
Subject **Emergency Management Plan**

Reviewed by Head of Security

Date June 2018

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Version Version 14

Amendment Record		3
1-	Emergency Management Plan	5
1.1	Explanatory Notes on the Emergency Management Plan	6
2-	Immediate and secondary emergency response actions	6
3-	Key Site Information – Key Contacts List	7
3.1	Roles and Responsibilities – Major On-Site Incident	8
4-	Emergency Management Procedures	10
4.1	Emergency Procedure EP1 – Safety Critical Alarms	10
4.2	Emergency Procedure EP2 - Fire & Evacuation on Process Plants chemicals	13
4.3	Emergency Procedure EP3 - Firewater Management	15
4.4	Emergency Procedure EP4 - Weather Station Management	18
4.5	Emergency Procedure EP5 - Abnormal Emissions from Water Treatment Plant	20
4.6	Emergency Procedure EP 6 - Spillage Response	22
4.7	Emergency Procedure EP7 - Loss of Material to Ground	24
4.8	Emergency Procedure EP8 - Natural Gas Leak	26
4.9	Emergency Procedure EP9 – Storm Water Containment System	28
4.10	Emergency Procedure EP10 – Suspect Package	30
4.11	Emergency Procedure EP11 – Bomb Threat Warning	32
4.12	Emergency Procedure EP12 - Oxy- acetylene cylinder incident	34
4.13	Emergency Procedure EP13 – Internal Gas Alarms (Methane, CO, Hydrogen)	35
5-	R M Experience Emergency Management Procedures	36
5.1	Emergency Procedure - Reacting to Fire alarms	36
5.2	Emergency Procedure EP21 – Reacting to the Site Emergency Alarm	37
6-	Appendices	38
6.1	Appendix 1 – Site Drawings	38
6.2	Appendix 2 – Gas Isolation Points (see Plan 15 in Pack 3 in Emergency Response Room)	41
6.3	Appendix 3 – Electrical Isolation Points	42
6.4	Appendix 4 – Supporting Information	44
6.5	Appendix 6 – IAP Instructions	47
6.6	Appendix 7 – Bomb Threat Proforma	48
6.7	Appendix 8 – Water Outage Arrangements	50
6.8	Appendix 9– Major Incident reporting guide	51
6.9	Appendix 10 - Distribution	52

Amendment Record

Issue Number	Page Number	Amendment Details	Amended By	Approval Signature	Date of Issue
1					17/06/08
2	1	Change of author	N. Baker	P. Carpanini	18/11/08
3	12-16	Key Staff Call Out List Added	J Robson	P. Carpanini	4/6/09
4		Change of Reviewer		Paul Carpanini / Ian Young	08/09/11
5	9 – 11	Change of Key Contact personnel	David Richards	Craig Davies	
	various	Change of role titles	David Richards	Craig Davies	
6	8 - 11	Change of Key Contact personnel	David Richards	Craig Davies	06/12/12
	11 – 48	Change of terminology	David Richards	Craig Davies	
	11 - 58	Amendment of procedures	David Richards	Craig Davies	
	60 – 61	Addition of Appendix 8	David Richards	Craig Davies	
	62 - 83	Addition of Appendix 9	David Richards	Craig Davies	
7	8	Bronze Commander contact numbers	David Richards	Sinky Leitch	
	9 – 11	Change of Key Contact personnel & names	David Richards	Sinky Leitch	
	55 – 57	Update of Internal Assembly Points	David Richards	Sinky Leitch	
8	14 - 44	Review of Emergency Procedures	David Richards	Sinky Leitch	
9	9 – 11	Update of Key Contact personnel & names	David Richards	Sinky Leitch	18/07/14
	39	Update of EP11 – Storm water containment System	David Richards	Sinky Leitch	

10	9 – 12	Update of Key Contact personnel & names	David Richards		06/07/15
	20	Amendment to EP2	David Richards		
	33	Amendment to EP7	David Richards		
	53 - 55	Update of IAP extension numbers	David Richards		
11	16 – 17	“EP1 – Safety Critical & Gas Alarms” changed to “Safety Critical Alarms”	David Richards		06/05/16
	47	“EP 15 – Internal Gas Alarms” added	David Richards	Nikki Burge	
	9 – 13	Update of Key Contact personnel & names	David Richards		
	48 - 49	RM Experience Emergency procedures added	David Richards		
12	9 - 77	Update of contact list. Removal of appendix 8 and update of appendix 9 (now 8). Removal of references to MOD police.	Martyn Grant	Nikki Burge	04/05/17
13	9-13	Update key site contact list. List removed from the document	Mark Shutt	Richard Bowen	29/01/2018
14	All	Reviewed entire document	Mark Shutt	Richard Bowen	13/06/2018

Obsolete documents shall be promptly removed from all points of issue or use and either destroyed or identified as obsolete.

1- Emergency Management Plan

The Royal Mint has produced an Emergency Management Plan in accordance with its Environmental Permit requirements and the Control of Major Accident and Hazard Regulations 1999 as amended 2005 and 2015 and in line with its on-site emergency arrangements.

The plan details the actions to be followed in the event of a major accident or incident relating to health, safety and the environment. A number of Major Accident Hazard potentials and scenarios which may have an impact on health, safety and the environment have been identified. In order to manage and minimise these potential impacts a formalised Emergency Management Plan (Site Emergency Plan) has been produced.

The Emergency Management Plan has been structured in accordance within Guidance for the Surface Treatment of Metals and Plastics by Electrolytic and Chemical Processes (Version 1 – September 2004) as well as Natural Resources Wales's guidance PPG21 on incident response planning. The plan has also taken into account its emergency response planning obligations as required under the COMAH Regulations as amended 2005 & 2015 (in particular Chapter 5 of the Royal Mint's COMAH Safety Report), and with consideration to any latest published legislation requirements/guidance/accident/incident investigation reports regarding Emergency Planning and Response.

The plan shall be reviewed at least every 2 years or as soon as practicable after an accident/incident, (whichever is the earlier) noting any changes to the plan.

The site plan includes information of relevance for dealing with major accidents and incidents that may pose a risk to health, safety and the environment.

This includes:

- **Explanatory Notes**
- **Immediate and secondary emergency response actions**
- **Key Site Information (Internal and external emergency contact list)**
- **Roles and Responsibilities**
- **Emergency procedures**
- **Supporting Information** (Ref: Emergency Management Plan – Technical Details Manual)

Supporting information for the site plan shall include:

- Site Building plans
- Site drainage details
- Location of storage areas e.g. chemicals, fuel, oil etc.
- Inventory of hazardous materials and location
- Material Safety Data Sheets of Hazardous Chemicals used on site
- Inspection points for detecting pollution
- Location of Fire hydrants
- Mains water isolation points
- Gas supply isolation points
- Main electricity isolation point
- Internal Assembly Points (IAP's)

Appendix 1 shows the information type that is contained in the Emergency Management Plan - Details Manual. The 'Details Manual' is comprehensive but not definitive and additional supporting information shall be added as and when required.

1.1 Explanatory Notes on the Emergency Management Plan

- The flow diagrams used for the emergency procedures are intended to assist in a logical approach but are not definitive or exhaustive. More prescriptive detail of the emergency procedures is also included after each flow diagram.
- The escalation route shown in the flow diagrams should only be used if the emergency requires senior management support to safeguard the business.
- The emergency procedures shall be kept separate from the supporting information i.e. site drawings, chemical inventory etc. and shall be kept up to date and available in the Emergency Management Plan – Details Manual (A3 File). A copy of this manual will be kept together with a copy of the Emergency Management Plan in the Security Lodge. Further copies will be kept in strategic places around site, such as the Emergency Control Room located upstairs in Security. These documents are readily available in the event of an emergency accident /incident.
- In addition to the above, South Wales Fire and Rescue Service are in possession of the Emergency Management Plan and Details Manual which assists them with the maintenance and development of their Emergency Critical Response Plan for The Royal Mint. In addition to this, the Local Authority's (RCT) Emergency Planning Dept. is also in receipt of the plan and details manual.

2- Immediate and secondary emergency response actions

2.1.1 Immediate Actions

In the event of an emergency incident on site it is everyone's responsibility to carry out the following basic immediate actions:

- Raise alarm where human safety and the environment are at risk.
- Do not put yourself or others at risk and follow the appropriate procedure(s).

2.1.2 Secondary Actions

In the event of an emergency incident on site, the secondary actions require the instigation of the appropriate emergency procedure for the type of emergency that arises as described in the following table:

Emergency Procedure	Number
Safety Critical Alarms	EP1
Fire and Evacuation	EP2
Fire Involving Chemicals	EP3
Firewater Management (include NP4 & 5 and ETP)	EP4
Weather Station Management	EP5
Abnormal Emissions from Sewer Treatment Plant	EP6
Spillage Response	EP7

Loss of Material to Ground	EP8
Gas Leak	EP9
Abnormal Dust Emissions from MRB Foundry Stack	EP10
Abnormal release to Storm Water Containment System	EP11
Suspect Package	EP12
Bomb Threat Warning	EP13
Incident involving Highly Flammable Gases (Acetylene etc.)	EP14
Internal Gas Alarms	EP15
Reacting to Fire alarms in the RM Experience	EP20
Reacting to the Site Emergency Alarm – RM Experience	EP21

3- Key Site Information – Key Contacts List

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Copies in the security control room , security gatehouse and gold/silver command packs.

3.1 Roles and Responsibilities – Major On-Site Incident

Security:

- Act as first responders.
- Lock down the site.
- Meet and liaise with Emergency Services
- Request attendance by external Emergency Services if necessary use M.E.T.H.A.N.E and inform security on main gate.
- Notify the duty RM Bronze Commander and/or Medical Centre (as appropriate) of the nature and location of the incident.
- Facilitate all communications via the control room.
- Monitor the situation on CCTV.
- Notify gold/silver/bronze where instructed.
- Provide on-going support to Incident Controllers.

TRM Bronze Commander:

- Use METHANE and wear yellow hi-vis.
- Use emergency flowchart and checklist.
- Assess the incident as soon as possible to determine the potential for it to escalate into a major accident.
- **N.B.** This is done by making estimates of the quantities of materials involved and/or carrying out atmosphere or water quality measurements.
- Evacuate area if required (if not already done).
- The RM Bronze Commander shall assume responsibilities of the RM Silver Commander until a RM Silver Commander arrives on site.
- Activating the on-site emergency plan if required (based on the above assessment).
- Contact the security control room (ext.3333) and advise the duty officer of the incident and what assistance is required.
- Ensure all emergency actions are carried out by security.
- Ensure full isolation of each Penstock is secured and someone is allocated to “manually check”
- Direct the isolation, shutdown and evacuation of other areas which may be affected.
- Ensure appropriate key personnel are summoned.
- Liaising with the fire service.
- Evacuation of non-essential personnel to safe areas if appropriate.
- Providing advice and information to the emergency services.
- Briefing the RM Silver Commander and others e.g. senior managers, specialists, security control room.
- Making notes as soon as possible after the incident is brought under control.
- All logs and records shall be used as part of the debrief to interested parties.

TRM Silver Commander:

- Use METHANE and wear red hi-vis.

- Use emergency flowchart and checklist.
- Take over control of the incident from the RM Bronze Commander.
- Confirm that the emergency services have been called out if applicable.
- Confirm all isolations including the Penstocks have been adequately carried out
- Contact and inform RM Gold Commander of incident.
- The RM Silver Commander shall assume responsibilities of the RM Gold Commander until the RM Gold Commander arrives on site
- Assess likely offsite impact using maps, dispersion and drainage plans etc. if applicable.
- Ensure key personnel are mobilised e.g. environmental, chemists, engineering services etc.
- Assess and review developments regarding the incident regularly.
- Communicate with all of the Emergency Services, relevant Competent Authority and Local Authority, as appropriate to provide advice on effects to off-site areas.
- Ensure an on-going record of the emergency is logged by the appropriate Emergency Control Centre personnel and kept together with any mitigating responses taken
- Give 'All Clear' when incident is over.

