

	INSTRUCTION FOR ACTIONS IN THE EVENT OF FIRE	EA-I 18
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1.0 Aim/Scope

This instruction defines the course of action and responsibilities in the event of fire.

2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

3.0 Records form

EA-R 26 Fire Register

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Instruction

The Operational Site Manager is responsible to follow the steps, described below:

6.1 Immediate Actions

- 6.1.1 Activate the fire alarm system to alert all personnel on site.
- 6.1.2 Call the local fire department immediately and provide details about the fire and the materials involved.
- 6.1.3 Evacuate all personnel from the immediate vicinity of the fire.
- 6.1.4 Ensure that everyone moves to a designated safe assembly point.
- 6.1.5 If it is safe to do so, shut down all pumps and close valves to stop the flow of oil.
- 6.1.6 Isolate the power supply to the affected area to prevent electrical hazards.

6.2 Firefighting Measures

- 6.2.1 Use the fire extinguishers available on site. Aim at the base of the fire and use a sweeping motion to extinguish the flames.

- 6.2.2 Use Class B fire extinguishers (foam, CO₂, or dry chemical). **Do not use water**, as it can spread the oil and worsen the fire.
- 6.2.3 Use fire-resistant barriers or sandbags to contain the spread of the fire.
- 6.2.4 Ensure that the fire does not reach other tanks or equipment.
- 6.2.5 The Operational Site Manager coordinates the emergency response, ensures all procedures are followed, maintains communication with emergency services and provides updates on the situation.

6.3 Safety Precautions

- 6.3.1 Ensure that all personnel involved in firefighting wear appropriate PPE, including fire-resistant clothing, gloves, helmets, and breathing apparatus.
- 6.3.2 Provide first aid to any injured personnel and arrange for medical assistance if needed.

6.4 Environmental Protection

- 6.4.1 Follow *EA-I 16 Instruction for actions in the event of spillage* to contain any spillage.
- 6.4.2 Manage runoff water (if any) to prevent contamination of nearby water bodies. Use temporary barriers or diversion channels to direct runoff to the oil-water separator.

6.5 Post-Fire Actions

- 6.5.1 The Director is responsible to conduct a thorough environmental impact assessment to determine the extent of contamination and damage.
- 6.5.2 The Operational Site Manager collects samples of soil, water, and air for laboratory analysis to identify contaminants
- 6.5.3 The Operational Site Manager fills out EA-R 26 Fire Register
- 6.5.4 If necessary, The Operational Site Manager engages professional environmental cleanup services to handle the removal and disposal of contaminated materials.

7.0 Records

- 7.1 Type of Records** – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.
- 7.2 Compliance** – The records must be stored in accordance with Procedure EA-P 04 – Documents management