

## Emergency Preparedness Procedure



# ENVIRONMENTAL EMERGENCY PREPAREDNESS

**Quality Approval:** HSEQ Manager- EMEA  
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# 1 Purpose

The purpose of this document is to provide guidance on the process to be followed in the event of an environmental incident of significance that could affect external businesses or the public.

# 2 Scope

This document applies to IBX's that follow the ISO 14001 environmental management system processes and act as a guide to those that do not yet have ISO 14001.

# 3 Environmental Emergencies

## 3.1 Definitions

At Equinix there are several types of environmental emergency that could occur and whilst all efforts are made to reduce these to a low level in the normal day to day business however, as can be seen from environmental disasters around the world accidents do happen. It is far better to prepare for the worst rather than ignore it. Then if a serious event occurs we have some idea how to deal with it quickly and possibly avert a disaster.

Having reviewed the environmental aspects issued by the Equinix IBX's that have environmental management systems the following list of potential serious incidents have been defined as environmental emergencies.

- Major release of contaminated fluid into sewers i.e. Coolant water with glycol, biocides and/or corrosion inhibitors resulting from pipe line failure of some sort.
- Major release of oil/diesel from supply tanker or damaged tank or pipes
- Release of Legionella into air
- Major release of refrigerant gas into the atmosphere due to cylinder or pipe failure.

## 4 Emergency types

### 4.1 Major release of contaminated water

Step	Description	Who
1	Using the spill kits provided seal the drain as quickly as possible and try to seal the leak.	First Person on scene
2	Attend to any injured parties removing them from the area.	First Person on scene/ First Aider
3	Alert the management of the severity of the release. Explain the situation	First Person on scene
4	Assess the potential impact on staff and or public. Do the staff need to be evacuated or decontaminated. Is the release explosive? If so, evacuate staff to a place of safety. If public affected Emergency Services should be contacted on 999 (UK) or 112 (NL).	First person on scene and the Manager/Director on duty, Security.
5	Raise an Incident Report under Environmental at Yellow Alert. If Customers and staff have been evacuated then it should be raised to Amber	Manager /Director on duty Service Desk
6	Collect together the Manufacturers Safety Data Sheets MSDS for the substances included in the release and contact the Water Authority responsible for the drainage sewers and advise them of the emergency and provide approximate composition of contaminant. Then email the datasheets to them.	Manager/ Director on duty
7	<p>Call Environment cleansing company to clear up.</p> <p><b>UK:</b> Adler &amp; Allen <b>0800 592 827</b></p> <p><b>NL:</b> No contract</p> <p>Call Environment authorities</p> <p><b>UK:</b> <b>0800 80 70 60</b></p> <p><b>NL:</b> Always: Arbeidsinspectie Major Hazard Control, 0800 2700 00 0</p> <p>AM:</p> <ul style="list-style-type: none"> <li>Gemeente A-dam, Dienst Milieu en Bouwtoezicht; startwerk@dmb.amsterdam.nl , o.v.m bodemcalamiteit of bel 020-6240 636.</li> <li>Waternet; 09009394</li> </ul> <p>EN:</p> <ul style="list-style-type: none"> <li>Gemeente Enschede, Cluster Bouw en Milieu; 053-481 58 58.</li> <li>Waterschap Regge Dinkel; 0546 83 25 25</li> </ul> <p>ZW:</p> <ul style="list-style-type: none"> <li>Gemeente Zwolle, Meldpunt Overijssel; 038-4252423 of <a href="mailto:meldpunt@overijssel.nl">meldpunt@overijssel.nl</a></li> <li>Waterschap Groot Salland; 038 455 72 00</li> </ul> <p>Internal process</p> <ul style="list-style-type: none"> <li>Started incident management</li> <li>Reporting (near) Environment incident HSE coordinator</li> </ul>	Manager/Director on duty

