


# **Kemira**


**EMERGENCY PLAN  
I&W Coagulants UK  
2024 - Goole**

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<b>APPROVALS</b>				
<b>Approval by</b>	<b>Position</b>	<b>Name</b>	<b>Signed</b>	
Prepared by	EHS / Plant Managers	S. Saxton	SS	
Approver 1	Plant Manager	G Pickard	GP	
Update Responsibility		EHS / Plant Manager		
Archive period		2 years		
Review Frequency		Annual		
<b>CIRCULATION</b>				
<b>Copy No.</b>	<b>Location</b>	<b>Medium</b>		
Master	Plant Library Documents	Electronic File		
PDF	Site Operation Staff	Electronic File (pdf) / Via Email		
<b>AMENDMENT DETAILS</b>				
<b>ISSUE No.</b>	<b>Date</b>	<b>Brief Description of change</b>	<b>Section</b>	<b>Pages</b>
Mar 2015	12/01/2015	No change to 2015 content – addition of Kolade Afuwape as Co Author.	Approval	Page 2
Jan 2018	22/01/2018	Plant Manager change to S Gregory	Approval / Emergency contacts	Page 2 & Page 14
Jan 2018	22/01/2018	CB change of title	All	All
June 2018	11/06/2018	DGSA Contact details added. Tradebe (waste contractor) contact details added.	Authorities/ contractors	15
June 2018	11/06/2018	Nick Clark added as UK EHSQ Manager	Emergency Contacts	14
Oct 2018	08/10/2018	Added the use of Diphoterine for skin/ eye exposure to harmful chemicals	Section 6 Medical emergencies	8
Nov 2018	22/11/2018	Addition of Crisis Management Flowsheet	Crisis Management	16
Jan 2020	09/01/2020	Change of EHSQ Manager	Emergency Contacts	1,14
May 2020	12/05/2020	Change of EHSQ manager and Plant Manager at Goole	Approval	Page 2
January 2021	23/03/2021	Change of EHSQ manager and 1 <sup>st</sup> Level approver. Site specific /Removal of Elsmere Port	Approval	Page 2  ALL
May 2022	13/05/2022	Annual Review. Updated contact details and removed Senior UK Manager.	All	All


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Jan 2024	05/01/2023	Annual review. Updated Emergency contact details – Ian Gourley removed and replaced with Iain Turner	Iain Turner	All
Nov 2024	27/11/2024	Addition of Environmental Flooding Action plan and general review.	Sarah Saxton	All

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## 1. INFORMING THE MEDIA

In the event of any of the following emergencies or crisis, the UK EHS Manager/ Specialist or Plant Manager will escalate to the regional crisis management team and for support and guidance.

Remember, it is important that you do not speak to the media about events at the plant, clear guidance, statements and responsibilities will be allocated by the regional crisis management team.

If the media contacts you regarding company business, please refer them to the Global crisis management as only designated media spokespersons are allowed to comment to the media.


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## 2. FIRE

### Any person discovering a fire should:

1. Activate the nearest break glass this will sound the fire alarm to alert everyone.
2. Upon hearing the fire alarm, all personnel should leave their workplace as safe as practicable and evacuate to the relevant Assembly Point: 1<sup>st</sup> priority should be to evacuate safely unless shutdown can be activated very quickly from the control room.
3. Rescue any person in immediate danger, **ONLY** if it is safe to do so.
4. Isolate the fire (close doors), alert other people in the immediate area.
5. Contact the fire brigade on **999** giving the following details:
  - Location of fire.
  - Extent of fire (or nature of incident)
  - Are there any injured persons (e.g. is an ambulance or medical assistance required)?
  - Name of person reporting the fire or incident.
  - This call should be reported to the emergency coordinator (appointed person)
  - **Only fight the fire if safe to do so and you have been trained!**
6. Account for all employees, visitors and contractors.
7. Take direction from the emergency coordinator.
8. Do not re-enter the building unless instructed by the emergency coordinator (appointed person), with a clear communication plan.
9. In the event of a serious accident or incident the emergency coordinator (appointed person) must take charge of the area and if possible, cordon it off to prevent any tampering of potential evidence and to aid any subsequent investigations.
10. Once the incident is over ensure all details are recorded as per the incident reporting standard(SHE02a) the completion of an incident report
11. Notify the Plant Manager if not available the EHS Manager/ Specialist.

Note: Review if Global Kemira Crisis Management procedure needs to be activated(See Crisis Management process flow on page 14)

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## 2a. GENERAL INFORMATION

ALL NON-PROCESS ALARMS MUST BE TREATED AS FIRE WITH NO EXCEPTIONS.