TRM Gold Commander:

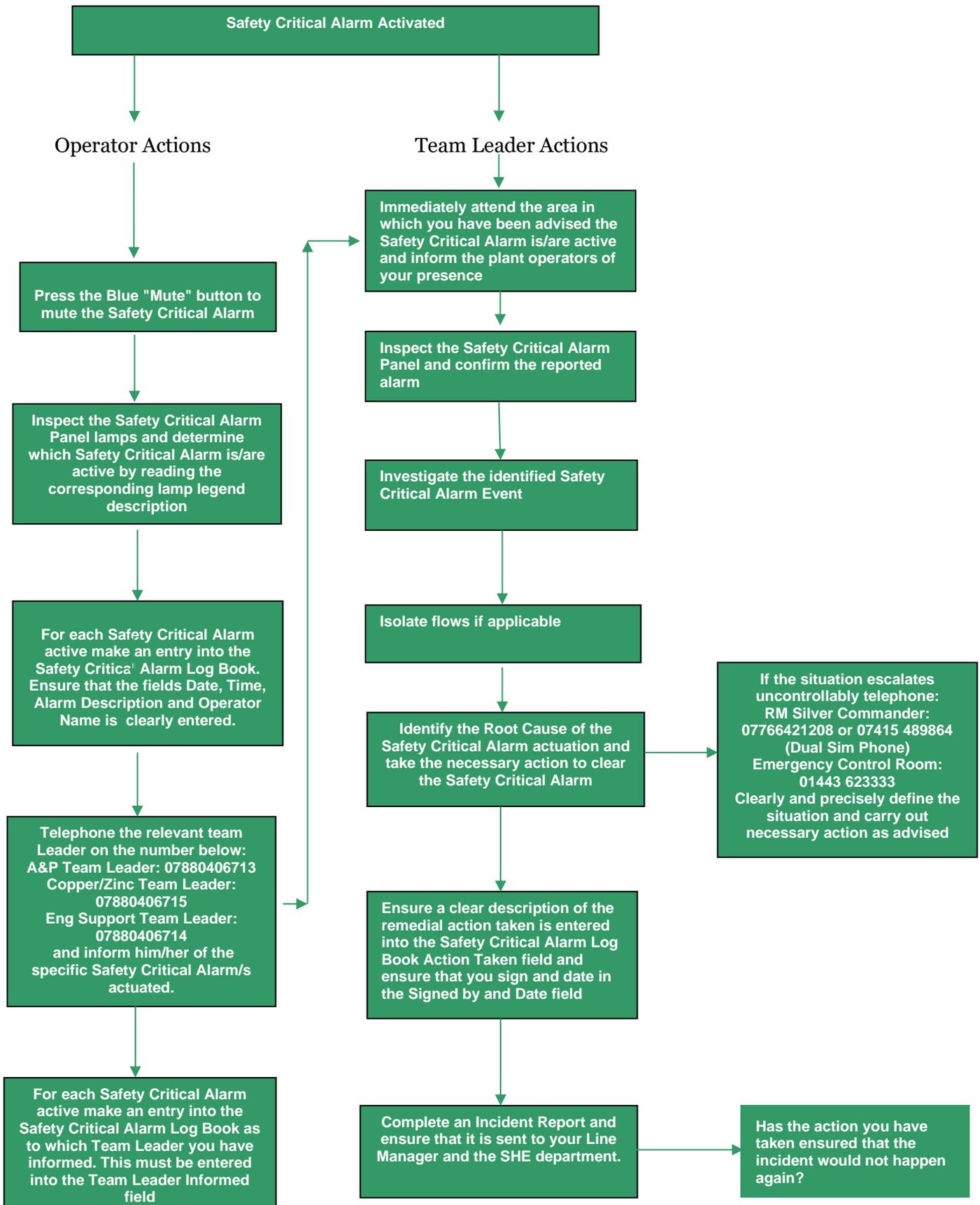
- Use METHANE and wear blue hi-vis.
- Use emergency flowchart and checklist.
- Consult with RM Bronze and RM Silver Commanders to gather information on the status of the incident.
- Agree and take on the role of RM Gold Controller from the RM Silver Commander.
- Liaise with the Executive Board and key stakeholders.
- Arrange for all senior officers from the emergency services to be briefed as they arrive.
- Maintain a log of all actions taken and communications received and issued.
- Deploy crisis management team if necessary.

PR & Communications Department

On being informed of an Incident will implement the Crisis Communications Plan as appropriate including issuing of statements as necessary.

4- Emergency Management Procedures

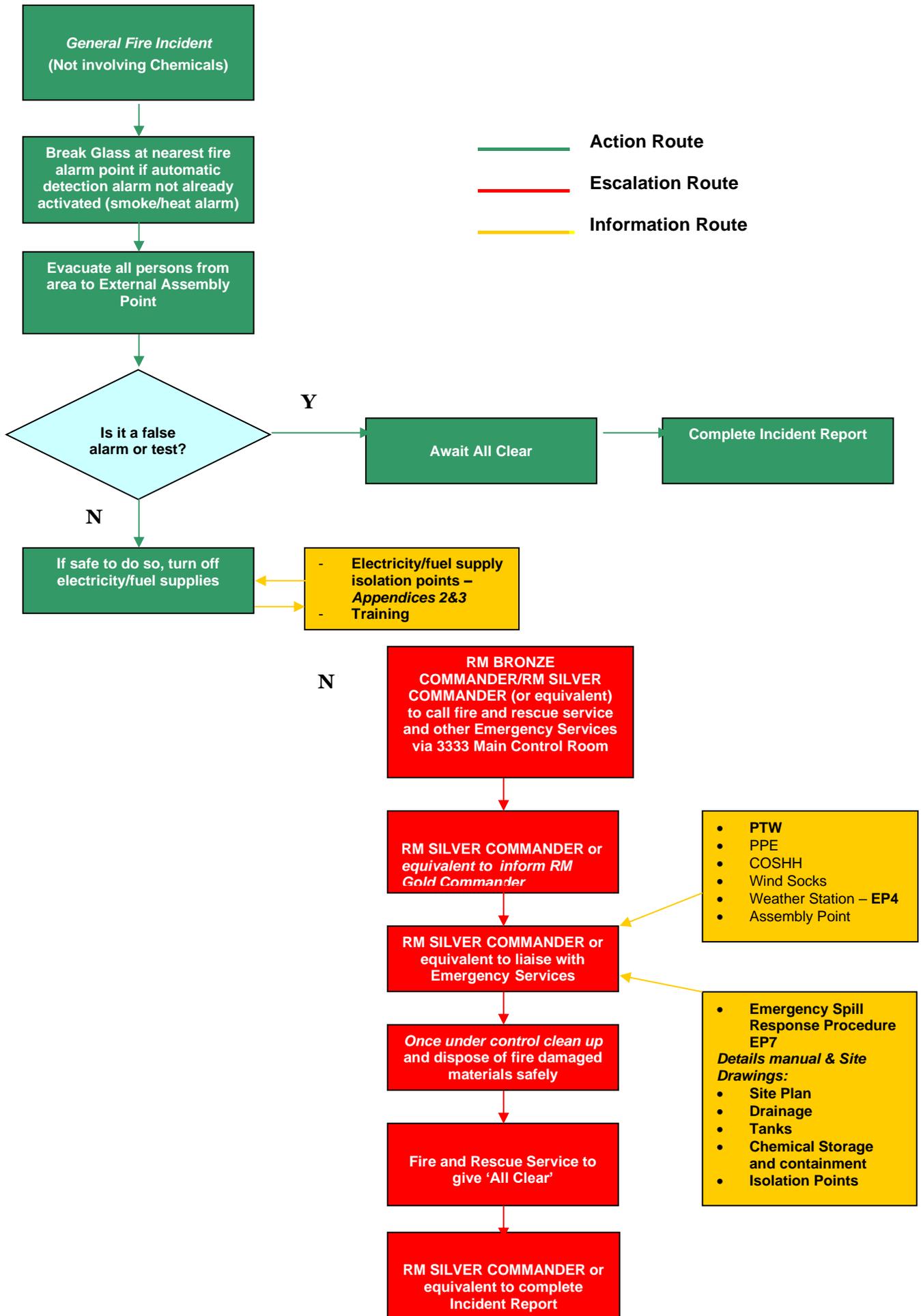
4.1 Emergency Procedure EP1 – Safety Critical Alarms



4.1.1 Emergency Procedure EP1

Emergency Type	Anticipated Consequences	Action to be taken by operator/ team-leader / (listed in order of priority)
<p>EP1 – Safety Critical Alarms</p> <p>Causes:</p> <p>1. Safety Critical Alarms for sumps, tanks, penstock system and catchment pits etc.</p>	<ul style="list-style-type: none"> • Health & Safety (toxic gas given off at high pH etc.) • Environmental (Uncontrolled releases to air, water or land). 	<ol style="list-style-type: none"> 1. Examine the control panel relating to the area alarming. 2. Notify the Team leader of the incident immediately. 3. Team leader to investigate the “alarm” and identify the cause of the abnormal condition. 4. If the reason for the alarm sounding is incoming flows, isolate the source of the flows if safe to do so. 5. Take corrective action 6. Complete incident report

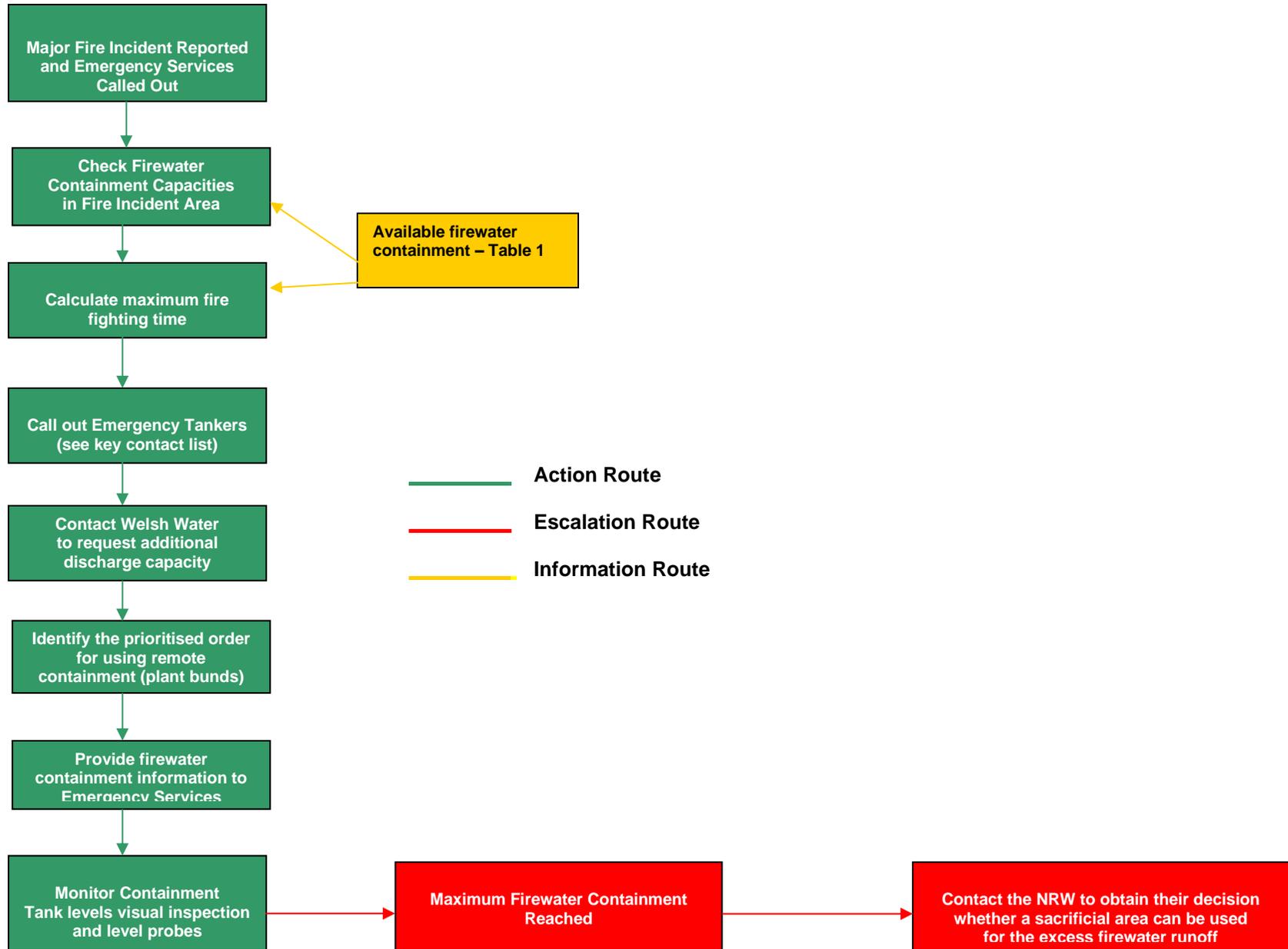
4.2 Emergency Procedure EP2 - Fire & Evacuation on Process Plants chemicals



