# Emergency Plan

| Revision History | | |
|---|---|---|
| **Revision Nbr** | **Description of change** | **Date of Review** |
| 12 | Section 4.1, page 9: Cardiff Scrap Yard included in to Tremorfa Site.<br>Section 4.1, page 12 and Section 4.2, page 14: inclusion of Bristol Scrap Yard.<br>Section 6.3, page 26: assembly points updated with Cardiff and Bristol Scrap Yards.<br>Section 15.4, pages 64-66: call out list updated. | 05/08/2021 |
| 13 | All references to Scrapyards changed to Circular Hub.<br>All references to External Affairs Manager changed to Head of Sustainability and Strategy Manager<br>Table of contents Page 4 Section 10.25 revised from COVID 19 to Biological Threat - Pandemic<br>Section 4.1 Location and Address, Page 9 Carringtons removed Page 13 Rotherham Circular Hub added, Page 14 Sunderland Circular Hub added<br>Section 4.2 Boundary Neighbours, Page 17 addition of Rotherham Circular Hub and Sunderland Circular Hub<br>Section 6.1 Security Page 26 Removal of reference to medical vehicle<br>Section 6.3, Assembly Points, page 28: Updated with Rotherham Circular Hub and Sunderland Circular Hub, Carringtons Removed<br>Section 10 Potential Emergency Scenarios and response strategy Table 8 pages 37-38 10.25 COVID 19 revised to Biological Threat - Pandemic<br>Section 10.21 Legionella Outbreak Page 51, Updated in line with SCP7 Legionella Management Procedure.<br>Section 10.25 Page 54 Response description for COVID 19 revised to Biological Threat - Pandemic<br>Section 15.4, pages 64-69: Call out list updated to reflect current situation | 21/04/2022 |
| 14 | All references to External Affairs Manager changed to Head of Sustainability and Strategy Manager<br>Section 3.3 Page 8 Document review period changed from 3 yearly to annual, Requirement for joint exercise removed<br>Section 4 Page 8 Circular Hubs added to particulars of business.<br>Section 4.1 Page 9 Sweepings (Haith) Plant added to Table 1 Bld 17 and occupants removed<br>Section 4.1 Page 10 Bld 54 added to Table 2<br>Section 6.1 Page 27 Updated description of security 4x4 vehicle use<br>Section 6.1.1 Page 27 Rm 2 changed to a “suitable meeting room”<br>Section 6.1.2 Page 27 Operational area meeting rooms changed to a “suitable meeting room”<br>Section 6.3 Page 29 Sweepings (Haith) Plant and Bld 54 added to Table 7<br>Section 6.5 Page 30 Responsibilty for first aid kit and AED checks changed from first aiders to dept management<br>Section 8.3 Page 33 Managers company mobile phones added as a communication tool<br>Section 9.1 Page 33 Circular hubs emergency number added<br>Section 13.2 Page 58 Requirement for joint exercise removed<br>Section 15.4, pages 67 - 71: Call out list updated to reflect current situation | 19/04/2023 |