1. When an alarm sounds, absolutely EVERYONE must leave the building immediately using the nearest exit.
2. Close all doors.
3. Only those designated to assist in evacuation should remain inside their area until everyone in that area is out.
4. If you spot a fire, activate the nearest break glass fire alarm and ring 999. Use a fire extinguisher to control fire if this can be done without personal injury.

## 3. CHEMICAL SPILLS AND CHEMICAL FIRE


### If a chemical spill occurs:

Note: Evaluate if the spill can be managed without any external support(Fire brigade). Ensure suitable PPE is donned to deal with the spill.

1. If there is any possible danger, evacuate the area.
2. Immediately operate the emergency spill procedure.
3. Notify the Plant Manager if not available the EHS Manager/ Specialist.

### If a chemical fire occurs:

1. Remain calm.
2. Activate the nearest break glass fire alarm.
3. Remain calm shut down and leave the plant in a safe state, if it is safe to do so.
4. Isolate the fire (close doors and windows), alert other people in the immediate area and move to the designated assembly point.
5. Contact the fire brigade on **999** giving the following details:
  - a. Location of fire.
  - b. Extent of fire (or nature of incident)
  - c. Are there any injured persons (e.g. is an ambulance or medical assistance required)?

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- d. Name of person reporting the fire or incident.
- e. This call should be reported to the emergency coordinator.

- 6. Never allow the fire to come between you and an exit.**
- 7. Notify the Plant Manager, if not available the EHS Manager/ Specialist.
- 8. Do not return to the emergency area until instructed to do so by the emergency coordinator.
- 9. In the event of a serious accident or indecent the emergency coordinator must take charge of the area and if possible, cordon it off to prevent any tampering of potential evidence and to aid any subsequent investigations.
- 10. Once the incident is over, ensure all details are recorded as per the incident reporting standard(SHE02a) the completion of an incident report.


Note: Review if Global Kemira Crisis Management procedure needs to be activated(See Crisis Management process flow on page 14)

## 4. FLOODING AND WATER DAMAGE FROM INTERNAL SOURCES

Serious damage can occur from many sources: burst pipes, blocked drains, ruptured storage tanks, fire water etc.

- 1. Remain calm.
- 2. Notify the emergency coordinator (appointed person on duty) of the extent and location of leak, burst pipe, blocked drain etc.
- 3. If there are electrical appliances or electrical outlets near the leak, evacuate the area.
- 4. If you know the source of the water and are confident of your ability to stop it (Unblock the drain; turn off the water, etc.) do so cautiously.
- 5. In the event of a serious accident or incident the emergency coordinator must take charge of the area and if possible, cordon it off to prevent any tampering of potential evidence and to aid any subsequent investigations.
- 6. Once the incident is over, ensure all details are recorded as per the incident reporting standard(SHE02a).
- 7. Notify the Plant Manager or EHS Manager/ Specialist.



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## 5. FIRE WATER

Water used to extinguish fire on site can be a major hazard both for the environment and for immediate personnel and must be dealt with as a chemical spill being a combination of the previous three points: Fire, Chemical Spill & Flooding.

- Raw materials and particles captured in the water can create new chemicals and should be classed as hazardous.
- Isolation and segregation of the water will be critical to avoiding further damage occurring.

### If fire water is produced:

1. Remain calm.
2. Assuming it is known that a fire is being dealt with, the next step is to implement the site emergency spill procedure (if safe to do so) however this must be done in conjunction and under the authority of the emergency services ensuring persons on site are not subjected to fire hazard.
3. If there are electrical appliances or electrical outlets near the water, isolate the power.
4. In the event of a serious accident or incident the emergency coordinator must take charge of the area and if possible, cordon it off to prevent any tampering of potential evidence and to aid any subsequent investigations.
5. Once the incident is over, ensure the completion of an incident report.
6. Notify the Plant Manager or EHS Manager/Specialist.


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## 6. ENVIRONMENTAL FLOODING

1. On receipt of a flood warning alert, the site should commence preparation of flood protection barriers – sand bags, flood protection barriers. These are to remain in situ until the flood warning alert is deactivated.
2. Move valuable, important or vulnerable items to the upper floors of the building where practicable.
3. In the event of environmental flood water making its way to the site boundary or on to site remain calm and initiate plant shutdown process. Including the shutting off of the main electrical and gas supplies, and towns main water.
4. Notify all persons on site to commence preparing to evacuate the site.
5. Notify the emergency coordinator (appointed person on duty) of the extent and direction of flood water.
6. Initiate site evacuation. If safe to do so persons should leave site in their vehicles and drive to a safe location outside of the flood alert zone. In the case of rapidly rising flood water evacuation must take place with the assistance of the emergency services.
7. If site has to be fully evacuated, ensure site is left secured.
8. Emergency coordinator to liaise with emergency services. Contact Plant Manager and/or EHS Manager/Specialist.
9. Once incident is over, ensure all details are recorded as per the incident reporting standard (SHE02).