4.2.1 Emergency Procedure EP2

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP2 – Fire and Evacuation</p> <p>Causes:</p> <ol style="list-style-type: none"> 1. Electrical fire in chemical storage areas (covered by EP3). 2. Electrical fire in non-chemical storage areas. 3. Gas leaks followed by explosion and fire. 	<ul style="list-style-type: none"> ▪ Fire could spread between buildings and hazardous areas and could cause a major environmental impact. ▪ Toxic and polluting smoke may be generated as a result of the fire breakdown products. The smoke would be dispersed and have an environmental impact on the local community. ▪ Contaminated firewater runoff to surrounding land causing groundwater pollution (covered by EP3). 	<ol style="list-style-type: none"> 1. If a fire is detected (via the automated site fire alarm system) the fire alarm will automatically be sounded locally, which is also relayed to the Security Control Room. 2. If a pre alarm is activated, it will alarm at Reception and the Security Control Room. On hearing the pre alarm, the Security Control Room officer will contact the Team Leader of the alarmed area to investigate the alarm and act accordingly to their findings. 3. If the automatic fire alarm system has not activated the alarm can be raised at the nearest break glass point or by ringing 3333 4. Ensure all persons are evacuated from danger area to designated external assembly point. 5. The fire warden shall carry out a roll call to ensure all personnel are accounted for and have evacuated the area. 6. If it proves to be a false alarm, await 'All Clear' from the appointed responsible person. 7. If toxic smoke present sound COMAH alarm and move personnel into appropriate IAP's. 8. If genuine, treat as a major fire incident and follow the steps outlined below:- <ol style="list-style-type: none"> a) Security control room to call fire and rescue service and other emergency services as necessary. b) If safe to do so, turn off electricity/ gas supplies. c) RM SILVER COMMANDER to liaise with Emergency Services when they arrive on site. d) If the fire involves chemicals, then follow Emergency Procedure EP3. e) Once under control, clean up any materials that may be a hazard to the environment. f) Await 'All Clear' from the Fire and Rescue Service. g) Complete "initial" incident report - Recovery Programme, debrief meeting and initiate fire incident investigation if applicable. <p>Other Emergency procedures to be considered / used:</p> <ul style="list-style-type: none"> • Weather station Management EP5 to monitor impact on site or to local community. • Firewater management EP4 • Spillage response EP8 • Gas & Electric isolation points Appendices 2 & 3 • Site Drawings

4.3 Emergency Procedure EP3 - Firewater Management



4.3.1 Emergency Procedure EP 3

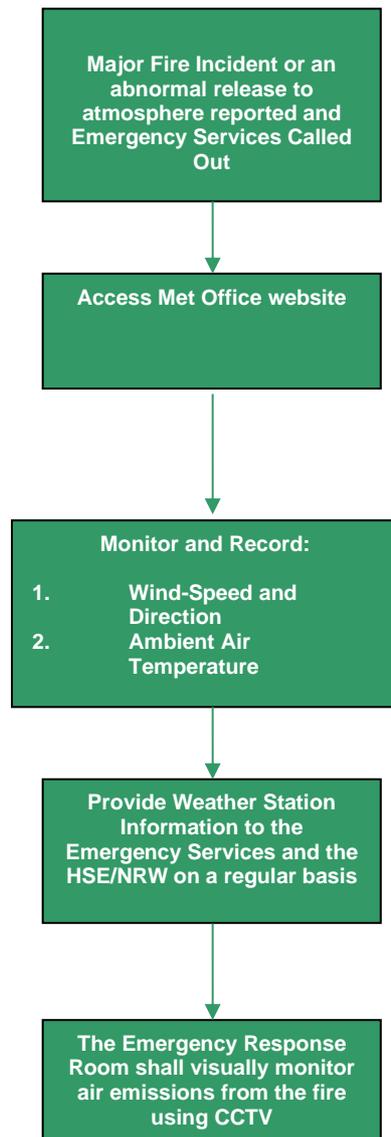
Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP4 – Firewater Management</p> <p>Causes:</p> <p>The following activities pose the greatest pollution risk to the local river and groundwater caused by firewater run-off in dealing with a major fire on site:</p> <ol style="list-style-type: none"> 1. Zinc Plating Plant 1 2. Copper Plating Plant 2 3. Copper Plating Plant 3 4. Nickel Plating Plant 2 5. Armour Plating Plant 1 6. Armour Plating plant 2 7. Chemical Stores 8. Bulk Sulphuric Acid Storage 9. Bulk Sodium Hydroxide Storage 10. Bulk Oil Store 11. MRB Rolling Mills 	<p>In the event of a fire the firewater runoff may contain pollutants. These pollutants may escape from the site into the local watercourse or to ground by a number of pathways. These include:</p> <ul style="list-style-type: none"> • The site's surface water drainage system. • Direct run-off into nearby watercourses or onto ground causing risk to groundwater. • via the foul sewer drainage system. 	<p>In the event of a major fire on site the following firewater containment measures shall be adopted:</p> <ol style="list-style-type: none"> 1. Check containment capacities in the two remote containment tanks (penstocks). 2. Calculate maximum fire fighting time @2.2m³/min fire fighting water use. Refer to Table 1 which shows the total firewater containment (local and remote) that is available on site in the COMAH area in the event of a major fire in the area. 3. In the event that the fire escalates and additional firewater is generated, the additional remote containment facilities shall be used in priority order. 4. In the event that all containment is used up, the Environmental Agency shall be responsible for the decision to use a sacrificial area to deposit the firewater that minimises environmental impact. <p>Other Emergency procedures to be considered / used:</p> <ul style="list-style-type: none"> • Fire and evacuation EP2 • Fire Involving chemicals EP3 • Spillage response EP8 • Loss of material to ground EP9 • Abnormal release to storm water containment system EP12 • Site Drawings

Table 1 Available firewater containment (local and remote) in the COMAH and Non COMAH areas

Times taken to fill the containment tanks are calculated using 2.2 m³ / min of water being used to fight fire.

Area / Activity	Pollution pathway	Local containment capacity	Initial Fire fighting time using local capacity (A)	Additional remote containment if required				Maximum Fire Fighting time = A+B+C+D
				Penstock containment tanks 80 m ³ x 2 = 160 m³ (B)	Other tanks / bunds to be used	Fire fighting time (C)	Emergency tankers 20 m ³ x 2 = 40 m³ (D)	
ZP1	Storm drain	110% ~ 70 m ³	32 min	36 min each = 72 min	CP2, CP3	32 min each = 64 min	9 min each = 18 min	186 min
CP2	Storm drain	110% ~ 70 m ³	32 min	36 min each = 72 min	Zp1, CP3	32 min each = 64 min	9 min each = 18 min	186 min
CP3	Storm drain	110% ~ 70 m ³	32 min	36 min each = 72 min	Zp1, CP2	32 min each = 64 min	9 min each = 18 min	186 min
NP2	Storm drain	110% ~ 21 m ³	10 min	36 min each = 72 min	Bulk acid store	32 min	9 min each = 18 min	132 min
Chemical stores	Storm drain	1.5 m ³ / room Total ~ 10 m ³	5 min	36 min each = 72 min	Bulk alkali store	64 min	9 min each = 18 min	159 min
Bulk acid stores	Storm drain	110% ~ 70 m ³	32 min	36 min each = 72 min	None	N/A	9 min each = 18 min	122 min
Bulk Alkali stores	Storm drain plus Land	110% ~ 140 m ³	64 min	36 min each = 72 min	Zp1, CP2, CP3	32 min each = 96 min	9 min each = 18 min	250 min
Drainage pipework	N/A	COMAH area ~25 m ³	N/A	N/A	N/A	N/A	N/A	N/A
MRB Tandem and Finishing mills	Storm drain	Tandem ~ 60 m ³ Finishing ~ 30 m ³ X service ~ 30m ³ Total ~ 120 m ³	55 min	N/A	Soluble oil chamber ~ 15 m ³	7 min	9 min each = 18 min	80 min
Central oil store	Storm drain	~10 m ³	5 min	N/A	Tandem ~ 60 m ³ Finishing ~ 30 m ³ X service ~ 30 m ³ Soluble oil chamber ~ 15 m ³ Total ~135 m ³	61 min	9 min each = 18 min	84 min

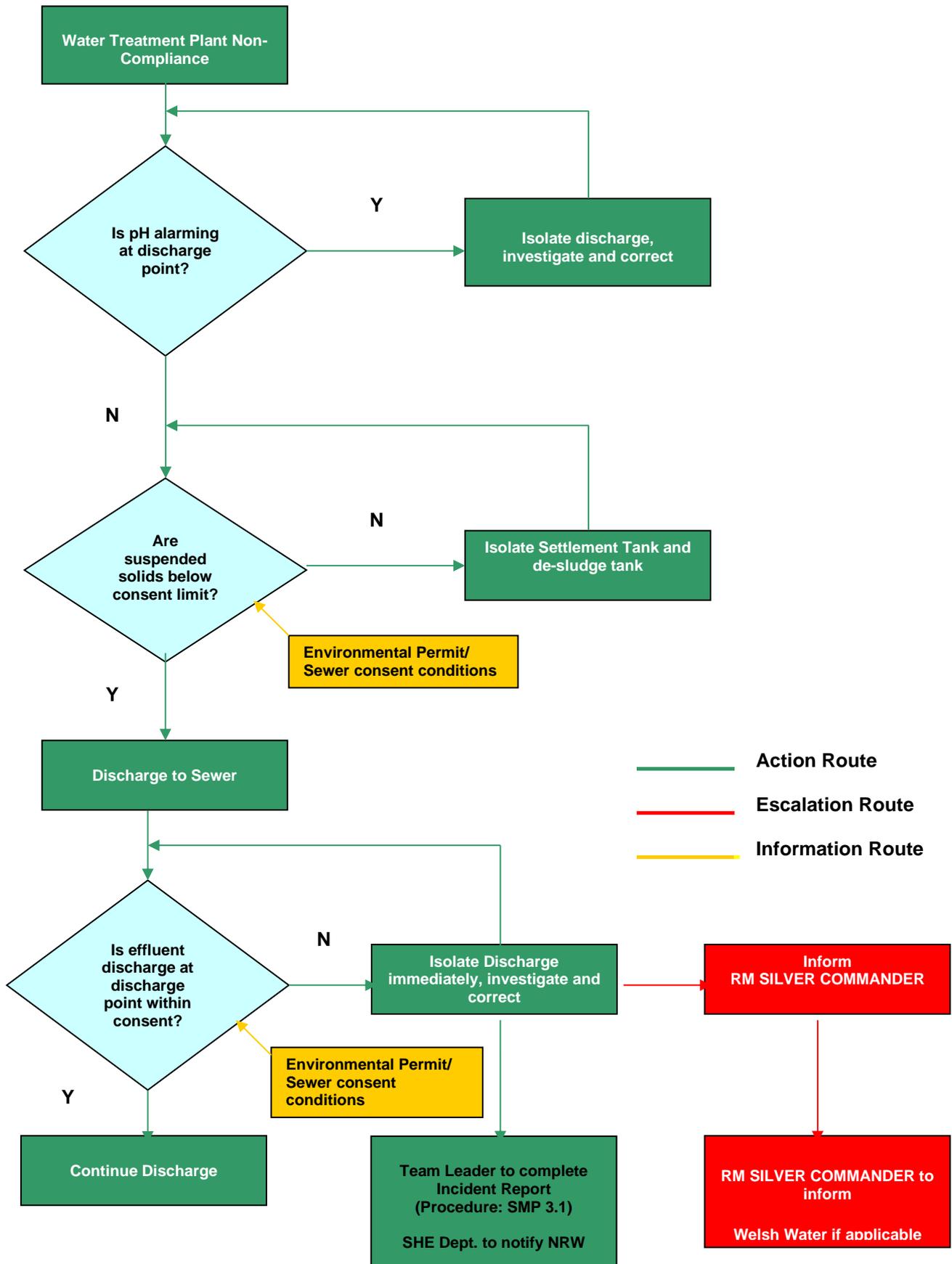
4.4 Emergency Procedure EP4 - Weather Station Management



4.4.1 Emergency Procedure EP5

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP5 – Weather Station Management</p> <p>The following activities pose the greatest air pollution risk to the local environment caused by a major fire on site in the following areas:</p> <ol style="list-style-type: none"> 1. Zinc Plating Plant 1 2. Copper Plating Plant 2 3. Copper Plating Plant 3 4. Nickel Plating Plant 2 5. Armour Plating Plant 1 6. Armour Plating Plant 2 7. Chemical Stores 8. Bulk Sulphuric Acid Storage 9. Bulk Sodium Hydroxide Storage 10. Bulk Oil Store 11. MRB Rolling Mills 	<p>In the event of a major fire in buildings containing hazardous chemicals, there is the potential to release toxic emissions to atmosphere that may impact on the local community.</p>	<p>The Met Office website is an essential air monitoring system to monitor the impact of the fire smoke plume on the local community.</p> <p>In the event of a major fire on site or an abnormal release to atmosphere of a hazardous substance the following air quality monitoring measures shall be followed:</p> <ol style="list-style-type: none"> 1. Initiate the Met Office website. 2. Monitor and record the following information for Emergency Services, the Natural Resources Wales and Health and Safety Executive: <ul style="list-style-type: none"> ▪ Ambient air temperature; ▪ Wind-Speed and Direction. 3. This information shall be made readily available to the Emergency Services, Natural Resources Wales and Health and Safety Executive as required. 4. During all major incidents involving fire and abnormal emissions to atmosphere The Emergenct Control Room shall be responsible for the visual monitoring of air emissions using CCTV. <p>Other Emergency procedures to be considered / used:</p> <ul style="list-style-type: none"> • Release of toxic gas EP1 • Gas leak EP10