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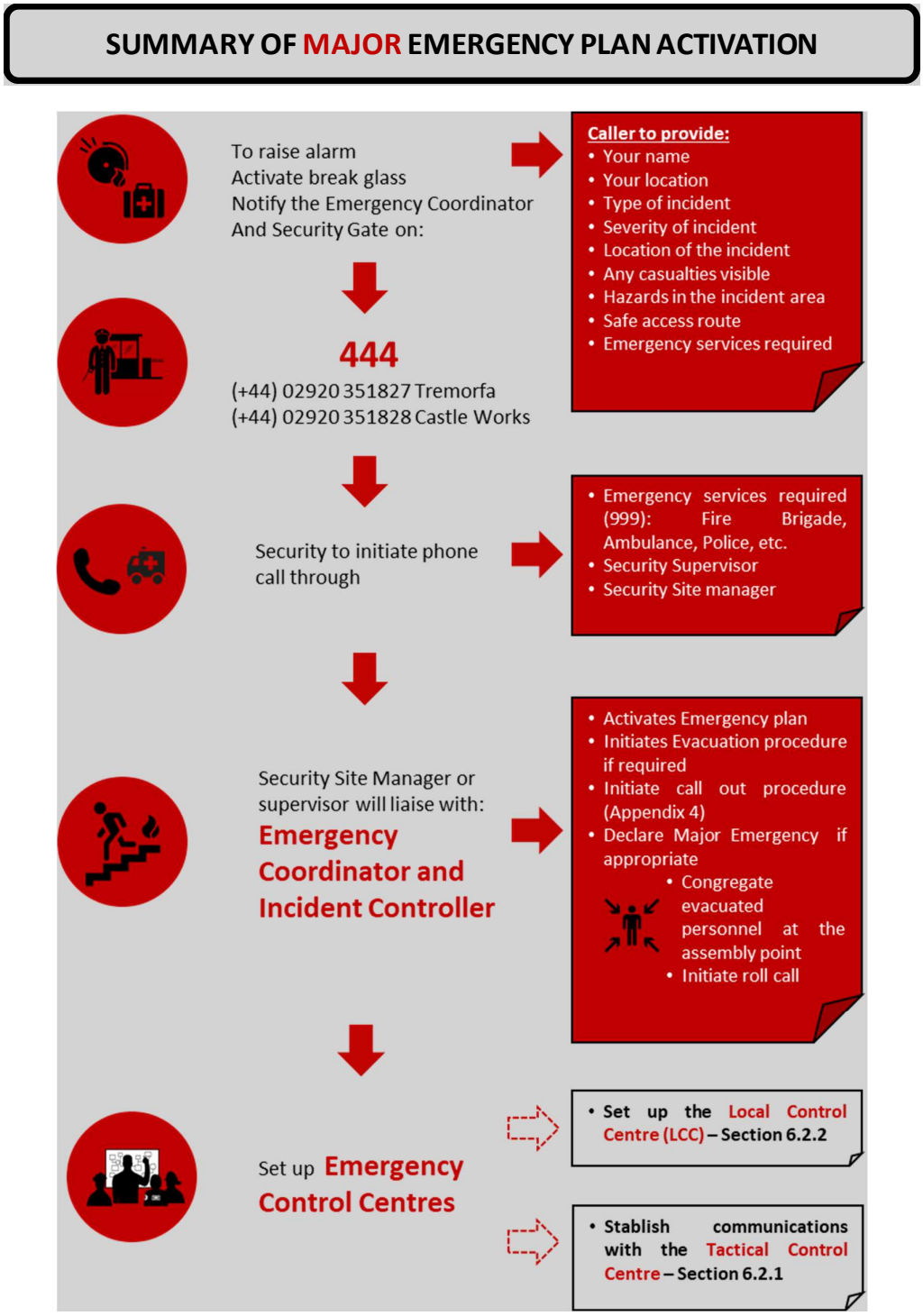


**Fig 1**. Summary of Major Emergency plan activation

# 1 Introduction

It is the intention of CELSA UK Manufacturing Ltd. (CELSA) to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the company acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and the company must implement emergency procedures to ensure employee injury and asset damage are minimised. CELSA will provide all employees (and other persons, such as contractors and visitors) with information and training as often as is necessary to enable a better understanding of these matters.

This Emergency Plan envisages scenarios that requires assistance and remedial action beyond the resources of the plant. All technical problems associated with the emergency will still have to be dealt with by our plant personnel.

This procedure, which applies to all CELSA UK Manufacturing Ltd, operational areas and departments, has been prepared for the information and use of CELSA UK Manufacturing employees with a role to play during a site emergency. It can be used to inform the Emergency Services, Regulatory bodies and any other stakeholders of CELSA, in response to an on-site emergency.

