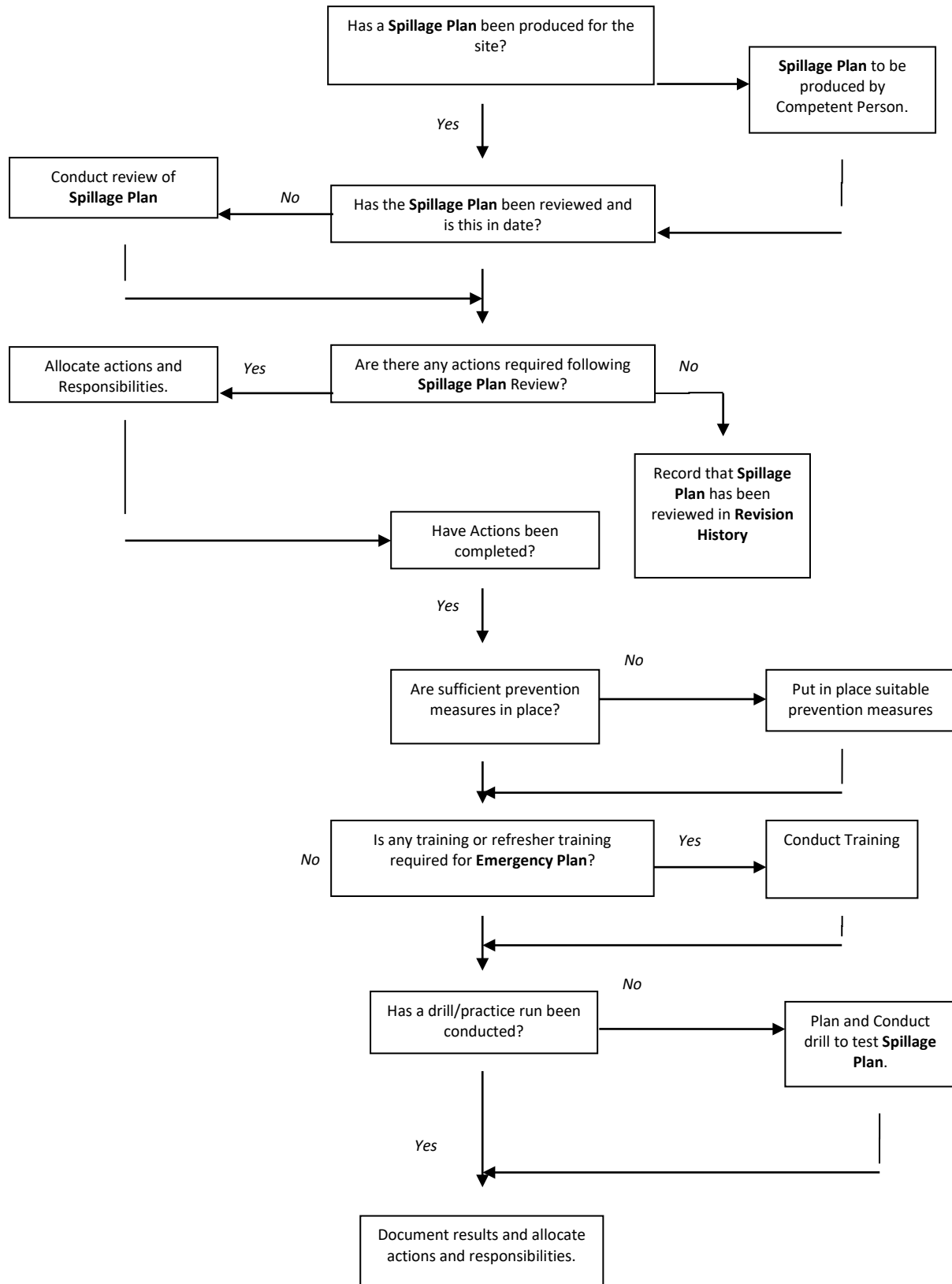

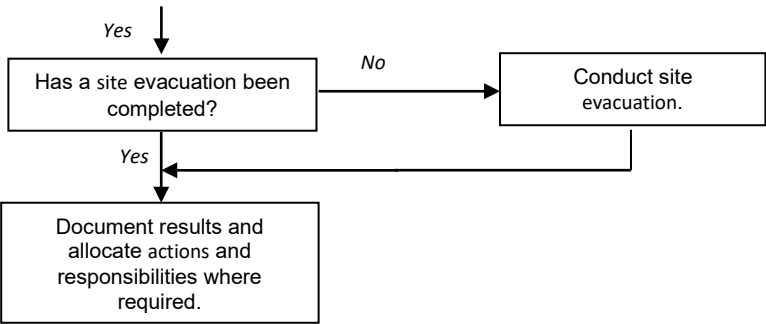

	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

Figure 3 - Spillage Plans



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authored by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