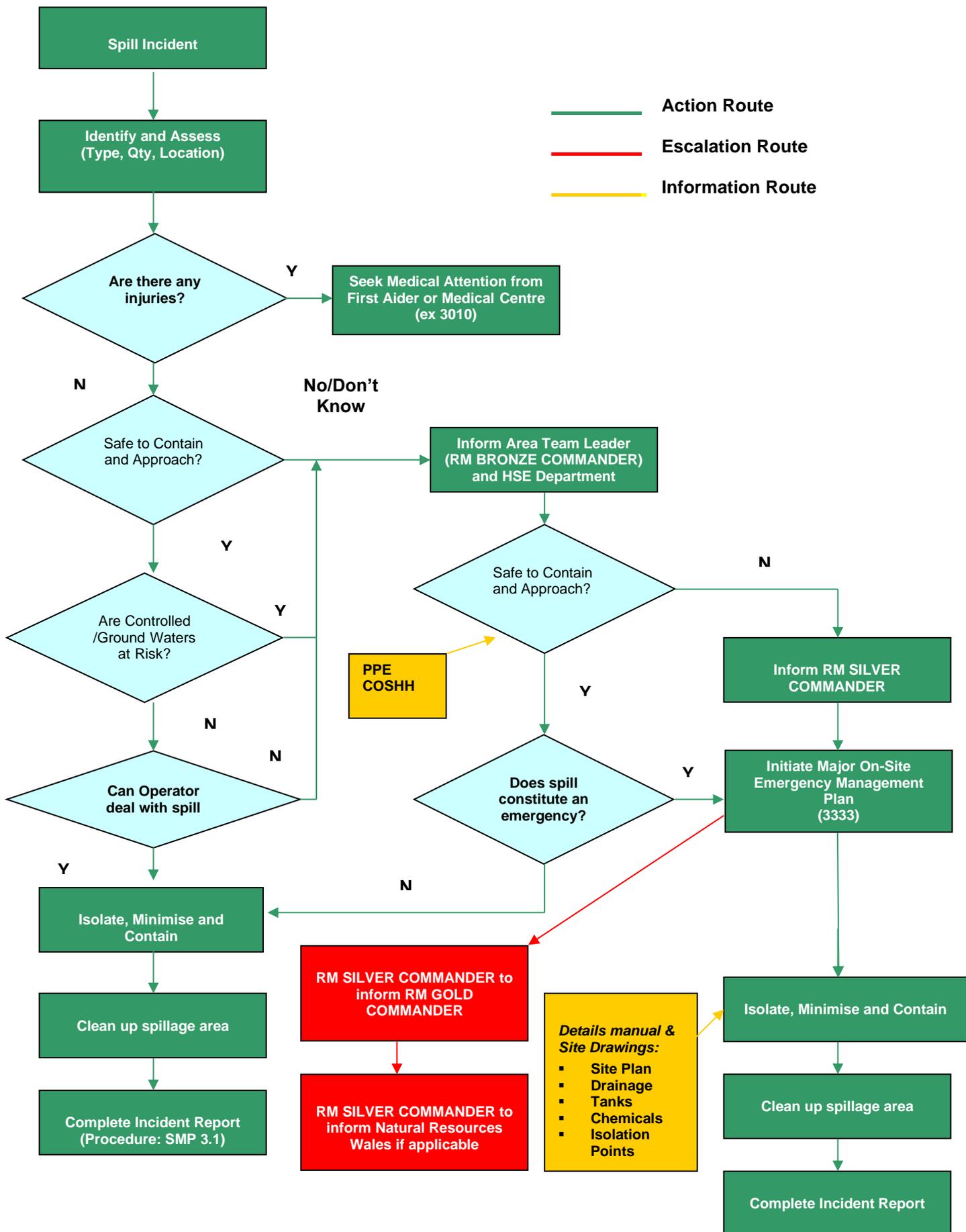
4.5 Emergency Procedure EP5 - Abnormal Emissions from Water Treatment Plant



4.5.1 Emergency Procedure EP5

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP5 – Water Treatment Plant Abnormal Emissions</p> <p>Failure of the Main Sewer Plant to treat and meet the consent conditions of the Environmental Permit. This could be as a result of pH, metals, chlorine, sulphate and cyanide discharges.</p>	<ul style="list-style-type: none"> • Non-compliance with Environmental Permit. • Potential to cause pollution incident at Welsh Water’s main sewer treatment plant. 	<ol style="list-style-type: none"> 1. If pH at discharge point is alarming, the plant operator will investigate the cause and take the necessary remedial action to correct the non-compliance. 2. If the cause cannot be determined, the discharge is then stopped until the cause is determined and the necessary remedial action carried out. 3. If high-suspended solids are found in the sewer effluent discharge, the offending settlement tank shall be taken off-line and de-sludged. 4. If the routine sewer effluent sample does not meet the sewer consent conditions, the discharge is immediately isolated and the cause investigated and corrected. 5. The Team Leader on shift shall be responsible for completing the incident report (Procedure SMP 3.1) where any non-compliances may have occurred. 6. The SHE Department shall be responsible form notify Natural Resources Wales when applicable. 7. In the unlikely event of a serious breach in our sewer effluent discharge, the RM SILVER COMMANDER shall be immediately notified. 8. The RM SILVER COMMANDER shall be responsible for informing Welsh Water of the breach to the sewer if applicable.

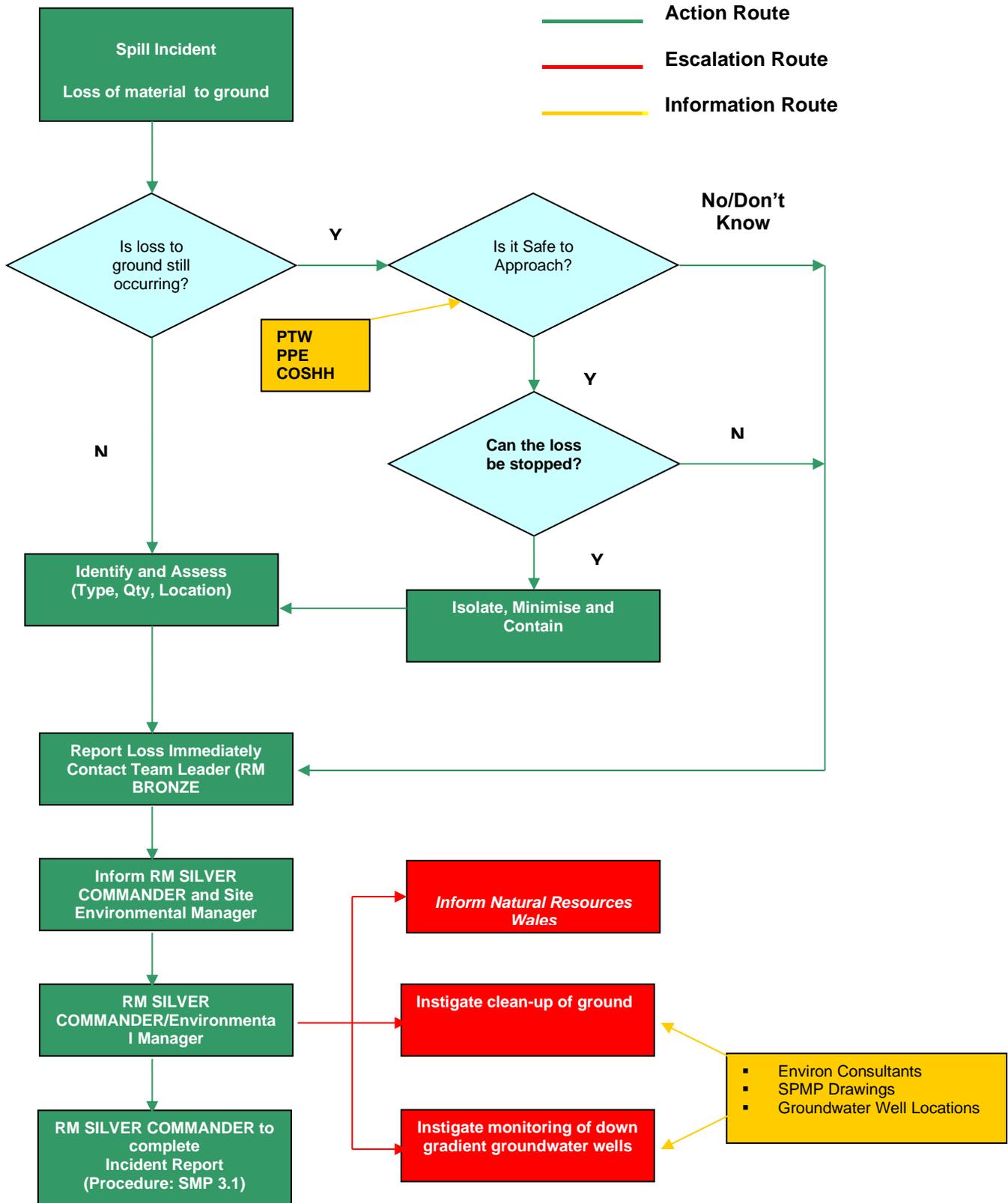
4.6 Emergency Procedure EP 6 - Spillage Response



4.6.1 Emergency Procedure EP6

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP8 - Spillage Response</p> <p>Causes:</p> <ol style="list-style-type: none"> 1. Spillages during loading and unloading of chemicals. 2. Spillage of diesel during the diesel dispensing operation. 3. Failure of automatic liquid level control sensors and devices. 4. Overfilling of tanks. 5. Rupture of pipe work carrying hazardous materials. 6. Rupture of containers holding hazardous chemicals 7. Contaminated firewater from fire fighting activities 	<p>Potentially polluting liquids entering storm water drainage system and polluting the local river.</p>	<ol style="list-style-type: none"> 1. If safe to do so seal off storm drains with drain mats from spill kits. <ul style="list-style-type: none"> • In COMAH area activate penstock systems and nominate someone to manually check they are shut. 2. Inform Security Control Room (3333) to put them on Stand-by. 3. Contain spillage with absorbent booms/socks from spill kits 4. If safe to do so quickly stem source of liquid. 5. If spillage has already entered the drain, block off drain outlet discharge to the river. 6. Check local ductwork to ensure spillage has not entered duct. 7. Utilise spill response trailer if required. 8. Contact relevant Departmental Manager and Environmental Manager 9. Use diesel pump to empty liquid from drains / ductwork into IBC, flush drain / ductwork with clean water and transfer wash water with diesel pump to IBC. 10. If acceptable, discharge contents of IBC to main effluent treatment plant. 11. Where additional spill response support is required, call out Natural Solutions Spill Response Team on 01656 741799. For larger volumes a vacuum tanker (01244 520512, 07796 948473 or 0748 3300208) shall be used. 12. Clean up spillage. 13. Assess cause and take action to prevent repeat. 14. Complete incident report <p>N.B. Spillages resulting from a fire incident and contaminated firewater run-off shall be actioned as described in EP3 – ‘Fire Involving Chemicals’ and EP4 – ‘Firewater Management’.</p>