## 4.2 Major release of Oil/Diesel

### Spill from refilling tanker

Step	Description	Who
1	All drains in the area should be sealed using the neoprene sheeting in the spill kits.	Person managing the delivery
2	Shut down tanker pump or request tanker driver to do so.	Person managing the delivery
3	Set up barrier to stop people slipping and transferring the oil. Apply a boom or oil barrier where possible.	Person managing the delivery
4	Alert the Manager / Director on duty and describe the situation.	Person managing the delivery/ Manager / Director on duty
5	Evaluate the Oil providers ability to clear the leak	Manager / Director on duty
6	<p>If spill significant call Environment cleansing company to clear up and make safe.</p> <p><b>UK: Adler &amp; Allen 0800 592 827</b></p> <p><b>NL: No contract</b></p> <p>Call Environment authorities</p> <p><b>UK: 0800 80 70 60</b></p> <p><b>NL: Always: Arbeidsinspectie Major Hazard Control, 0800 2700 00 0</b></p> <p>AM:</p> <ul style="list-style-type: none"> <li>Gemeente A-dam, Dienst Milieu en Bouwtoezicht; startwerk@dmb.amsterdam.nl , o.v.m bodemcalamiteit of bel 020-6240 636.</li> <li>Waternet; 09009394</li> </ul> <p>EN:</p> <ul style="list-style-type: none"> <li>Gemeente Enschede, Cluster Bouw en Milieu; 053-481 58 58.</li> <li>Waterschap Regge Dinkel; 0546 83 25 25</li> </ul> <p>ZW:</p> <ul style="list-style-type: none"> <li>Gemeente Zwolle, Meldpunt Overijssel; 038-4252423 of <a href="mailto:meldpunt@overijssel.nl">meldpunt@overijssel.nl</a></li> <li>Waterschap Groot Salland; 038 455 72 00</li> </ul> <p>Internal process</p> <ul style="list-style-type: none"> <li>Started incident management</li> <li>Reporting (near) Environment incident HSE coordinator</li> </ul>	Manager / Director on duty

Spill from Ruptured / Damaged oil tank

Step	Description	Who
1	Cover the drains in the area with the neoprene mat provided in the spill kit located near by. To stop oil going down.	First Person on scene
2	In the event that it was caused by a vehicle strike insure the driver is safe and the engine is turned off and the vehicle is evacuated.. Request help if person is injured	First Person on scene/ First Aider
3	Alert the Manager / Director on duty and describe the situation.	First Person on scene/ Manager / Director on duty
4	Assess the amount of oil likely to spill based on the lowest point of puncture or rip. The Oil spill kits on site will be inadequate to stop a significant spill.	First Person on scene/ Manager / Director on duty
5	Diesel is Flammable and has a flash point approx. 52 degrees C so if the diesel may come into a hot item such as an engine then the diesel may ignite. Evacuate the area if appropriate by pressing the fire alarm	First Person on scene/ Manager / Director on duty
6	<p>Depending on the risk of a fire starting it may be necessary to call the fire brigade on 999.</p> <p>If no fire risk exists then arrange for urgent clean up and transfer of the remaining oil to another tank.</p> <p>The Oil to be removed from the floor should be filtered and cleansed before use.</p> <p>Call Environment cleansing company to clear up and make safe.</p> <p><b>UK: Adler &amp; Allen 0800 592 827</b></p> <p><b>NL: No contract</b></p> <p>Call Environment authorities</p> <p><b>UK: 0800 80 70 60</b></p> <p><b>NL:</b></p> <ul style="list-style-type: none"> <li>• Always: Arbeidsinspectie Major Hazard Control, 08002700 00 0</li> </ul> <p>AM:</p> <ul style="list-style-type: none"> <li>• Gemeente A-dam, Dienst Milieu en Bouwtoezicht; startwerk@dmb.amsterdam.nl , o.v.m bodemcalamiteit of bel 020-6240 636.</li> <li>• Waternet; 09009394</li> </ul> <p>EN:</p> <ul style="list-style-type: none"> <li>• Gemeente Enschede, Cluster Bouw en Milieu; 053-481 58 58.</li> <li>• Waterschap Groot Salland; 038 455 72 00</li> </ul> <p>ZW:</p> <ul style="list-style-type: none"> <li>• Gemeente Zwolle, Meldpunt Overijssel; 038-4252423 of <a href="mailto:meldpunt@overijssel.nl">meldpunt@overijssel.nl</a></li> <li>• Waterschap Groot Salland; 038 455 72 00</li> </ul> <p>Internal process</p> <ul style="list-style-type: none"> <li>• Started incident management</li> <li>• Reporting (near) Environment incident HSE coordinator</li> </ul>	Manager / Director on duty