# 2 Objective of the Plan

The aim of this plan is to:-

- Minimise the danger to personnel, the surrounding community, the environment and to minimise damage to plant or buildings, enabling restoration of normal operations to resume in an effective and controlled manner.
- Provide guidance to ensure the maximum effective use of all available resources to minimise the consequences of any major emergency and to protect our business reputation with the assistance of the appropriate external agencies.
- Ensure an effective management structure exists in the event of an emergency for co-ordination with the Local Authorities, Emergency Services and Enforcement Agencies.
- Direct and co-ordinate the Emergency Response Teams and Site Emergency teams to manage the emergency effectively.
- Implement response measures (procedures, roles and responsibilities) to protect people and the environment.
- Maintain site security integrity throughout the emergency.

## 2.1 Definition of a Major Emergency

A Major Emergency would be an incident that involves any one or more of the following conditions: -

- The release of dangerous gas or substances, explosion or fire that could endanger personnel, the public or neighbouring industries.
- An incident that has or may cause casualties and/or extensive damage to property within the site.

- An incident that may cause serious disruption outside of the site boundary or affects members of the public.
- An incident arising from an external source, which affects the site.
- Incidents, which could have a significant impact on the environment.

The following people can declare a Major Emergency and set the arrangements in motion:

- General Manager or deputy.
- Level 1 Manager.
- Incident Controller.

# 3 Roles and Responsibilities

## 3.1 General Manager

Must ensure that:-

- A business procedure is in place to effectively manage emergency situations.
- Adequate human, financial & physical resources are in place, to support the effective implementation of this procedure.
- There are processes in place to identify key roles within the emergency plan procedure and personnel are competent in its application, in line with the requirements of the Safety Management System (SMS).
- There are processes in place to communicate the contents of this procedure to the business employees, so there is full co-operation regarding its implementation.

## 3.2 Operations Managers and Functional Managers

Must ensure that: -

- Personnel are identified and competent to fill the key roles identified in section 5.1 Emergency response team: roles and responsibilities.
- Adequate human, financial & physical resources are in place, to support the effective implementation of this procedure.
- Audits and drills are undertaken, and outputs are addressed in line with the requirements of the SMS.
- Training requirements are built into competency assessments though the Success Factors system.

## 3.3 Health and Safety Manager

Must ensure that: -

- This business procedure is reviewed on an annual basis or after an emergency has taken place in order to capture any lessons learned from such events.
- This procedure is made available to all relevant personnel.

- This procedure is tested in each of the operational areas/departments at least once a year.
- The deployment of the business procedure is audited as part of the SMS audit program.

# 4 Particulars of the Business

CELSA Manufacturing (UK) is the largest producer of steel reinforcement in the United Kingdom and one of the largest producers of other long steel products.

Cardiff facilities comprise a melt shop built in 2006, and two hot rolling mills. One for rolling reinforcing products and wire rod, the other for rolling merchant bar and light sections. Additionally, CELSA Manufacturing UK operates five circular hubs located in Cardiff, Swansea, Bristol, Rotherham and Sunderland that receive, sort, process and ship scrap metal.

At CELSA UK, steel is produced via the electrical arc furnace (EAF) route; making new steel product by recycling scrap metal. The EAF process uses 100% recovered ferrous scrap metal as the primary raw material, which is melted down using an electric current to make molten steel from which new steel products can be manufactured. Once the scrap is all melted, there is a further refining of the molten steel, before the furnace is tapped into a refractory-lined ladle for further processing. It is in the ladle furnace where the temperature and composition of the steel are adjusted to tightly controlled limits, to ensure that the steel is of the right analysis to produce the required properties in the finished products (strength, ductility, toughness, etc.). The molten steel is then run through a gate at the base of the ladle into a tundish, which acts as a reservoir for the molten steel during the casting process. In the base of the tundish, there are six nozzles, from which the molten steel flows into six moulds, where the steel will start to solidify from the outside. As this solidification occurs, the strand of steel is continuously withdrawn from the mould. The solidifying strand in square cross section is straightened and cut to length. The cast billets are then transferred by rail to one of our two rolling mills. One mill is used for bar and coil products (Rod and Bar Mill), and the other one for sections (Section Mill).