## 6. MEDICAL EMERGENCIES: STAFF, CONTRACTORS

1. Do not approach victims of electrocution or Chemical exposure unless they are clearly away from the hazard.
2. Do not move a seriously injured person unless they are in a threatening situation
3. Request first aid assistance.
4. Call **999** and be prepared to give the following information
  - Where the emergency is.
  - What happened?
  - As much information about the Victim(s) as you can provide

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- How many need help.
5. Stay with the victim until help arrives if safe to do so.
  6. Give first aid if trained to do so.
  7. If the injured person has been exposed to a harmful substance on the skin or eyes, Diphoterine should be applied to the injured area until the canister/ eyewash is empty. The injured person should then be transferred for further medical assistance.
  8. After the person has been taken care of the emergency coordinator must take charge of the area and if possible, cordon it off to prevent any tampering of potential evidence and to aid any subsequent investigations.
  9. Once the area is secure, ensure all details are recorded as per the incident reporting standard(SHE02a) the completion of an incident report.
  10. Notify the Plant Manager if not available the EHS Manager/ Specialist


## 7. CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify the Police (Dial 999). Please be prepared to provide as much of the following information as possible:

1. What is the person doing?
2. How many people are involved?
3. Where is it happening?
4. Physical and clothing description of those involved.
5. Are weapons involved?
6. Vehicle description and number plate details, if a vehicle is involved.
7. Has anyone been injured?

**DO NOT approach or attempt to apprehend the person(s) involved.**

8. Make sure to notify the Plant Manager if not available EHS Manager/ Specialist.
9. After the incident is over, ensure all details are recorded as per the incident reporting standard(SHE02a) the completion of an incident report.

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## 8. SUSPICIOUS PACKAGE/ BOMB THREAT


If a suspicious package is received notify immediately the Plant Manager if not available, the EHS Manager/ Specialist.

Tips for identifying suspicious packages:

- No return addresses
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- Return address and postmark are not the same area
- Wrapped in brown paper with twine
- Grease stains or discolored paper
- Strange odors
- Foreign Mail, Air mail, or special delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Incorrect titles
- Titles but no names
- Misspelling common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or foil
- Excessive securing material such as masking tape or string
- Visual distractions  
i.e....Brightly colored, wrapping paper, bows, etc.

If a Bomb threat is received notify immediately the Plant Manager if not available, the EHS Manager/ Specialist.

1. Remain calm
2. Dial 999 and immediately notify the Police
3. Activate the nearest break glass fire alarm, to evacuate the site.
4. After the incident is over, ensure all details are recorded as per the incident reporting standard(SHE02a) the completion of an incident report.

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## 9. Neighbouring businesses

**In the event of a site emergency it will be necessary to consider the possible impact on the local community. General assessment of the site hazards suggests a limited possible impact on the local residents & businesses.**

### 1. Possibilities

These consist of a major fire adjacent to the outer perimeter or a chemical spill.

### 2. Evacuation

This would normally be carried out by the Police on the instructions of the Senior Fire Officer present at the incident, or on the advice of the emergency coordinator prior to the arrival of the emergency services.

### 3. Off Site Emergencies

There are contingency plans agreed with the Fire Brigade for site assistance in the event of a major incident.


The assistance would be in the provision of:

- (i) Site fire water supplies and pumps.
- (ii) Use of site materials for handling of spills.
- (iii) Use of site technical knowledge for advice.
- (iv) Use of site as a secure area to hold materials/vehicles.

## 10. ROLES AND RESPONSIBILITIES

Emergency coordinator is the “Appointed Person” on shift at the time, once evacuation has taken place and the roll call has been taken this responsibility can be handed over to the Plant Manager.

Once notified of an emergency it is the Plant Managers / EHS Manager/Specialists responsibility to coordinate any action that takes place and any communication with the Health and Safety Executive, Environment Agency, or other relevant governing bodies.

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## 11. EMERGENCY CONTACTS

### 1. Helplines:

- CARECHEM 24 – 01865 407 333 or 01235 239 670
  - Emergency product advice
  - A hazchem emergency telephone number
  - Multilingual chemical spill advice service
  - Emergency chemical response support

### 2. Kemira:

- VP, Manufacturing I&W, EMEA - Lluís Sabate – 034630067484
- Plant Manager (Goole) – Gary Pickard – 07717411363
- UK EHS Manager – Sarah Saxton - 07584089150
- Maintenance specialist – Andrew Haver - 07908679826
- Goole Control Room (Mon/Fri) – 07810568024 or 01274517461

### 3. Authorities:

- Emergency services – 999
- Goole - Yorkshire Water: 0845 122 1999
- Environment Agency: 0800 807060
- Environment Agency Floodline: 0845 988 1188
- Health & Safety Executive: 0845 300 9923  
(Number to report Fatal or Major Injury M/F 9-5)
- DGSA : Philip Jackson  
Tel: 01472-823740 / 07711-277865  
Email: philipjackson@supanet.com