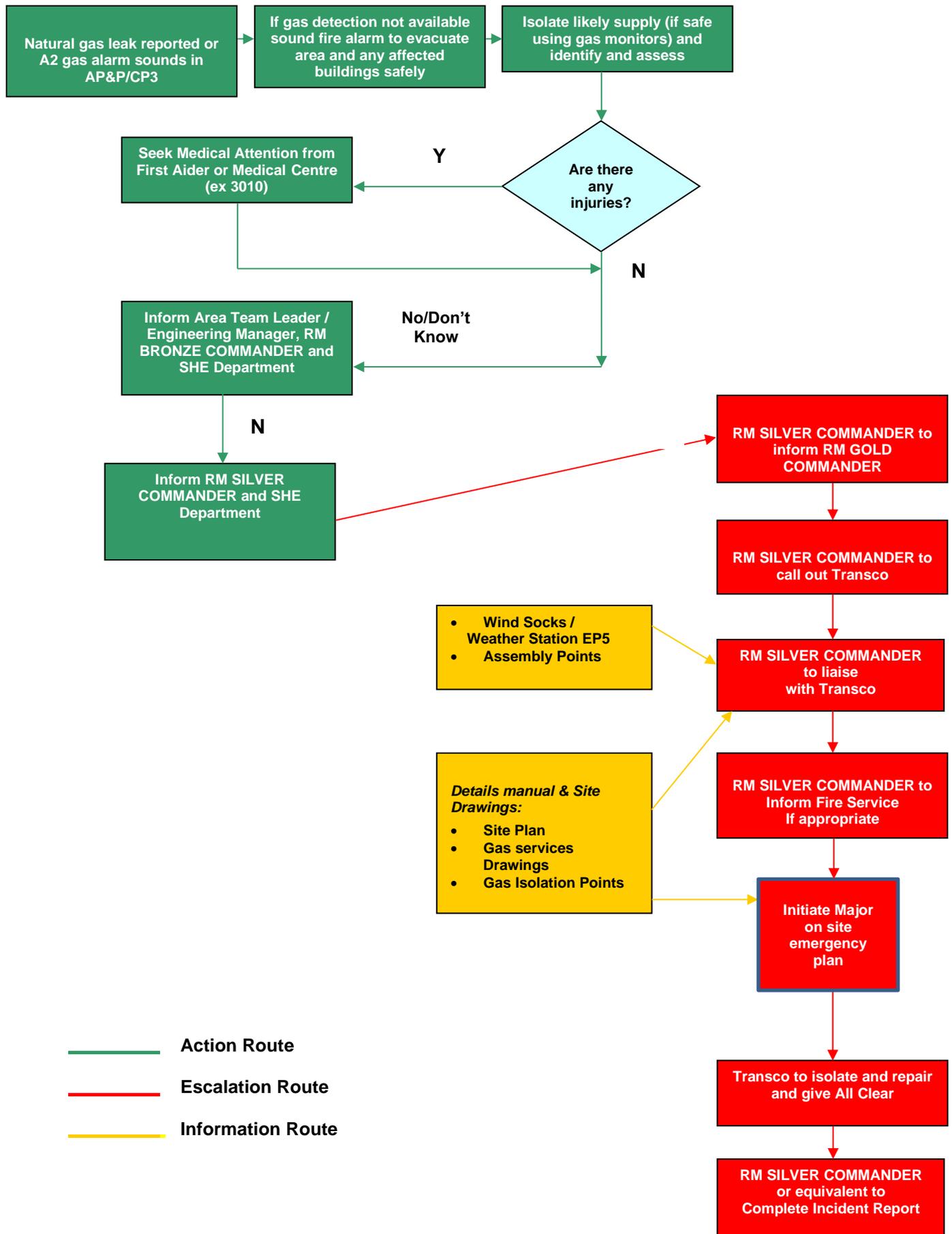
4.7 Emergency Procedure EP7 - Loss of Material to Ground



4.7.1 Emergency Procedure EP7

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP7 – Loss of Material to Ground</p> <p>Causes:</p> <ol style="list-style-type: none"> 1. Spillages of chemicals to ground 2. Integrity breach of secondary containment bund 3. Integrity breach of below ground pipe work carrying hazardous chemicals 	<ul style="list-style-type: none"> • Breach in Environmental Permit consent conditions. • Contamination of ground and groundwater. • Pollution to local river via groundwater pollution. • Contaminated land requiring remediation. 	<ol style="list-style-type: none"> 1. If safe do so isolate source of release. 2. Contain spillage with absorbent booms/socks from spill kits. 3. Identify and assess the type and quantity of material released to ground. 4. Report loss immediately to Team Leader on shift and inform Security Control Room to be on standby. 5. Inform Head of SSHE who shall be responsible for informing Natural Resources Wales where applicable. 6. Team Leader to instigate clean-up of ground. 7. Dispose of all waste generated from the clean-up operation in accordance with waste disposal procedures. 8. Site Environmental Manager to instigate monitoring of down gradient groundwater wells where applicable. 9. Team Leader to complete incident report, (Procedure SMP 3.1) ensuring that all known facts leading up to the incident and during the incident have been documented. Recommendation at this stage could well be that a more detailed in depth Special Investigation be instigated.

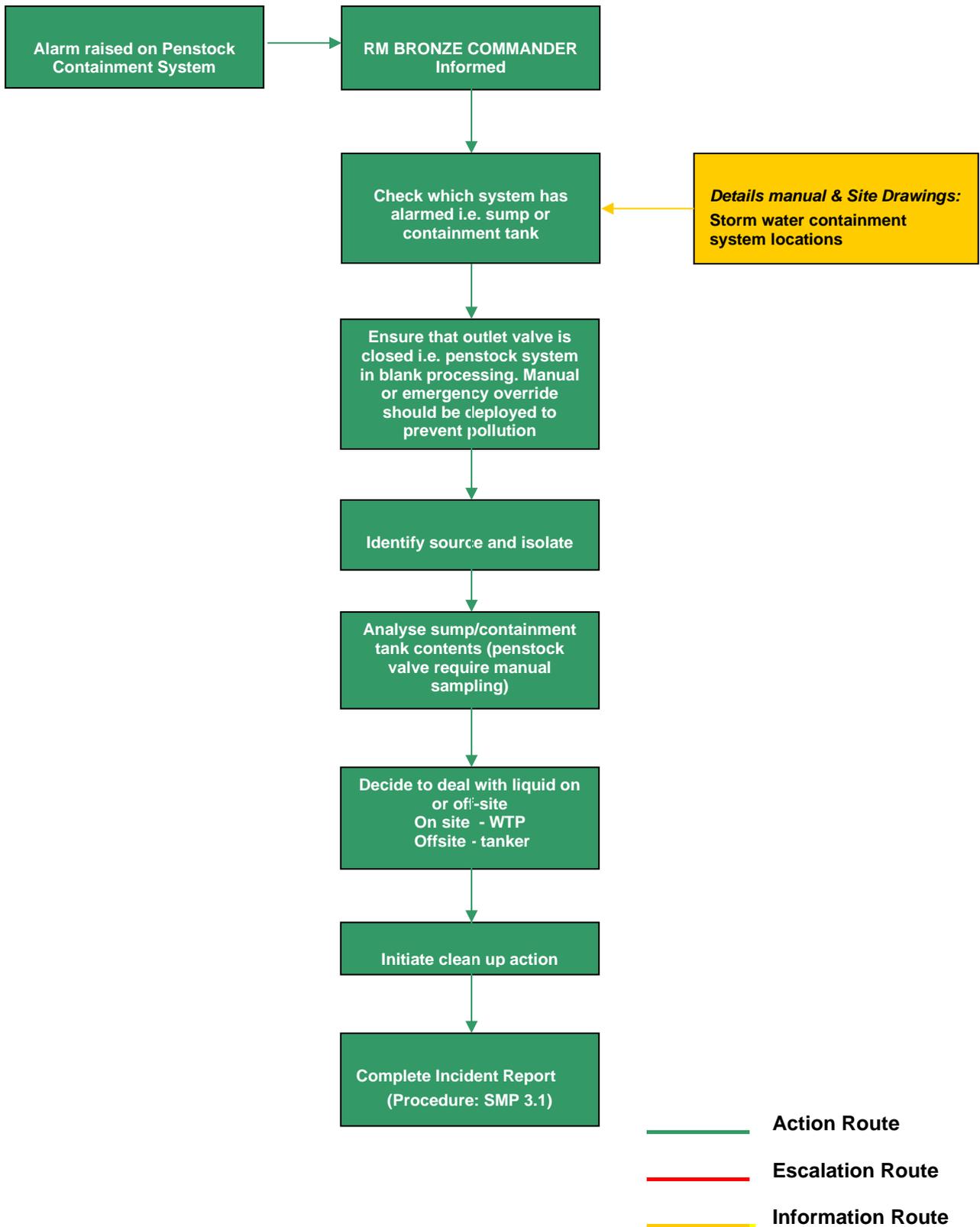
4.8 Emergency Procedure EP8 - Natural Gas Leak



4.8.1 Emergency Procedure EP 8

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP 8 – Natural Gas Leak</p> <p>Causes:</p> <ol style="list-style-type: none"> 1. Pipe work leak. 2. Pipe work fracture. 	<ul style="list-style-type: none"> • Potential to cause a major fire/explosion on site. • Major fire could involve chemicals, which could lead to a major environmental impact i.e. discharges to air and water. 	<ol style="list-style-type: none"> 1. Release of natural gas reported or A2 alarm in AP&P/CP3. 2. Evacuate area and affected buildings safely 3. Identify and assess location. 4. If there are any injuries seek medical attention from first aider or medical centre (ex 3010). 5. Fixed gas monitors exist (BPAC/AP&P/CP3). Isolate if levels fall below A1 alarm. 6. Immediately inform Security Control Room (3333) and RM SILVER COMMANDER or equivalent. 7. RM SILVER COMMANDER to call out Transco and liaise with them when on site. 8. RM SILVER COMMANDER to Inform Fire and Rescue Service (if appropriate) via Security Control Room. 9. Transco to isolate and repair and give 'All Clear'. 10. Initiate major on site emergency plan if appropriate. 11. RM SILVER COMMANDER or equivalent to complete Incident Report

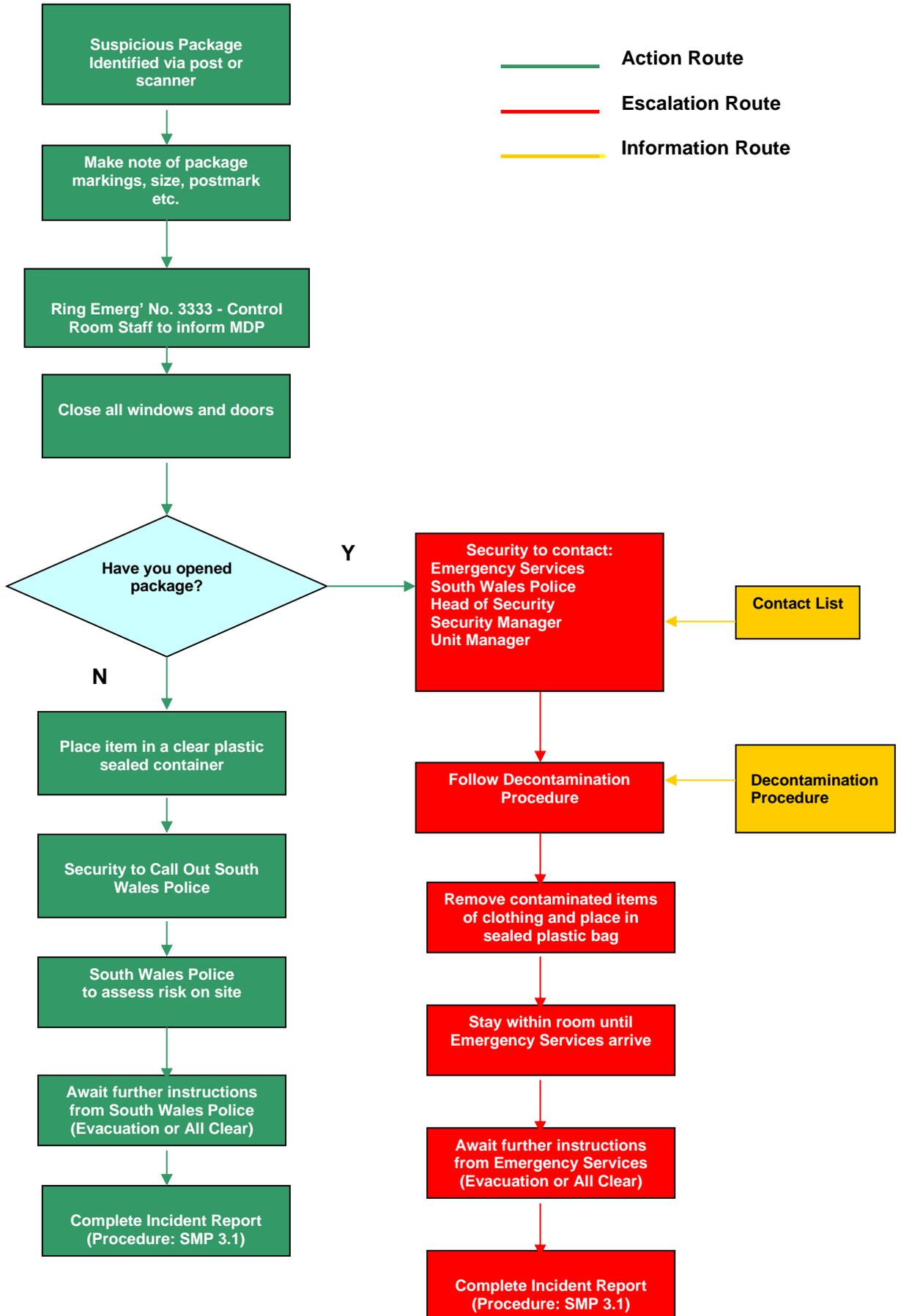
4.9 Emergency Procedure EP9 – Storm Water Containment System



4.9.1 Emergency Procedure EP9

Emergency Type	Anticipated Consequences	Action to be taken by Operator/Teamleader (listed in order of priority)
<p>EP12 – Failure of COMAH Storm Water System</p> <p>Causes:</p> <ol style="list-style-type: none"> 1. Failure of conductivity probe and pH probe to detect contaminated storm water. 4. Failure to respond to alarm conditions. 5. Failure to close outlet in the event of alarm conditions. 	<ul style="list-style-type: none"> • Contaminated storm water could reach the River Ely and cause pollution. • Breach in Environmental Permit consent conditions. • Abnormal emissions could give rise to local ground contamination on site and immediate vicinity off-site. 	<ol style="list-style-type: none"> 1. Alarm raised on Penstock Containment System. 2. The RM Bronze Commander shall be informed. 3. Check which system has alarmed i.e. sump or containment tank. 4. Ensure that the containment system outlet valve is closed. This is the penstock system in blank processing only. The valves of the penstock are usually closed and only release when the contents of the sump are within specification of pH and conductivity. In an incident either manual or emergency override should also be deployed to prevent pollution to the environment. 5. Identify cause of alarm (spillage) and isolate. 6. Analyse sump / containment tank contents. The sump is the chamber associated with the penstock valve and requires manual sampling. 7. Decide whether to deal with liquid on or off-site. 8. Initiate clean up action. 9. Complete Incident Report (Procedure SMP 3.1) <p>Other Emergency procedures to be considered / used:</p> <ul style="list-style-type: none"> • Firewater management EP4 • Spillage response EP8.