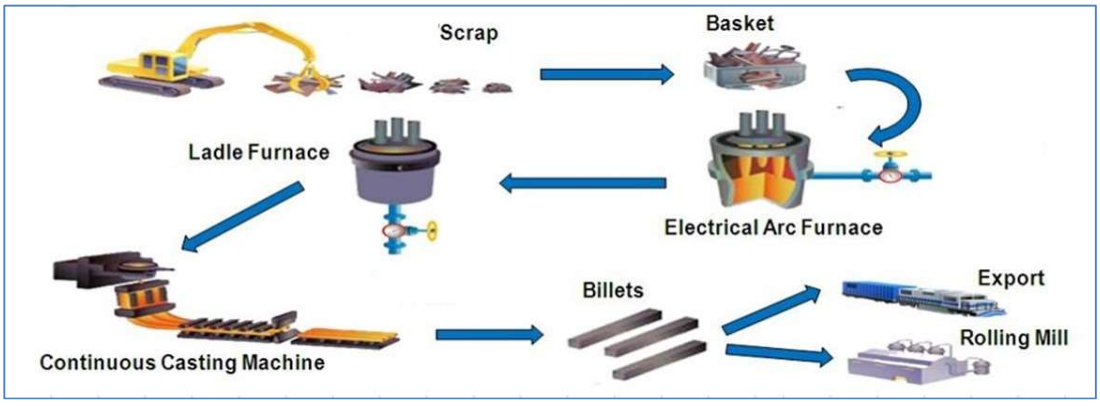


**Fig 2**. Overview of Celsa Manufacturing UK operations

Celsa Manufacturing UK facilities are based in two locations, separated about 2 miles away from each other. One location is in Tremorfa where the melt shop and sections mill are based, and the second location is based in Castle Works where our rod and bar mill is located.

## 4.1 Location and address

### Tremorfa Location

**Table 1**. Tremorfa location details

| | |
|---|---|
| Name of the business: | CELSA UK Manufacturing Ltd |
| GPS Coordinates: | 51.4798° N, 3.1405° W |
| Facilities/Departments: | Melt Shop, Section Mill, Section Mill Warehouse, Building 18, Occupational Health, Harsco offices, GB rail offices, Mineral Site, Cardiff Circular Hub, Sweepings (Haith) Plant |
| Post Address: | Seawall Road, Tremorfa, Cardiff |
| Post Code: | CF24 5TH |
| Telephone number: | External: (+44) 02920 351827<br>Internal : 5827 (or 444) |

**Fig 3**. Overview of Tremorfa Works

## Castle Works Location

**Table 2**. Castle Works location details

| | |
|---|---|
| Name of the business: | CELSA UK Manufacturing Ltd |
| GPS Coordinates: | 51.4715° N, 3.1571° W |
| Facilities/Departments: | Rod and Bar mill, Building 54, Building 57, Building 58, RBM Warehouse. |
| Post Address: | East Moors Road, Castle Works, Cardiff |
| Post Code: | CF24 5NN |
| Telephone number: | External: (+44) 02920 351828<br>Internal : 5828 (or 444) |


**Fig 4**. Overview of Castle Works

**Table 3**: Swansea Circular Hub Location and Details

| | |
|---|---|
| Name of the business: | CELSA Scrap Purchasing |
| GPS Coordinates: | 51.6148° N, 3.9164° W |
| Facilities/Departments: | The site is occupied solely by the Swansea Circular Hub, it has a small office block, weighbridge, and various plant equipment for handling scrap metal. |
| Post Address: | Swansea Circular Hub,<br>Graigola Wharf,<br>Swansea Docks,<br>Swansea<br>SA1 8QP |


**Fig 5.** Swansea Circular Hub

**Table 4**: Bristol Circular Hub Location and Details

| | |
|---|---|
| Name of the business: | CELSA Scrap Purchasing |
| GPS Coordinates: | 51.5185° N, 2.6827° W |
| Facilities/Departments: | The site is occupied solely by the Bristol Circular Hub. |
| Bristol Post Address: | Bristol Circular Hub,<br>Unit 12,<br>Humber Way<br>Bristol,<br>BS11 8AE |

