

APPENDIX H
SLICKER RECYCLING LIMITED
KINGSNORTH EMERGENCY PROCEDURE

Approved by: KC/AS	Ref: eco.op.013
Operating Procedure	Version 8 – 7 th November 2017
EMERGENCY PROCEDURE – KINGSNORTH OIL TREATMENT SITE	

Objective:	Ensure a safe, prompt and co-ordinated response to any site emergency and to manage effective communication with the emergency services in the event of a 'major incident'.
Associated documents:	Eco.op.16 - Site evacuation and roll-call Eco.tem.015 – Emergency Contact numbers

For the purpose of this procedure a major incident includes:

- Any incident which causes serious injury
- A fire that becomes out of control of site operatives
- A major release of toxic, flammable or corrosive chemical that has the potential to affect members of the general public
- Any occurrence which threatens the safety of employees and/or the general public and which is beyond the control of site personnel.
- A major spill of material that is likely to adversely affect the environment and which is beyond the control of site personnel.

Calling for Emergency Services

The Manager or senior person on site is responsible for contacting the emergency services (either personally or by instruction to another staff member).

To contact the emergency services:

Dial 999 and ask for the relevant service (Fire, Ambulance, Police)

Give your name and the site details:

*Slicker Recycling Limited
Jetty Road
Kingsnorth Industrial Estate
Kingsnorth
Nr Rochester
Kent
ME3 9ND*

Provide details of the emergency including:

- *Nature and exact location of emergency (eg Fire)*
- *Number and nature of casualties*
- *If limited to site or likely to affect members of public*
- *Any specific access issues for emergency services*

Key Personnel

Emergency Controller – This post will be adopted by the senior operational person on site. The Emergency Controller will be in overall control of the site and personnel during the emergency and is responsible for co-ordinating any action to be taken.

The Emergency Controller will ensure the following actions have taken place:

- Emergency services have been called
- Site shut-down has taken place (where safe to do so)
- Roll call of personnel (including visitors and contractors) to ensure all personnel are accounted for – see Attachment eco.op.016 (**Note:** It is essential the number and names of any missing persons are immediately available to the officer in charge of the fire and rescue services).
- If the emergency is likely to affect others (off site), the Emergency Controller will send someone to warn neighbouring businesses of the emergency and if deemed necessary, to request their emergency evacuation.

The Emergency Controller will meet the emergency services and assist in any way possible (by explaining the emergency and identifying the site layout, tank contents, etc detailed in the site plan)

Once the situation is under control and the emergency services are contacted and personnel accounted for, the Emergency Controller will contact and inform the Site Manager if he is not present at the time of the emergency.

The Site Manager (or Emergency Controller if the Manager is not available) will advise the HSEQ Manager plus up-line managers with responsibility for the site (see Emergency Contact List eco.tem.015).

The Site Manager (or in his absence the next up-line Manager) will assess what (if any) company resources may be required (eg tankers if storage may become breached) and put the necessary actions in place to respond accordingly using any and all company and sub-contract assets available.

Site Shut Down

On discovering an emergency, the Emergency Controller will order the complete shut-down of all systems assuming it is safe to do so. This will include closing all valves and shutting off all pumps and electronic filtration systems.

If both safe and advisable to do so, the Emergency Controller may instruct all drivers to remove their vehicles from site in order to minimise damage and reduce any congestion for when the emergency services arrive.

Fire

After the alarm has been raised, personnel under the direction of the Emergency Controller will take immediate action to save life and (if safe and trained to do so) endeavour to extinguish the fire using the fire extinguishers provided for this purpose.

N.B. Portable fire extinguishers are generally adequate in fighting relatively small fires and they are not suitable for fighting larger fires. As a rule of thumb, if one extinguisher will not control the blaze it is doubtful whether the use of further extinguishers will be effective.

The Emergency Controller's duties are:

- To arrange for additional action to be taken to minimise the risk of fire spread (where safe to do so)
- To arrange via an appointed deputy for the senior fire officer in charge of the incident to be briefed immediately on his arrival
- To ensure the fire officer is briefed on any chemical hazard associated with the fire.

Fire Water Containment

Due to the nature of materials held on site, it is likely that if a serious fire breaks out, the actions of the emergency services will cause a major build-up of fire water and/or foam. Where practicable and safe to do this, this material should be contained and managed within the boundary of the site.

To help achieve this, any pump used to empty bund areas and/or sumps should be set up to continually pump from these areas into any empty tank or other unused bund.

Empty road tankers can also be used for this purpose, but only if this can be done safely and without causing an obstruction for access/egress to or from site for the emergency services.

If any water, foam or oil escapes from the site, the Emergency Controller will advise the local water company (0845 275 0845) and Environment Agency Pollution Hotline (0800 80 70 60) as soon as it is safe to do so.