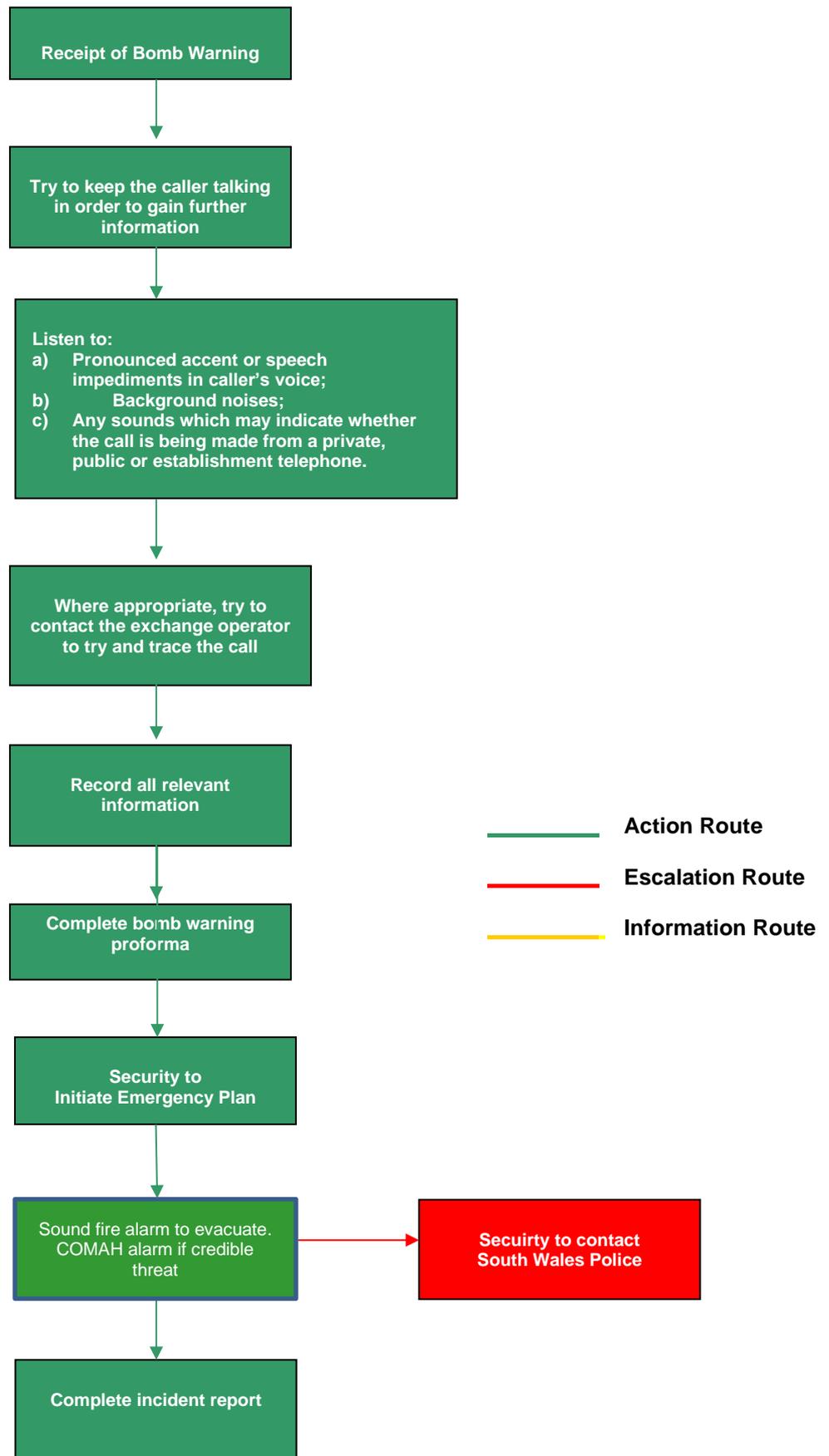
4.10 Emergency Procedure EP10 – Suspect Package



4.10.1 Emergency Procedure EP10

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP14 – Suspect Package</p> <p>Causes:</p> <ol style="list-style-type: none"> 1. May contain hazardous chemicals. 2. May contain biohazard – Anthrax etc. 3. May contain electrical incendiary device. 	<ul style="list-style-type: none"> • Harm to personnel. • Harm to personnel and the local community. • Harm to personnel and buildings. 	<ol style="list-style-type: none"> 1. <i>Suspicious package identified.</i> 2. Make note of package markings, size, postmark etc. 3. Call Security Control Room on 3333. 4. Close all windows and doors. 5. If package not opened, carry out procedure as follows: <ul style="list-style-type: none"> • Place item in a clear plastic sealed container. • Await further instructions from Security. • Complete incident report (Procedure SMP2.14) 6. If package opened, treat as an emergency. The Security Control Room shall contact the following: <p>Emergency Services</p> <ul style="list-style-type: none"> • Emergency Services where applicable • South Wales Police • Security Manager • Head of Security • Unit Manager 7. Follow Decontamination Procedure: <ul style="list-style-type: none"> • Remove contaminated items of clothing and place in sealed plastic bag. • Stay within room until Emergency Services arrive and await instructions. • Complete incident report (Procedure SMP 3.1).

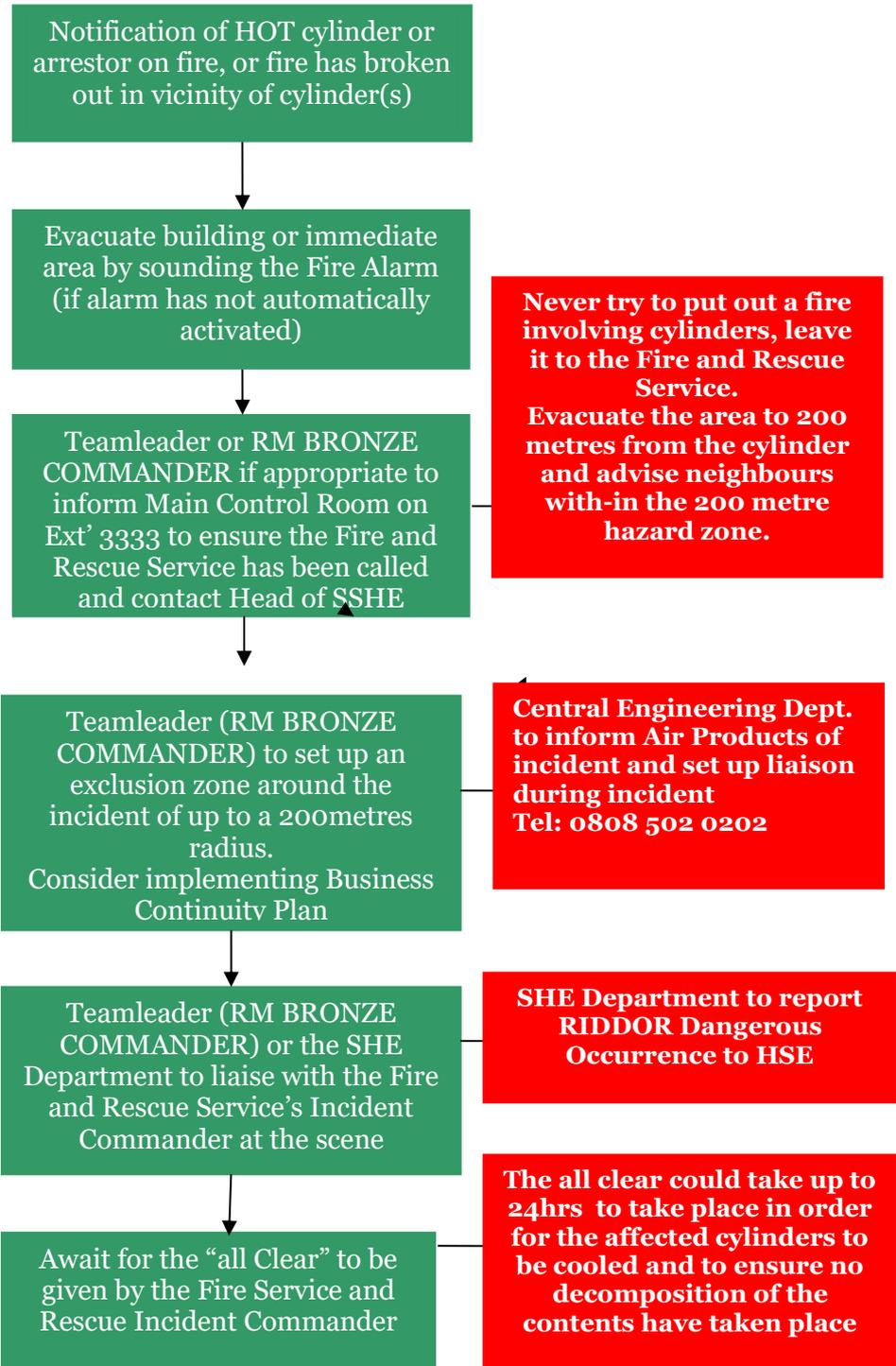
4.11 Emergency Procedure EP11 – Bomb Threat Warning