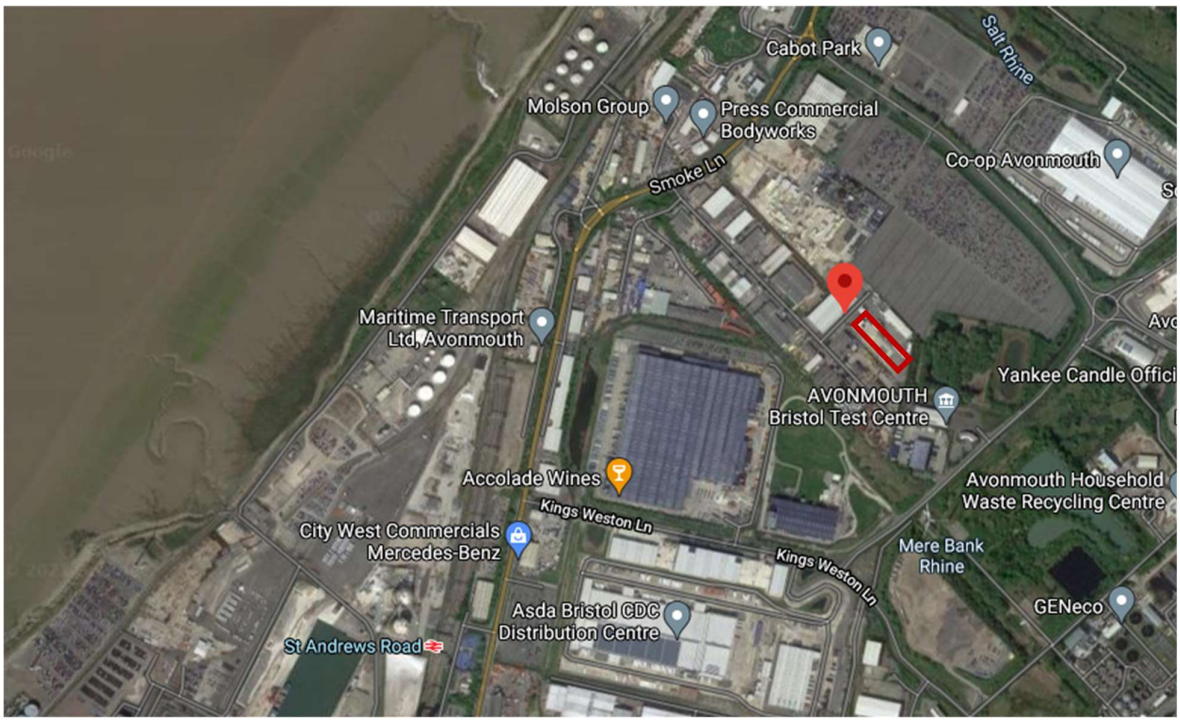


**Fig 6**. Overview of Bristol Circular Hub

**Table 5**: Rotherham Circular Hub Location and Details

| | |
|---|---|
| Name of the business: | CELSA Scrap Purchasing |
| GPS Coordinates: | 53.4207° N, 1.3718° W |
| Facilities/Departments: | The site is occupied solely by the Rotherham Circular Hub. |
| Post Address: | Rotherham Circular Hub,<br>Steel Terminal,<br>Sheffield Rd,<br>Rotherham<br>S60 1BN |

**Fig 7**. Overview of Rotherham Circular Hub

**Table 6**: Sunderland Circular Hub Location and Details

| | |
|---|---|
| Name of the business: | CELSA Scrap Purchasing |
| GPS Coordinates: | 54.8963° N, 1.3646° W |
| Facilities/Departments: | The site is occupied solely by the Sunderland Circular Hub. |
| Post Address: | Sunderland Circular Hub,<br>Robinson Terrace,<br>Hendon,<br>Sunderland,<br>SR2 8DH |


**Fig 8**. Overview of Sunderland Circular Hub

## 4.2 Boundary neighbours

When planning for emergencies, consideration must be given to neighbours that could be potentially affected if an emergency were to occur. The potential effects and necessary actions will be assessed for each individual case, and contact established by the emergency teams as required in order to provide the relevant instructions. CELSA UK Manufacturing is located in an industrial area, surrounded by other smaller business and residential areas. A detail list of the main neighbours and contact details is available in *Appendix 1.*

