

Emergency Operating Procedure



Related Documents

- T cards

In the event of a spillage:

- Immediately stop what you are doing.
- Assess the situation: if further spillage can be prevented safely and easily then do what can be done to prevent further spillage.
- If assistance is required, get assistance as soon as possible to prevent further spillage.
- Once the spillage is stopped, then the material spilled needs to be contained.
- Prevent access to water courses and sewers as a priority.
- Once spillage is contained then clean up can begin.
- Use spill kit and equipment to pump out or absorb spilled materials.
- Contain all contaminated absorbent material in a clip top drum for disposal.
- Once the gross contamination is cleaned up the area can be washed down: use degreasers as required.
- All washings should be collected and pumped into container for disposal.
- **DO NOT ALLOW** washings to escape to water course or sewer.
- Once the spillage is completely cleared up then the original task can be resumed.
- Incidents of spillage should be logged on a 'T Card' and investigated as required by the EHS Manager.

Take all reasonable precautions to prevent pollution of the site. If pollution does occur, however, the Environment Agency should be informed on the following numbers:

24-hour Emergency Line Telephone: 0800 80 70 60

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Responsible Person	Hayley Hurdle	Status	Active

In the event of a fire:

The following duties only apply during normal working hours with the provision "if safe to do so".

Nobody is expected to put themselves at any risk of harm.

- When the alarm sounds, switch off equipment, close windows/doors and evacuate by the nearest available exit. Take the clock-in/out sheet with you.
- Fire Marshals should work together to encourage occupants from the building and move them promptly to the identified Assembly Point.
- Anyone known not to have evacuated must be reported to the Fire coordinator.
- If available for Fire Marshal duties, pick up your high-visibility vest on the way out if possible and put it on. As you sweep your area, close doors/windows in passing but not delaying your own escape unduly. Encouraging others to leave the building via the nearest safe exit, paying attention to unsupervised areas. The Fire Marshal would normally be the last person off their floor.
- While evacuating, it may be necessary to reassure people on staircases that they ARE protected from the fire whilst queuing to get out.
- Once outside, direct people away from the building and towards the identified Assembly Point.
- When everyone has been cleared away from the immediate vicinity ensure that there are sufficient Door Guards in place. If not required as a Door Guard then, continue to the Assembly Point encouraging others as you go.
- When re-entry is permitted by the Fire Coordinator, a message should be conveyed by the Building Representative to the Door Guards and the Fire Marshals and to those at the Assembly Point. It would be useful if Fire Marshals could try to manage returning evacuees to avoid them completely blocking the entrance.
- If you have difficulty with any individuals, try to get names or other details, pass these on to Health & Safety, who will then pursue disciplinary action against individuals who deliberately disregard safety procedures. REMEMBER:

No one expects you to do anything which will put you at risk.

Your priority is ALWAYS evacuate the building safely.

Continue to act as Fire Marshal once safely out of the building encouraging people to the Assembly Point

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In the event of a gas release/reaction (area evacuation):

Due to the nature of the materials handled at the Chloros Environmental and bulking activities, there could be a potential release of chemical gas/vapour either through chemical reaction or chemical release. All bulking activities are controlled using CERA001 – Risk Assessment for bulking & Blending.

Typical releases would be small scale and would involve the following:

- Solvent vapours
- Acid/base reactions (bulking of chemicals using a funnel which had been contaminated).
- Incompatibilities

In the event of a gas release and/or chemical reaction, the following steps shall be taken:

- Immediately stop what you are doing, inform all staff on site of the incident. Cordon off the area. Ensure adequate ventilation is in place.
- Assess the situation: if further release/reaction can be prevented safely and easily then do what can be done to prevent further release.
- There is a windsock located on top of the building in the field behind the porta cabin, Evacuation *direction* should be cross wind if you are already in the plume.
- If assistance is required, get help as soon as possible to prevent further release/reaction
- Once the release/reaction stopped, then the material spilled needs to be contained if spilt.
- Prevent access to water courses and sewers as a priority.
- Once the release/reaction has completely cleared then the original task can be resumed.
- Incidents of spillage should be logged on a 'T Card' and investigated as required by the EHS Manager.

No one expects you to do anything which will put you at risk.

Your priority is ALWAYS evacuating the building safely.

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Dust spillage:

- Encourage adequate ventilation and do not agitate.
- Allow particles to settle.
- Wear appropriate PPE and respiratory protection. for dust exposure
- Hazardous materials in a fine dusty form should not be cleared up by dry brushing. Vacuum cleaners should be used in preference, and for toxic materials one conforming to type H (BS 5415) should be used.
- If the material is not water reactive, suppress dust with water spray. Eliminate sources of ignition and place in suitable container for subsequent disposal.

Further information

HSG 103 Safe handling of combustible dusts

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