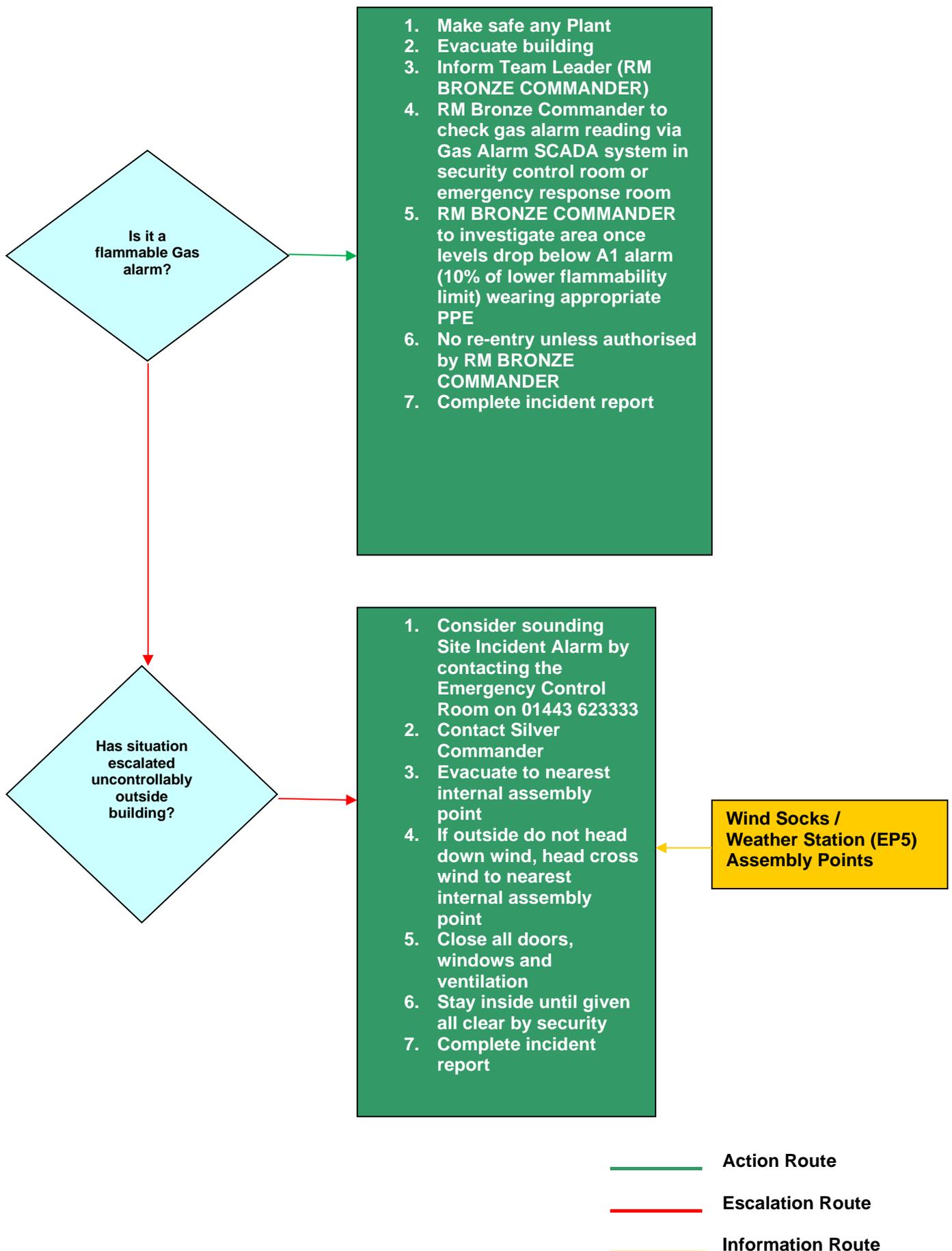


4.11.1 Emergency Procedure EP13

Emergency Type	Anticipated Consequences	Action to be taken (listed in order of priority)
<p>EP15 – Bomb Threat Warning</p> <p>Cause:</p> <ol style="list-style-type: none"> Bomb threat warning via telephone/mobile phone 	<ul style="list-style-type: none"> Potential harm to personnel and the local community. Potential fire risk and harm to personnel and the environment. 	<ol style="list-style-type: none"> Try to keep the caller in order to gain further information, particularly in relation to the device and the time it may be due to explode or ignite. Listen for: <ol style="list-style-type: none"> Pronounced accent or speech impediments in the caller's voice; Background noise; Any sounds which may indicate whether or not the call is being made from a private, public or establishment telephone. Record all relevant information on proforma. Officers should bear in mind that all information appertaining to a bomb warning telephone call, must be carefully and accurately recorded as such information may be of vital evidential value during any follow up enquiries. It must also be borne in mind that the making of a bomb hoax call is a criminal offence. Contact Security Control Room as soon as possible to report threat. Security Control Room to contact South Wales Police. Await further instructions from South Wales Police. Await for 'All Clear' from South Wales Police. Security to complete incident report.

4.12 Emergency Procedure EP12 - Oxy- acetylene cylinder incident





5- R M Experience Emergency Management Procedures

5.1 Emergency Procedure - Reacting to Fire alarms

Control room Operator

- Accept alarm
- Inform Security of activation
- Call Fire Service if required to do so
- Cancel alarm when required to do so

Access Control

- Stop vehicle access to site (except emergency vehicles) for duration of evacuation
- Keep Vehicle Trap empty to allow easy access for Emergency Vehicles

Security

- Investigate reason for alarm
- Liaise with Control Room Operator.
- Co-ordinate evacuation at Assembly Point.
- Point of contact for Fire Wardens.
- Close Car Park vehicle gate to minimise vehicle/pedestrian interaction

Fire Warden (Continuum)

- Sweep area to confirm evacuation has been completed
- Report to Security at the Assembly Point and confirm result of sweep/roll call

On hearing the alarm, all available staff should direct visitors in the building to evacuate via the nearest available exit and promptly make their way to the designated Assembly Point located on the path between the footbridge and the visitors car park.

Security will shut the vehicle entrance gates to the car park.

When necessary, staff should assist wheel chair users and disabled visitors to evacuate.

Security will investigate the alarm to establish if it is real or false.

- If real, the Security Officer will contact the Security Control Room to call the Fire Service.
- If false, the Security Officer will contact the Security Control Room to reset the alarm.

Fire Wardens for the building should don their hi-vis tops and conduct a sweep of the building in keeping with their Fire Warden training before evacuating the building

On leaving the building, the Fire Wardens should report directly to the Security Officer at the Assembly Point with the result of their sweep.

After reporting to the Security Officer all available Fire Wardens and staff should take up positions to allow them to safely stop people from entering the building.

All personnel should remain at the Assembly Point until told it is safe to return to the building by the Security Officer.

If the alarm is sounding when hosts return to the Experience building from a tour, the host should escort their guests back to the CPR Factory Experience Area, notify Security of their location and await further instruction.

In the event of the Fire Alarm sounding in the CPR building, the Host should escort their visitors back to the Royal Mint Experience building and inform security of their location.

ON HEARING THE SITE INCIDENT ALARM:

If you are in the RM Experience building

1. Remain in the building.
2. Close all doors and windows. – **do not lock!**
2. Turn off all ventilation fans and air-conditioning in the building.
3. Wait quietly for further instruction via Security
5. Follow instructions accordingly

If you are in the RM CPR Factory Experience building

1. Remain in the building.
2. Close all doors. – do not lock!
3. Inform Security of your location.
4. Wait quietly for further instruction.
5. Follow instructions accordingly

If you are outdoors

1. Head to the nearest Experience building (CPR or main building)
3. Follow appropriate instructions for the building you're in (as outlined above)

6- Appendices

6.1 Appendix 1 – Site Drawings

Table 2. EMERGENCY MANAGEMENT PLAN – SITE DRAWINGS (Information located in Emergency Management Site Plan - Details Manual)

MAIN SITE

Drawing	Building No	Drawing No	Issue	Date	Page
Royal Mint Site Layout - 3D	Site	90400/00/00/004	D	07/9/2016	1
Royal Mint Plan View	Site	90400/00/00/003	F	07/9/2011	2
Fire Assembly Points	Site	90400/00/50/003	E	03/03/2016	3
Incident Internal Assembly Points	Site	90400/00/50/028	H	08/09/2016	4
Chemical Storage Areas	Site	90400/00/00/057	C	27/09/2016	5
Firewater Containment Areas	Site	90400/00/10/044	D	27/09/2016	6
Fire Alarm Panels - Building Control	Site	90400/00/50/006	G	08/09/2011	7
Royal Mint Fire Hydrants	Site	90400/00/10/033	D	27/09/2016	8
Stand-By Generators Main Distribution - Site Wide	Site	90400/00/10/060	E	27/09/2016	9
11 KV Distribution System	Site	90400/00/10/001	N	08/11/2016	10
11 KV Distribution System Schematic	Site	90400/00/10/017-1	L	12/06/2015	11
Gas Mains	Site	6219 02 A	F	01/10/2015	12
Royal Mint Site Plan - Gas Cylinder Storage Areas	Site	90400/00/00/044	D	27/09/2016	13
DSEAR classification Area Site Plan	Site	90400/00/50/060	C	27/01/2017	14
External Water Mains	Site	6219 01 A	C	11/10/2016	15

COMAH AREA

Comah Area		90400/00/50/018	F	07/11/2016	16
Main Isolation Points		90400/09/50/034	E	08/11/2016	17
Safety Critical Alarms		90400/00/50/022	F	16/11/2016	18
Underground Services Foul (Comah)		90400/00/10/034	D	27/09/2016	19

Underground Services River Return		90400/00/10/035	C	27/09/2016	20
Underground Services Storm Water (Comah)		90400/00/10/036	F	27/09/2016	21
Comah Area Underground Services Acid Lines		90400/00/10/037	c	27/09/2016	22

BUILDING 9A - A P & P

Layout - A P & P	9a	90400/09/00/001	N	04/03/2011	23
A&P Layout of Process Drains	9a	90400/09/00/021	A	05/10/1998	24
Main Isolation Points	9a	90400/09/50/034	D	07/11/2016	25
Safety Critical Alarms – Armour 1	9a	90400/09/50/064	A	01/08/2016	26
Safety Critical Alarms – Armour 2	9a	90400/09/50/063	A	01/08/2016	27

BUILDING 28 - CHEMICAL STORE (COMAH AREA)

Chemical Store	28	90400/28/00/006	C	01/04/2008	28
Main Isolation Points	28	90400/09/50/034	A	01/06/2006	29

BUILDING 27 & 27C - ZINC PLATING LINE/COPPER PLATING LINE 2/TR2

Zinc Plating Line	27	90400/27/00/001	D	31/03/2008	30
Layout - New Copper Line 2	27c	90400/27/00/031	C	23/07/2012	31
Treatment Room 2 Layout	27c	90400/27/02/001	B	11/10/2013	32
Main Isolation Points	27 & 27c	90400/09/50/034	A	01/06/2006	33
Main Hose Reel Points	27 & 27c	90400/00/50/037	A	25/03/2009	34
Safety Critical Alarms – ZP1	27	90400/27/50/025	A	25/07/2016	35
Safety Critical Alarms – TR2	27c	90400/27/52/038	A	25/07/2016	36
Safety Critical Alarms – CP2	27c	90400/27/52/039	A	01/08/2016	37

BUILDINGS 11& 12 - COPPER PLATING 3/NICKEL LINE 2/ARMOUR LITE

Layout - Copper Plating Line 3	11	90400/11/00/002	F	21/07/2011	38
Layout - Nickel Plating Line 2	12	90400/12/00/012	F	02/07/2014	39
Main Isolation Points	11 & 12	90400/09/50/034	C	24/07/2012	40
Fire Hose Reel Points	11 & 12	90400/00/50/036	A	25/03/2009	41
Safety Critical Alarms – CP3	11	90400/11/50/015	B	25/07/2016	42
Safety Critical Alarms – Armour Lite	11	90400/11/50/014	A	25/07/2016	43
Safety Critical Alarms – NP2	12	90400/12/50/013	A	25/07/2016	44

BUILDINGS 10 A & B - NICKEL PLATING 1/WATER TREATMENT PLANT

Layout - Nickel Plating 1	10a	90400/10/00/001	D	07/10/2016	45
Main Isolation Points	10a	90400/09/50/034	B	07/11/2016	46
Layout – WTP	10b	90400/10/01/007	A	16/06/2011	47
Main Isolation Points	10b	90400/09/50/034	A	07/11/2016	48
Gas Monitor Locations	10b	90400/10/11/003	E	16/06/2016	49
Safety Critical Alarms – WTP	10b	90400/10/51/041	A	25/07/2016	50
Position of E-Stops	10b	90400/10/51/035	A	25/07/2016	51
Safety Critical Alarms – Penstocks	10b	90400/00/50/068	A	04/05/2015	52

BUILDING 17A & B – ACID DILUTION PLANT

Layout – Acid Dilution & Services	17a & b	90400/17/01/001	C	26/05/2016	53
Safety Critical Alarms – Acid Dilution Plant	17a	90400/17/51/007	A	25/07/2016	54

BUILDINGS OUTSIDE COMAH AREA

Underground Services Foul (Outside Comah)	Site	90400/00/10/038	D	08/11/2016	55
Underground River Return (Outside Comah)	Site	90400/00/10/039	C	08/11/2016	56
Underground Services Storm Water (Outside Comah)	Site	90400/00/10/040	F	08/11/2016	57

BUILDING 1- MRB

Layout - MRB	1	90400/01/00/053	D	12/09/2016	58
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BUILDING 2- PRODUCT SERVICES/COLLECTOR COIN

Layout - Operations Support/CCPS	2	90400/02/00/001	S	08/11/2016	59
Chemical Storage Areas	2	90400/02/00/268	B	08/11/2016	60
Isolation and Fire Points in CCPS Areas	2	90400/02/10/013	C	21/07/2011	61

BUILDING 9B - COIN PRESS ROOM (CPR)

Layout - Coin Press Room	9b	90400/09/01/002	Q	21/04/2016	62
Layout - Ground floor and Roof Void CPR	9b	90400/09/01/001	C	20/04/2011	63
Emergency Isolation Points	9b	90400/09/51/023	K	14/11/2016	64
Emergency Lighting	9b	90400/09/11/009	D	14/11/2016	65
LV Electrical Distribution	9b	90400/09/11/005	G	08/11/2016	66

BUILDING 36 – ROYAL MINT EXPERIENCE

Layout – Royal Mint Experience	36	90400/36/00/002	A	12/09/2016	67
Fire Alarms	36	90400/36/10/002	B	14/09/2016	68
Services (External Drawing)	36	14863-20		01/10/2014	69