Step	Description	Who
7	Ensure Cleansing Co check and clean out the drain interceptors.	Manager / Director on duty

#### 4.3 Major release of Legionella into the atmosphere

Legionella checks are conducted in accordance L8 The Approved Code of Practice (UK) or Legionella management system (NL) and if these have been monitored and suitable biocides have been used to reduce the level of legionella to an acceptable level.

So any outbreak would come from an unknown or uncontrolled source. In this case the first thing we would know is people falling ill or health authorities checking our datacenters searching for an uncontrolled or badly maintained source. Unless it is in a position that sprays water i.e. fountain or a cooling tower it is unlikely to be caused by a datacenter.

Step	Description	Who
1	Arrange for a check across all areas of the Datacentre looking for areas of water check water temperatures are correct and check that the records show legionella counts low.	Manager / Director on duty

#### 4.4 Major release of refrigerant gas into the atmosphere

If there is more than 300Kg of refrigerant gas on the premises then we should have a leak detection system in place by law

Warning in the event of a pipe rupture or damaged cylinder the flow of gas at high velocity can be damaging to health.

Touching pipe work and cylinder wall after an extreme release can cause frostbite and if in an enclosed area the released gas may reduce the oxygen levels causing faintness and possible asphyxiation, loss of coordination, increased pulse rate and deeper respiration will occur. At high levels cardiac arrhythmia may occur.

It is also an eye irritant ensure the area is ventilated .

Step	Description	Who
1	If the refrigerant gas has already escaped to the atmosphere ensure the area is well ventilated.	First Person on scene
2	If the cylinder can be sealed to prevent further escape from a ruptured or damaged pipe then close the valve to prevent more gas release if it is safe to do so.	First Person on scene
3	Alert the Manager / Director on duty and describe the situation.	First Person on scene/ Manager / Director on duty

#### 4.5 Testing Emergency Scenarios

As an emergency can occur at any time it is important that everyone in the Datacentre knows what to do in an emergency situation. Precious minutes can be lost with people watching an issue unfolding before them, unsure of what to do next.

The best way of ensure this time is as short as possible is to train for disaster situations so people know straight away what to do.

## Emergency Planning and Response



# Emergency Planning and Response



<b>Scope:</b>	
<b>Purpose:</b>	This document details the requirements for emergency preparedness at each Equinix EMEA location. It includes consideration of emergencies which could impact personnel on site; site infrastructure; and the environment.
<b>Global Applicability:</b>	EMEA: All regions within EMEA.
<b>Key Performance Indicators:</b>	N/A

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## Key Concepts:

HSE procedures are based on the concept of Responsibility, Accountability, Consulted (affected), Involved. Those accountable for implementation and management of these key procedures would generally delegate the day to day responsibility to assigned personnel to ensure all legal and company compliance requirements are met. The table below gives a guideline to those levels and typical competencies.