1.3 Fire

Any outbreak of fire at the site shall be treated as an emergency and the FPP actions followed. In the event of fire, the following action will be taken:

- The fire brigade will be notified immediately, and the EA as soon as practicable;
- The burning area will be isolated and attempts will be made to extinguish the fire utilising the on-site fire extinguishers, if safe to do so;
- Contaminated site runoff will be isolated and prevented from entering any unsurfaced ground; and
- The site will be evacuated if the fire is not containable.

The area of fire must be evacuated without generating panic. Site personnel must ensure that no persons or vehicles re-enter the affected area. The emergency meeting point is opposite the site entrance.

1.4 Severe accident or fatality

In the event of a severe accident or fatality, the ambulance service should be contacted immediately.

The site's designated first aider will employ emergency first aid as appropriate.

Where an accident results in a casualty requiring an individual to be taken to hospital, the Health and Safety Executive (HSE) will be notified as soon as practicable.

1.5 Major spillage

In the event of a spillage which has the potential to cause pollution or off-site contamination, the Yard Manager will immediately contact the EA via the incident hotline (**0800 80 70 60**) and the emergency services. Staff will follow instructions and take appropriate actions taking into consideration the risks associated with the spilt substance.

If appropriate and safe to do so, action will be taken to prevent the transmission of the substance(s).

1.6 Records

A list of personnel trained to respond to specific tasks or given specific emergency roles shall be maintained in the site office and main office reception as follows:


- First Aiders
- Fire co-ordinator
- Fire trained.

The Yard Manager will be responsible for ensuring that at least one member of staff on each shift is adequately trained and competent in each of the above roles.

1.7 Communication

In the event of an emergency, the occupants of neighbouring properties will be contacted and advised of the incident, its severity and contingency arrangements that may include evacuation.



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

In all cases after an event, an **Accident and Incident Record** (Form 4.6) is completed. An investigation may be carried out by the Director/TCM/Yard Manager or other designated person. The incident will be reported to the relevant authorities including:

- Environment Agency
- Health & Safety Executive
- Sewerage Undertaker

1.8 Training

Suitable and sufficient training and information shall be provided to all relevant employees in order that they are aware of their duties in an emergency situation. Such training shall be recorded and updated as required in the **Training Plan and Record** held by head office.

1.9 Testing and Reporting


The site fire alarms shall be maintained to the required standard and tested at regular intervals as per the **Maintenance Checklist** (Form 4.11). Records shall be kept of maintenance and testing in the **Maintenance Record** (Form 4.10).

Evacuation drills and mock spill incidents and accidents shall be staged at six monthly intervals. The Director/TCM/Yard Manager shall maintain a record of these incidents plus recommendations for improvement which shall be discussed with the Board of Directors.

2.0 EMERGENCY CONTACT NUMBERS

ORGANISATION / PERSON	CONTACT TELEPHONE NUMBER
FIRE EMERGENCY	999
FIRE LOCAL	01604 797000
POLICE EMERGENCY	999
POLICE LOCAL	03000 111 222
ENVIRONMENT AGENCY	0800 80 70 60
HSE	0345 300 9923
LOCAL COUNCIL	0300 126 3000
WATER SERVICE PROVIDER	03457 145 145
CCTV MONITORING/SECURITY	01207 581119
SITE KEYHOLDER-	TBC
Julie Hudson- TCM CONSULTANT	TBC



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: DRAFT
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by:
Date: March 2025		Review date:

3.0 GAS DETECTION

Gas detection monitors will be situated around the chemical storage areas (flammable areas and quarantine) in order to monitor for gasses vapours and mists. If these are detected then an alarm will sound and the SCADA unit will use its emergency protocol action to isolate all electrical supply (ignition sources) within those areas.

4.0 CEMS & SCADA OPERATIONS

The CEMS unit will monitor for any irregularities with the emissions it is linked to the SCADA unit. If unusual activity is detected then an alarm will sound and the SCADA unit will use its emergency protocol to address the issue. The site chemist will also undertake investigations.

5.0 ADDITIONAL PROCEDURES REFERENCE

SOP/3.17	Spillage Plans
SOP/3.18	Fire Prevention
Form 4.10	Maintenance Record
Form 4.11	Maintenance Checklist

6.0 CIRCULATION LIST

Job Title	Job holder at time of issue

7.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	NA	

END OF DOCUMENT

