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Title:	Lenzing Grimsby emergency procedure - Appendix AOM – Flood Emergency Response Plan	Copy: 1 of 1	22 Dec. 22
Number:	BP030A0M	Authorised:	

Flood Emergency Response Plan:

Purpose:

This plan aims to detail the actions people on Lenzing Fibers Grimsby site should take upon receiving an alert of an upcoming flood from the Environment Agency.

Receiving an Alert:

In areas of high flood risk, the Environment Agency offers a service called Floodline Warnings Direct which provides free 24 hour automated flood warning alerts via telephone, SMS text or email. Lenzing Fibers Grimsby site falls within the area covered by this service. Warnings can be put in place several days in advance and will be constantly reviewed by the Environment Agency as conditions change.

The control room emergency telephone is signed up to receive these warning and it is the control room staff responsibility to inform the Shift Operations Manager (SOM), who now assumes the role of the Site Emergency Controller (SEC), of the alert received to initiate the appropriate response depending on the severity of the alert.

Flooding can be unpredictable and, as such, there will be a need to continually monitor an event as it unfolds both on site and in nearby locations.

Levels of Alerts:

The service provides 3 levels of flood alerts:



1. Flood Alert

- *Meaning:* Flooding is possible. Be prepared.
- *When it is used:* 2 hours – 2 days in advance of flooding



2. Flood Warning

- *Meaning:* Flooding is expected. Immediate action required
- *When it is used:* 0.5 hours – 1 day in advance of flooding

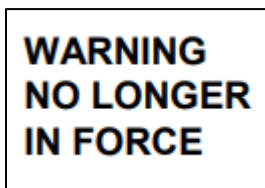
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3. Severe Flood Warning

- *Meaning:* Severe flooding. Danger to life.
- *When it is used:* Flooding poses a significant risk to life

There is also a 'warning no longer in force' alert:



- *Meaning:* No further flooding is currently expected in your area
- *When it is used:* River or sea conditions begin to return to normal

Crisis Management Team

The Crisis Management Team's roles and responsibilities, along with members of the teams names, contact details and deputies are stated within BP011 Crisis Management procedure on the site intranet.

Flood Alert Level 1 - (Prepare)

Action	Responsibility	Resources
Notify the SEC	Control room	Site radio, telephone or in person
Notify the Production Manager	SEC	Site radio, telephone or in person
Notify the SHE Manager	Production Manager	Site radio, telephone or in person
Monitor flood forecasts/tidal predictions using EA website resources and provide regular updated of conditions to SEC	SHE Manager	Environment Agency website, visual checks, site radio, telephone or in person
Await either an escalation alert level notification from the Floodline system or a	All	Floodline warning system

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move down to warning no longer in force		
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Flood Warning Level 2 - (Act)

Action	Responsibility	Resources
Notify the SEC	Control room	Site radio, telephone or in person
Notify the Production Manager	SEC	Site radio, telephone or in person
Notify the Crisis Management Team of the expected threat	Production Manager	Site radio, telephone or in person
Monitor flood forecasts/tidal predictions using EA website resources and provide regular updated of conditions to SEC	SHE Manager	Environment Agency website, visual checks, site radio, telephone or in person
Warn the control room of the potential need for a shutdown of both streams upon request of the Production Manager	SEC	Site radio, telephone or in person
Ensure adequate competent resources are on standby for the potential need for deenergising electrical equipment on site upon request of the Production Manager	SEC	Meeting, site radio, telephone or in person
Consult the possible preventative action list at the end of this procedure for actions that can be taken, if sufficient time, to protect the site and prevent environmental harm. SEC to instruct the implementation of these.	SEC	

Severe Flood Warning Level 3 - (Survive)

Action	Responsibility	Resources
Notify the SEC	Control room	Site radio, telephone or in person

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Notify the Production Manager	SEC	Site radio, telephone or in person
Notify the Crisis Management Team of the potentially imminent threat	Production Manager	Site radio, telephone or in person
SEC to decide whether to sound the fire emergency alarm to instruct for an evacuation of non-essential staff to an off site location. If so, the control room are to inform site security.	SEC	Fire alarm panel BP030
SEC to decide whether to instruct the control room to conduct an emergency shutdown of plant and prepare to leave site once completed	SEC	BP030A03 Fire or Fire Alarm Appendix
If evacuation has occurred, instruct the remaining staff left on site to evacuate	SEC	Telephone or in person BP030A03 Fire or Fire Alarm

Actions During a Flood

Action	Responsibility	Resources
Crisis Management Team to relocate off site upon evacuation to continue to monitor the situation as it develops	Crisis Management Team	Virtual meeting or external meeting room facility
Liase with the Environment Agency and Emergency Services as and when required	Crisis Management Team	Telephone or email

Returning to Work Post Flood

Action	Responsibility	Resources
Conduct a review of the plant condition post flooding event	Crisis Management Team	CCTV, online monitoring systems, physical checks

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All other employees to await contact from departmental managers on when it is safe to return to work	Departmental Managers	Telephone or email
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Useful Contacts

Service	Company Name	Telephone Number/s
Environment Agency Incidents	Environment Agency	0800 80 70 60
Environment Agency Floodline	Environment Agency	0345 988 1188
HSE fatal/major injuries	HSE	0345 300 9923
Emergency Services	Police and Ambulance Service	101 999
Electricity and steam provider control room	Equanas	01472 246099 or 07805824078 (Emergency Mobile number)
Water Supplier	Anglian Water	03457 145 145
Insurance company	Please contact Financial Controller or SHE Manager	Please contact Financial Controller or SHE Manager
Clean up services	Adler and Allan	02085 557111 07825716278
Clean up services	RPM	01472 344044 07734032167

Possible Protective Actions for Level 2 Flood Warning

Stop any high hazardous tasks on site due to potential access and egress issues and ability to get emergency services on site (e.g.- confined space and working at height)
Cancel bulk deliveries until flood warning is gone
Shut all windows and doors across site
Deploy sandbags/sheeting at doorways to prevent water ingress where possible
Move IBCs of environmentally harmful chemicals to a raised level where possible
Move stores stock including oil to a raised level where possible
Move all FLT's operating externally indoors

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- Identify any other loose objects that can become floating debris and move to a raised level where possible
- Move non-essential vehicles offsite where possible