Individuals				Competence Guideline
Affected (e.g. visitors and contractors)				<ul style="list-style-type: none"> <li>Aware of emergency planning and response on the site, including evacuation routes, assembly points and alarms.</li> <li>Aware of requirement to report all accidents, including near misses</li> </ul>
Involved (e.g. employees)				<ul style="list-style-type: none"> <li>Can explain the site emergency planning and response and demonstrates awareness of emergency equipment.</li> </ul>
Responsible (e.g. managers and competent persons)				<ul style="list-style-type: none"> <li>Knows the requirements of applicable legislation, regulation and codes of practice in their area of responsibility and can demonstrate compliance</li> <li>Risk assessor meets all the requirements of competence as required under local legislation or standards.</li> <li>Emergency team members to be competent according to local requirements</li> <li>Accident investigators to be competent in order to identify root causes.</li> <li>Accurately documents and explain measures required for local teams to meet their obligations.</li> </ul>
Accountable (e.g. functional heads)				<ul style="list-style-type: none"> <li>Knows and provides the resource required to ensure compliance to applicable legislation, regulation and codes of practice for their area of accountability.</li> </ul>

## Process Requirements and Instructions

### Risk assessment

In accordance with the requirements of Risk Assessment procedures, the manager accountable for Emergency planning and response will ensure there are documented risk assessment and risk reduction program in place for known and potential emergency and evacuation situations that could occur on site or as a result of site operations. The following situations are considered as part of the emergency planning and response risk assessment program:

- bomb or terrorist threat
- criminal activities
- disruptions in water supply or water supply quality
- energy or fuel shortage
- environmental contamination
- equipment failure
- an explosion
- a fire
- natural hazards
- people
- a spillage
- structural collapse
- transport failure or accident

The following are considered as part of emergency planning and response risk assessment:

- damage to:
  - brand image or company trademarks
  - the business, its assets or operation
- harm to:
  - employees, contractors and visitors
  - the public
- environmental pollution

Risk assessments and plans must be reviewed in line with the Risk Assessment, or if there is any significant changes to the hazards or risks.

### Emergency Procedure

The Manager accountable for emergency planning and response ensures that a controlled emergency planning and response procedure is created, maintained and available at emergency control points, that details:

- each significant known or potential emergency situation together with:
  - a description of the event
  - who is designated to control the emergency situation
  - evaluation criteria to determine the severity of the situation
  - the emergency response based on the severity of the situation
  - any points at which the emergency situation requires escalation and what that escalation entails
  - the emergency control point
  - any emergency equipment and trained users
  - a list of marshals, wardens and /or emergency teams, their role and the requirements for deployment
  - the control of employees when evacuation is not required
  - any specific management guidance
  - any requirements from technical surveys conducted by insurers or other specialists
  - any required notification or communication with regulatory bodies, authorities and internal or external stakeholders
  - the associated emergency drill or scenario
- the evacuation process

- site plans
- the fire log
- emergency communication systems
- internal and external emergency contacts and specifies that contact's:
  - name
  - telephone number(s)
  - company role / details
- conducting roll calls and accounting for missing persons (search and rescue)
- coordination with the emergency services
- plans for disaster recovery and contingency
- all clear and returning to work
- emergency situation reporting and post event appraisal

### **Emergency Reporting and Investigation**

The Manager accountable for emergency planning and response ensures that:

- unplanned events which invoke the emergency procedure are investigated through the Audit, Inspection And Investigation process
- notifiable emergencies are reported in accordance with the Audit, Inspection And Investigation process
- bomb threat checklists are available at gatehouses and reception areas
- bomb threats are reported to the Incident Management Team immediately after the event in accordance with Incident Management
- driver emergency response checklists are available to drivers and depot contacts
- driver emergencies are reported to the Incident Management Team immediately after the event in accordance with Incident Management
- the emergency planning and response procedure is reviewed

### **Site Plans/Emergency Pack for Fire Brigade**

The Manager accountable for emergency planning and response ensures that controlled site plan(s)/emergency pack for Fire Brigade detail the following criteria as a minimum:

- general site layout
- include map of the area i.e google maps to show adjoining businesses, gas pipes and other associated risks.
- fire control and fighting equipment (fire points, doors, hoses, extinguishers, sprinklers and pumps, other suppression systems)
- evacuation routes and nearest escape route depending on location
- major power supplies and details cut off mechanisms
- drainage systems
- colour coded master control and shut off mechanisms
- storage and supply of chemicals, fuel, gas cylinders, other flammable or explosive substances
- first aid equipment
- spillage containment equipment
- other emergency equipment
- Emergency contacts