6.2 Appendix 2 – Gas Isolation Points (see Plan 15 in Pack 3 in Emergency Response Room)

Table 3. EMERGENCY MANAGEMENT PLAN – GAS ISOLATION POINTS (Information located in Emergency Management Site Plan – Details Manual)

BUILDING NUMBER	ISOLATION	POINT OF ISOLATION	IMPACT OTHER BUILDINGS
1 MRB	YES	Inside behind drying furnaces South West cold end.	None
2 CCPS	YES	Inside Tool room by East side fire door	None
3 Administration	YES	Outside building North side.	None
4 PMU	YES	Inside West side of building in Museum area	None
5 Security Lodge	YES	Outside West side of building within security gates.	None
6 Effluent Treatment	NO Supply	N/A	N/A
7 Maintenance	YES	Inside Southside Fire Exit.	None
9a AP&P	YES	Inside Gas Generating Room.	CPR
9b CPR	YES	Inside Gas Generating Room AP&P.	AP&P
11 Copper Plating 3	YES	Inside South East fire exit.	NP2
12 Nickel Plating 2	YES	Inside South East fire exit CP3.	CP3
17b Compressor House	YES	Inside dedicated room, entrance of which is south side of building 17b.	None
17c Garage	YES	Inside dedicated room, entrance of which is south side of building 17b.	17b Compressor house
22 Canteen	YES	Outside West side of building by MRB steps.	None
23 Central stores	YES	Inside North wall (behind counter) access via east entrance.	None
25 New Administration (Marketing)	YES	Outside located on roadway West of building or alternatively Inside within cupboard Right Hand Side of entrance.	None
27 Zinc Plating 1	YES	Outside east side roller door.	CP2 & RFSQ
27c Copper Plating 2	YES	Outside east side roller door ZP1.	ZP1 & RFSQ
29 RFSQ	YES	Outside east side roller door ZP1.	ZP1 & CP2 & Chemical Stores

MAIN ISOLATION POINT	LOCATION	IMPACT ON WHAT BUILDINGS
Line 1	Central Stores Outbuilding Number 1, West of the weighbridge.	MRB Building 2, Central Stores B23, Maintenance B7, Administration B3, Canteen and Security Lodge.
Line 2	Main isolation point is in Building 17B.	Building 17 B (Compressor house), Building 17 C (Garage), A&P, and CPR.
Line 3	In the building beside Nickel Plant 2 cooling tower.	Isolates gas supply to RFSQ, ZP1, CP2, CP3 and NP2.

6.3 Appendix 3 – Electrical Isolation Points

Table 4. EMERGENCY MANAGEMENT PLAN - ELECTRICAL ISOLATION POINTS (Information located in Emergency Management Site Plan - Details Manual)

BUILDING NUMBER	POINT OF ISOLATION	ALTERNATIVE POINT OF ISOLATION	Generator Backup
1 MRB	Inside - Centre of building	3 Administration	YES Site services (isolation)
2 CCPS	Inside - Centre of building	Isolation from PMU building & South Block Sub (CPR)	YES Site Services & A&P (isolation)
3 PMU	Outside PMU	NONE	NO
4 PMU	Inside – Underneath (Fire Protected)	Isolation A&P sub station, MRB HV substation, Building 2 substation.	YES A&P (isolation)
5 Security Lodge	Inside – In middle of building.	Isolation from CPR (main & essential supply)	YES Site services (isolation)
7 Site Services & Outside buildings	Outside – Isolation from PMU	NONE	Cannot isolate generator
9a AP&P	Inside – Southside Sub Station (A&P building)	Isolate main intake PMU sub station.	Cannot isolate generator, may need isolation switch located outside building
9b CPR	Inside - Southside Sub Station (CPR building)	Isolation Main intake substation (COMAH area), from building 2 substation HV.	YES A&P (isolation)
10a Nickel Plating 1	Inside	Isolation Main intake sub	NO
11 Copper Plating 3	Outside – HV substation outside (north east wall).	Isolation (Essential) Main Intake substation, HV in CP2	NO
12 Nickel Plating 2	Outside – HV sub station (south)	Isolation Main intake substation and CP1 HV. Essential supply from CP3.	NO
17a Acid Dilution	Outside – Main intake sub station	NONE	NO
17b Compressor House	Inside – East side of building	Off Site isolation required	NO
22 Canteen	Outside – Isolation from PMU	NONE	NO
23 Central stores	Outside – Isolation from building 2	NONE	YES Site Services & A&P (isolation)
25 New Administration	Inside - CPR	NONE	NO
27 Zinc Plating 1	Outside – Remote building south of ZP1 & Essential from CP3	Isolation NP2 HV & CP3 HV.	NO
27c Copper Plating 2	Outside – External CP2 substation North.	Isolation NP2 HV & CP3 HV.	NO
28 Chemical Stores	Inside – East side of building	Isolation CP1 LV board	NO
29 RFSQ	Outside – ZP1	NONE	NO

6.4 Appendix 4 – Supporting Information

Table 5. Other Sources of Supporting Information

No.	INFORMATION	LOCATION OF INFORMATION	RESPONSIBLE PERSON
1.	Material Safety Data Sheets of chemicals used on site.	1. A hard copy of MSDS's is available at the Main and Secondary Emergency Incident Rooms). 2. Electronic copies can be obtained via the company's SHE intranet system – \HSE Home\Additional Applications\COSHH Database	Site Environmental Manager
2.	Inventory of chemicals on site.	Inventory of all hazardous chemicals used on site are located in the Emergency Management Site Plan - Details Manual are kept at the Emergency Incident Room. Daily email also sent to Security and SHE Team.	Site Environmental Manager
3.	All relevant site wide procedures applicable to the site plan e.g. Incident and reporting procedure SMP 31 and Permit To Work Procedure etc. etc.	All relevant site wide procedures applicable to the site plan e.g. Incident and reporting procedure SMP2.14 etc. can be accessed via the company's SHE intranet system – \HSE Home\Additional Applications\HSE\ COMAH\ ISO14001	Head of SHE and Site Environmental Manager
4.	Asbestos Register	The Asbestos Register shall be kept in the Central Site Services Department.	Site Services Engineering Manager

Internal Assembly Points – IAP's

Building Ref	Building Name	Assembly Point	IAP No.	Phone ext.
1 MRB	MRB	Hot End Spec Lab	1	3436
		Team Leaders Office	2	3532/3141
		MRU canteen	25	3559
2 CCPS	Ground Floor	QA Office	4	3261
	CCPS Shop Floor	New Canteen	5	3041
	First Floor	Main Training Room	6	3281
3 ADMIN	Ground Floor	UK Sales/Consumer	11	3009
	Ground Floor	Marketing	8	3372
	First Floor	Board Room	7	01443623196
	Second Floor	Entire Floor	8	3577/3849/30 35
4	PMU	Production Area	9	3386
		Main Office	3	3260
5	Security Building	Upstairs Canteen	10	3621
7	Engineering Services	Main Office	12	3307
9a	AP&P	A&P Canteen	13	3039
9a	Armour 1&2	A&P Canteen	13	3039
9b CPR	CPR	Main Office	14	3509
		Despatch Office	27	3568
10b	Water Treatment Plant	WTP Office	11	3249

11	CP3	CP3 Office	16	3460
12	Nickel Plating 2	CP3 Office	16	3460
22	Canteen	General Eating Area	18	3572
23	Central Stores	Back Office next to Brammer	19	3476
25	Building 25	Upstairs Main Office	20	3006/3124
27a/b/c	ZP1 & CP2	Control Room	21	3490
29	RFSQ	Team Leaders Office	17	3404
30	Gym	Main Area	22	3622
50	BPAC	Main Office	15	3482
	Royal Mint Experience	Restaurant Area	23	3639
9b	Factory Experience	CPR Viewing Area	24	Sec radio

6.5 Appendix 6 – IAP Instructions

Example of standard IAP Poster displayed at all IAP'S

ON HEARING THE SITE INCIDENT ALARM:

1. IF OUTDOORS, CHECK WIND SOCKS FOR WIND DIRECTION AND HEAD **CROSS WIND** TO THE NEAREST SAFE BUILDING.
2. ONCE INDOORS, CLOSE ALL DOORS AND WINDOWS ON THE WAY TO THE INTERNAL ASSEMBLY POINT– **DO NOT LOCK!**
3. TURN OFF ALL EXTRACTION AND VENTILATION FANS IN THE BUILDING.
4. CLOSE ALL DOORS AND WINDOWS IN THE INTERNAL ASSEMBLY POINT
5. WAIT QUIETLY AT THE INTERNAL ASSEMBLY POINT FOR THE EVACUATION OFFICER OR MOST SENIOR PERSON TO TAKE A ROLL CALL.
6. WAIT FOR SECURITY TO MAKE CONTACT.
7. WHEN PHONE RINGS INFORM SECURITY OF ANY KNOWN MISSING PERSONS.
8. IF, AFTER 30 MINUTES SECURITY HAVEN'T BEEN IN CONTACT, PHONE THEM ON EXT. 3587/3333 AND REPORT ANY KNOWN MISSING PERSONNEL.
9. STAY INDOORS UNTIL DIRECTED OTHERWISE BY SECURITY OR FIRE OFFICER.
10. DO NOT USE INTERNAL PHONES UNNECESSARILY – KEEP FREE FOR URGENT CALLS.

6.6 Appendix 7 – Bomb Threat Proforma

ROYAL MINT BOMB / THREATENING CALL PROFORMA

Call Received By:				
Location:				
Caller:	Internal	External	Mobile	Payphone
Date:				
Start Time:				
End Time:				

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.

**BE POLITE
DO NOT INTERRUPT
DO NOT PUT DOWN THE HANDSET**

3. Report the incident to the Security Control Room immediately on 3333

What was said? (Note down as accurately as possible)	
Where is the bomb?	
When will it explode?	
What sort of bomb is it?	
What does it look like?	
What will cause it to explode?	
Who is responsible?	
Why has the company been targeted?	
What is your name?	
What is your address?	
What is your telephone number?	
What is the Code word (if any)?	

Did the caller seem familiar with the site: Yes/No

Describe Details of call (Circle any that are appropriate)				
Caller	Male	Female	Adult	Juvenile
Accent	Local	Regional	Foreign	Disguised
Language	Well spoken	Irrational	Taped Message	Read Message
Voice	Loud Soft	Rough Educated	High Pitched Low	Deep Weak
Speech	Fast Slow	Slurred Excited	Normal Obscene	Confident Stutter
Manner	Calm Rational Coherent	Nervous Irrational Incoherent	Deliberate Angry Intoxicated	Joking Hysterical Humorous
Background Noise	Quiet Office Street	Music Pub/Bar Restaurant	Countryside Road Traffic Voices	Trains Factory Airport

Other remarks/comments

Emergency Contacts							
Site Incident Commander		Site Main Commander		Site Emergency Director		Security Control Room	
Security Manager		Senior Security Officer		Head of Business Support Services		Chief Executive	

Signature: _____

Name (Print): _____

Time: _____

Date: _____

Copy of Water Outage arrangements

- The A&P has tank water fed hose reels by the Spaleck & Trowal finishers. These can be used for emergency shower water.
- The WTP has tank water fed hose reels which can be used for emergency shower water.
- CP3 has a tank fed water hose reel on the wall by Safed 9 which can be used for emergency water.
- All plant is fed by the river system / Braithwaite tank so we will have supply to the A&P furnaces and MRB furnaces. But this needs to be closely monitored. Monitoring of the Braithwaite tank level is done at the digital display of the Braithwaite tank. The display should read 1.8M. This means the tank is 1.8M from the top. (This is classed as full), if the level drops to 2.2.M from the top then there is an issue with the river water supply and the Braithwaite is starting to deplete of water. (The Braithwaite tank level must be monitored and recorded every half until the water repair is complete).
- In the event of the Braithwaite starting to deplete Line 3 casting furnace **MUST BE** dumped immediately and the furnace started to cool). Wellman furnaces 2& 3 and Safed 6 Must be cooled down and switched off. The river system should be investigated to locate the fault.
- Wellman 2,3 and Safed 6 furnace temperature should be dropped to 600°C.
- Armour 1, CP2 & NP2 plants are to be cooled down and must not be switched back on until the water is restored.
- Emergency fire sweeps / checks should be carried out every hour.
- All maintenance work involving plating baths / chemicals etc must be suspended whilst the mains water is off.

6.8 Appendix 9– Major Incident reporting guide

When reporting a Major Incident, certain information is required.

A useful mnemonic to remember this is METHANE which prompts you to prepare and give key important information to the Emergency Services

- M** Major Incident
- E** Exact location
- T** Type of incident
- H** Hazards at scene
- A** Access and egress routes
- N** Number of casualties involved
- E** Emergency services present and requested

Distribution list

Emergency Response Room

SHE Office

Security Main Gate

Security Control Room

Gold/Silver/Bronze commanders packs