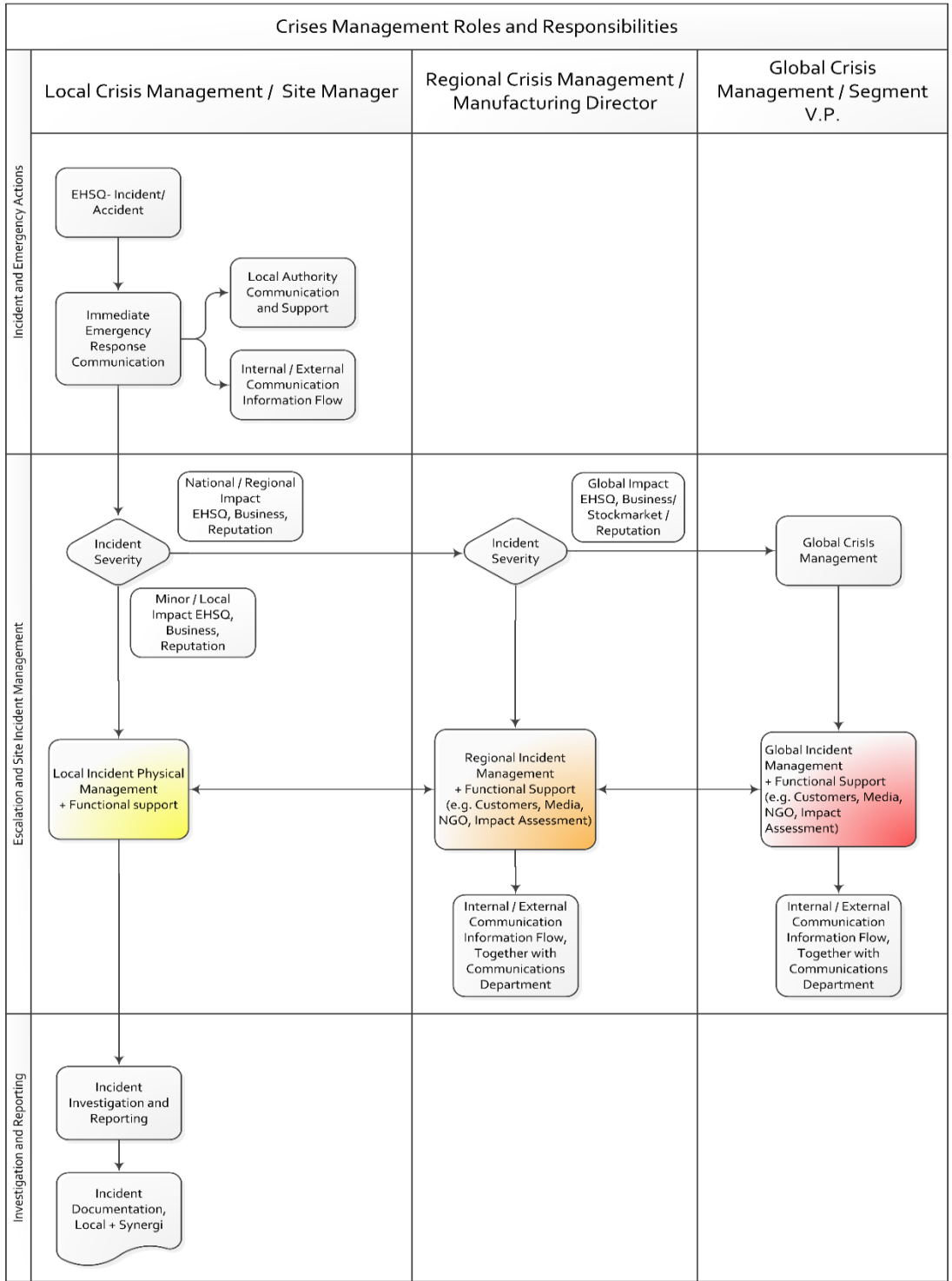
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**4. Contractors:**

- Harpers International  
Contact Name: George Barker  
Mobile: 07810774129
  
- J.W.Crowther  
Contact Name: John Cowles  
Phone: 01132532191
  
- CSH LTD  
Contact Name: Stuart Haworth  
Mobile: 07788 700475
  
- Tradebe  
Contact Name: James Hammil  
Phone: 01977 622 429

**Please ensure to contact the Plant manager / EHS Manager/ Specialist for any for large-scale issues.**

## 12. CRISIS MANAGEMENT





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Declaration:

I have read, understood and will follow the information given in this Emergency Plan.

Signed:.....

Date:.....