### **Evacuation**

The Manager accountable for emergency planning and response ensures:

- all evacuation routes have distinguishable signs indicating the direction and / or point of evacuation
- controlled procedures are in place to evacuate the site in a systematic and timely manner which includes evacuation to designated assembly points that are:
  - clearly marked
  - segregated into personnel types (e.g. visitors, contractors, employees) and where appropriate employee functional areas (e.g. administration)
- a means to track who is or is not on site
- a roll call to establish who is or is not present at assembly points
- access to site plans/ emergency pack for fire brigade at the entrance to the site and, if different, the muster

- point for emergency services
- access to material safety data sheets (MSDS) at the entrance to the site and, if different, the muster point for emergency services

### **Emergency Escalation**

The Manager accountable for emergency planning and response ensures emergency events outside of the direct control of the site are escalated to the incident management team in accordance with Incident Management

### **Emergency Equipment**

The Manager accountable for emergency planning and response ensures that an emergency equipment survey of all infrastructure within the site boundary is conducted to identify required:

- fire extinguishing and protection systems
- fire detection and alarm systems
- spill and release control equipment
- emergency lighting and power
- rescue equipment
- run-off protection (e.g. interceptors and bunds)
- master control and shut off mechanisms

The Manager accountable for emergency planning and response ensures that

- master control and shut off mechanisms are colour-coded and labelled
- the condition and correct operation of emergency equipment is inspected in accordance with:
  - risk assessments
  - HSE Monitoring Program
- records of these inspections are retained in accordance with the Control Of Records

### **Spillages and Spill Control**

The Manager accountable for emergency planning and response ensures:

- hazardous liquid storage vessels have a bund capable of containing 110% of the contents of the largest vessel
- rain water trapped within bunds is removed into the effluent drainage system and, where applicable, through the effluent plant in accordance with Waste Water Quality
- spillage containment kits are located in areas identified by risk assessment
- spillage containment kit contents are applicable to the identified impact of a significant spillage in its location
- the condition, content and location of spill kits is inspected in accordance with the Monitoring Program
- records of these inspections are retained in accordance with the Control Of Records

### **Evacuation Drills and Scenarios**

The Manager accountable for emergency planning and response ensures that personnel, including agency staff and permanent contractors and, where applicable, outside agencies and emergency services undertake evacuation drills and scenarios in accordance with the HSE Monitoring programme.

The Manager accountable for emergency planning and response ensures:

- after every emergency drill, scenario or unplanned event a post event appraisal is conducted
- actions arising from post event appraisals are addressed in accordance with the Continual Improvement Process

### **Emergency Services**

The Manager accountable for emergency planning and response ensures:

- records of any liaison with emergency services are retained in accordance with the Control Of Records

### **Fire**

For details regarding Fire Safety refer to relevant procedure.

### **First aid and accident reporting**

For details regarding First Aid, accident reporting and investigation refer to relevant procedure.

### **Confined Spaces**

For details regarding confined spaces refer to relevant procedure.

### **Changes and Review**

The Manager accountable for emergency planning and response ensures:

- the emergency planning and response procedure and associated competence of emergency teams satisfies the requirements of stakeholders, when there has been significant change or after an emergency situation
- emergency equipment is provided to meet the requirements identified by the emergency equipment survey, when there has been significant change or after an emergency situation
- where applicable, health screening is provided for emergency team members required to use specialised equipment
- the emergency evacuation process is communicated to visitors and contractors prior to them initially entering or commencing work on site or after a change to the process
- learning points from post event appraisals are communicated to personnel

# APPENDIX: Emergency Evacuation Checklist:

## EMERGENCY EVACUATION DRILL CHECKLIST & SUMMARY REPORT

### Emergency evacuation drill objectives:

1. Evaluate the effectiveness of employees, visitors and customers abilities to evacuate the building.
2. Evaluate the effectiveness and adequateness of the evacuation procedure.
3. Evaluate employees, visitors and customers ability to recognise the evacuation alarm.
4. Determine whether employees, visitors and customers' takes appropriate action on hearing the evacuation alarm and begin the evacuation process in an acceptable manner and as per procedure.
5. Evaluate employees' ability to provide assistance to visitors / customers who are experiencing difficulties.
6. Evaluate employees, visitors and customers' ability to recognise and take appropriate actions when a means of egress is unsafe.
7. Ensure employees, visitors and customers report in at designated assembly points.