Disposal Options for Fire Water and Oil Contaminated Wastes

In the event of an emergency it is possible that significant quantities of fire water and/or oil contaminated waste will require off-site disposal. When the emergency services have confirmed it is safe to do so, arrangements have been made with several waste management companies to provide this service.

Details follow:-

Company	Telephone No	Estimated Daily Capacity	Distance from Plant
CSG, Aylesford,	01622 790536	200Cu M	18 Miles
Sharpe's Twickenham	020 8892 0502	150 Cu M	75 Miles
Slicker Recycling Ltd Newport	01633 290113	200Cu M	190 Miles

Operator error

The potential for operator error is minimised by appropriate training (Safe Operating Procedures) which are recorded within the personnel files.

All personnel undergo Fire Safety Awareness training, Spillage Response training and training in this procedure.

Operators must make an immediate report to their line manager of any failings that have the *potential* to cause an incident.

The line manager will discuss the nature of the failing with the operator and if appropriate alert the authorities as a precautionary measure.

Major Incident Involving Spillage – within a bunded area

In the event of any major spillage on the Kingsnorth site, the Emergency Controller will instigate the immediate shutdown of all valves and pumps not being used to control the spill. If the spill can be contained within a bunded area, the Emergency Controller will ensure the spilled material is safely contained while all pumps and/or tankers are used to recover the material back into appropriate storage.

The Emergency Controller or Site Manager will assess what (if any) additional company resources may be required (eg tankers if storage may become breached) and put the necessary actions in place to respond accordingly using any and all company and sub-contract assets available.

The Site Manager (or Emergency Controller if the Manager is not available) will advise the HSEQ Manager plus up-line managers with responsibility for the site (see Emergency Contact List eco.tem.015).

As soon as the spill has been recovered, the area will be cleaned back to its original condition.

The HSEQ Manager & Site manager will be jointly responsible for contacting the Environment Agency with a synopsis of the incident.

Major Incident Involving Spillage – outside of a bunded area

If the spill is not contained within a bunded area, the Emergency Controller will instigate the immediate shutdown of all valves and pumps not being used to control the spill. The Emergency Controller will organise the workforce with tankers, squeegees, oil socks and/or other absorbents to contain the spill and prevent it flowing beyond the site boundary or onto unprotected ground.

The Emergency Controller or Site Manager will assess what (if any) additional company resources may be required (eg tankers if storage may become breached) and put the necessary actions in place to respond accordingly using any and all company and sub-contract assets available.

The Emergency Controller will ensure the spilled material is safely contained while all pumps and/or tankers are used to recover the material back into appropriate storage.

The Site Manager (or Emergency Controller if the Manager is not available) will advise the HSEQ Manager plus up-line managers with responsibility for the site (refer to eco.tem.015 for contact details).

As soon as the spill has been recovered, the area will be cleaned back to its original condition.

In the event any waste escapes the site boundary, onto the roadway or beyond, the Emergency Controller will endeavour to quarantine the roadway (if safe to do so) to minimise harm to members of the public by the use of traffic cones. This function will be taken over by the emergency services as soon as they arrive on the scene.

The HSEQ Manager & Site Manager will assume joint responsibility for contacting the Environment Agency with a synopsis of the incident.

Flood

Senior site managers are registered with EA flood line direct and will receive automatic flood warnings.

Site status will be agreed at morning meetings with contingency planning to remove at risk production chemicals stored in drums and IBC's off site in the event of a severe flood warning being predicted.

Contingency planning will be made at the Friday morning meeting to ensure that the situation at weekends and bank holidays is also considered.

The main administration buildings are above the level of the yard area and hence protected to some extent from flooding.

Wherever possible, vulnerable equipment (e.g. computers) and important site records will be moved onto desks (or removed from site to prevent them being damaged).

Notifications to Regulatory Authorities

Environment Agency – A schedule 6 notification is required for any malfunction, breakdown or failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution within 24 hours of the incident. The form may be found on the PPC permit. This will be completed by the Site Manager with assistance from the HSEQ Manager.

Media Contact

In the event of any contact from any media following an emergency or incident or at any other time, only a company director is authorised to speak to the media or make a statement.

All operational personnel must be familiar with the Emergency Action Plan

Approved by: KC/AS	Ref: eco.op.013
Operating Procedure	Version 8 – 7 th November 2017
EMERGENCY PROCEDURE – KINGSNORTH OIL TREATMENT SITE	

DECLARATION OF UNDERSTANDING

This emergency procedure has been explained to me and I understand it and agree to comply with it.

Employee.....

Signed

Line Manager

Signed

Date

A signed copy must be forwarded to marion.jones@slickerrecycling.com for inclusion in the employee’s Training file.