<b>Site Name:</b>				<b>Emergency Evacuation Drill – PLANNING STAGE</b>			
<b>Requirement</b>			<b>Yes</b>	<b>No</b>	<b>Comment</b>		
Who is the evacuation controller? Enter name:							
Who is activating the alarm? Enter name:							
Who is contacting the alarm monitoring service? Enter name:							
Who is printing the role call list? Enter name:							
Who is transferring the telephone system: Enter name:							
Who is conducting the role call? Enter name:							
Are fire wardens available?							
<b>Emergency Evacuation Drill – PERFORMANCE STAGE</b>							
Date of Drill:			Alarm activated at:			am/pm	
All out at: mins			Role call completed at:			mins	
<b>Total elapsed time:</b>				<b>mins</b>			
<b>Requirement</b>			<b>Yes</b>	<b>No</b>	<b>Comment</b>		
Did all occupants evacuate the building?							
Did all occupants go to the assembly point(s)							
Were all occupants accounted for? If no, please provide details below*							
Evacuation was orderly?							
Visitors / Customers escorted to assembly point(s)?							
Were elevators used during the evacuation?							
Were elevators brought to ground level and stopped?							
Was the phone system transferred?							
Was the alarm clearly audible in all areas?							
Was the alarm monitoring service contacted?							
Was the alarm monitoring service contacted to advise them drill is over?							
Did any person require assistance to leave the building?							
Did fire wardens order the evacuation of their area as they left exited their areas?							
Was there a good level of communication between the evacuation control team?							
Did all electro-magnetic door locks disable correctly?							

Did all communication equipment function correctly?			
Did all personnel wait in the assembly area until directed otherwise by the emergency controller?			
Was the all clear given to re-enter the building and by whom?			
<b>Enter details of any unaccounted for employees, visitors or customers:</b>			

Emergency Evacuation Drill – PERFORMANCE STAGE			
Date of Drill:	Alarm activated at:	am/pm	
All out at: mins	Roll call completed at:	mins	
<b>Total elapsed time:</b>		<b>mins</b>	
Requirement	Yes	No	Comment
Was the 'all out' time acceptable?			
Were all 'unaccounted for persons' issues resolved?			
Have any issues been identified by the fire wardens?			
Have any issues been identified by the evacuation controller?			
What improvements can be made to the emergency evacuation process?			
Does the Emergency Evacuation Procedure need to be updated?			

**Emergency Evacuation Drill – MANGEMENT SIGN OFF**

**Details of Improvements and Recommendations:**

Actions	Owner	Target Date	Completion Date	CATS Reference	Target Date

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**COMPLIANCE MANAGER**



## Spill Kit Response Drill – Performance Review Checklist:

Follow the steps in the following table:

Spill Kit Response Drill – PERFORMANCE STAGE	
Date of Drill:	Drill started at: _____ am/pm
Response Time: _____ mins	Drill completed at: _____ mins
Name of responders: 1. _____ 2. _____	
<b>Total elapsed time: _____ mins</b>	

Requirement	Yes	No	N/A	Comment
Was correct personal protective equipment used?				
Were arrangements made to isolate area of leak by switching off, isolating valves?				
If leaking from pipe work, was spill tray positioned to collect leaking fluid?				
Identify the chemical and consult Safety Data Sheet for clean-up instructions?				
Have spill response materials been obtained from the nearest spill response kit?				
If safe to do so limit the spread of the spill by placing absorbent materials around the perimeter of the spill?				
If chemical is flammable, is there a fire extinguisher (foam) on standby?				
Once Immediate spill or leak is contained make sure you barrier off the area to ensure slips and personal contamination is avoided?				
Have you covered over the spill with absorbent material and cleaned up the spill?				
Have you escalated immediately to notify Operations Management of the spill and request additional help where this is required?				
Used spillage equipment is classed as hazardous waste and must be disposed of in line with Waste Management Procedures?				
<b>Enter details of any improvements</b>				

Spill Kit Response Drill – PERFORMANCE STAGE SIGN OFF	
Name: _____ _____	Signature: _____ _____
Position: _____	Date: _____

**Spill Kit Response Drill – Debrief Stage**

Final Stage comments and Managers Signoff:

Spill Kit Response Drill – DEBRIEF STAGE
Was the response time acceptable?
Was personal protective equipment used correctly?
Was the Spill escalated as appropriate?
Have any issues been identified by the spill kit responders?
Have any issues been identified by the Spill Kit Response Drill controller?
What improvements can be made to the Spill Kit Response process?

Spill Kit Response Drill – DEBRIEF STAGE SIGN OFF	
Name : _____	Signature: _____
Position: _____	Date: _____

**Spill Kit Response Drill – MANAGEMENT SIGN OFF**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COMPLIANCE MANAGER**

**Details of Improvements and Recommendations:**

<b>Actions</b>	<b>Owner</b>	<b>Target Date</b>	<b>Completion Date</b>	<b>CATS Reference</b>	<b>Target Date</b>

## Spill Response Evaluation Checklist

## Spill Kit Response Drill – Performance Review Checklist:

Follow the steps in the following table:

Spill Kit Response Drill – PERFORMANCE STAGE			
Date of Drill:		Drill started at:	am/pm
Response Time:	mins	Drill completed at:	mins
Name of responders: 1. _____ 2. _____			
Total elapsed time:		mins	

Requirement	Yes	No	N/A	Comment
Was correct personal protective equipment used?				
Were arrangements made to isolate area of leak by switching off, isolating valves?				
If leaking from pipe work, was spill tray positioned to collect leaking fluid?				
Identify the chemical and consult Safety Data Sheet for clean-up instructions?				
Have spill response materials been obtained from the nearest spill response kit?				
If safe to do so limit the spread of the spill by placing absorbent materials around the perimeter of the spill?				
If chemical is flammable, is there a fire extinguisher (foam) on standby?				
Once Immediate spill or leak is contained make sure you barrier off the area to ensure slips and personal contamination is avoided?				
Have you covered over the spill with absorbent material and cleaned up the spill?				
Have you escalated immediately to notify Operations Management of the spill and request additional help where this is required?				
Used spillage equipment is classed as hazardous waste and must be disposed of in line with Waste Management Procedures?				
<b>Enter details of any improvements</b>				

<b>Spill Kit Response Drill – PERFORMANCE STAGE SIGN OFF</b>	
Name: _____	Signature: _____
Position: _____	Date: _____

### Spill Kit Response Drill – Debrief Stage

Final Stage comments and Managers Signoff:

<b>Spill Kit Response Drill – DEBRIEF STAGE</b>
Was the response time acceptable?
Was personal protective equipment used correctly?
Was the Spill escalated as appropriate?
Have any issues been identified by the spill kit responders?
Have any issues been identified by the Spill Kit Response Drill controller?
What improvements can be made to the Spill Kit Response process?

<b>Spill Kit Response Drill – DEBRIEF STAGE SIGN OFF</b>	
Name : _____	Signature: _____
Position: _____	Date: _____

<b>Spill Kit Response Drill – MANAGEMENT SIGN OFF</b>
Signature: _____  Date: _____  <b>COMPLIANCE MANAGER</b>

**Details of Improvements and Recommendations:**

Actions	Owner	Target Date	Completion Date	CATS Reference	Target Date