### *A.* Tremorfa

**Seawall Road**

Main access onto Tremorfa site is via Gates B & C, which is accessed from Seawall Road, to the North of the Tremorfa site. A small commercial estate is located throughout Seawall Road, made up of a number of units ranging from automotive services, industrial and cleaning suppliers, and tyre suppliers. Some of these units are adjacent to the Celsa Tremorfa boundary fence, including two fuel/ cryogenic tanks in an outdoor but secure compound. The other units are spread out along the full length of Seawall Road towards the City Centre. No units exist at present around the Gate B area leading up to Rover Way.

Tremorfa and Splot**t**

The catchment areas of Tremorfa and Splott lie immediately to the north of the Tremorfa site. The area is predominantly residential, with small shops and businesses interspersed. A few green areas and parks are also located across these areas. Splott Road serves as the main access road between the city centre and the residential estate, with Muirton Road running north towards Moorland and Beresford Roads and onto Newport Road approximately 1mile away. Two schools are located nearby in Tremorfa.

- **Baden Powell Primary School** is located on Muirton Road opposite the STAR community hub, approximately 500m from the site boundary on Seawall Road.

- **Willows High School** is located opposite the Celsa Tremorfa site on Willows Avenue. Playing fields surround the school with the site boundary of the school running adjacent to Seawall Road.

**Rover Way**

Rover Way is the main road running on the South/Eastern side of the site, with the Celsa boundary running adjacent to the pavement on the road. The Mineral Site used by Celsa lies opposite to the main site, and is accessible via two gates. One is the gate directly on Rover Way which is used by heavy plant from Celsa, and the other access is on Tide Fields Road where the security cabin and weighbridge are located.

**Pengam Green**

A new housing estate is located East of the site, separated by a large open green area that runs towards the estate and a large Tesco supermarket approximately 700m away from the site boundary at the scrap handling area on site.

### *B.* Castle Works

**East Moors Road**

Main access onto site is through the security barriers on East Moors Road. East Moors Road which is accessed from Ocean Way is a long, straight road leading directly to Celsa where the security barriers are located at the top of the road. A number of business units are based on this road, with forklift and other vehicle movements taking place throughout the day.

**Bute East Dock and the Central Link Road**

Adjacent to the boundary fence on the western side of the site is the central link road which is a dual carriageway linking the city centre and the bay. The dock sits to the west of the link road, approximately 700m in length. The bar mill runs the majority of the length of the link road, with a water tower adjacent to the boundary fence.

### *C.* Swansea

**Swansea Circular Hub**

Swansea Circular Hub is located on Graigola Wharf, Swansea Docks. This is private land leased from Associated British Ports. Access to the site is through the Port security lodge and barrier located off of the A483 (Fabian Way) which is the main road from the East in to the city of Swansea.

The site is surrounded to the North, South and West by dock water and to the East there is an access road along a peninsular of land within the dockland area. There are two businesses that operate along this road. One is another scrap metal yard 1Km from the Swansea Site, and an aggregate company operates 200m from the site.

The main function of the yard is to receive, sort, process and ship scrap metal. The site is approximately 6 acres in size and typically will operate with 3 – 5000 Tonnes of scrap metal, but is licenced to hold up to 12,000 Tonnes. To process the scrap metal it operates 4x Senebogen 360° material grab handlers, 1x Idromet shear / bailer and 1x Hitachi 360° excavator fitted with a scissor attachment.

### *D.* Bristol

**Bristol Circular Hub**

Bristol Circular Hub is located on land at the Severnside Trading Estate, Avonmouth. The centre of Bristol is located approximately 9.5 km to the south, east of the site boundary.

The site is an industrial setting with industrial style sheds and large commercial buildings as well as storage areas immediately surrounding it. A disused reservoir is located close to the southern edge of the site. Beyond the immediate site surroundings, the Severn Estuary is located to the north and a rail line runs to the north east, running parallel to St Andrews Road The closest residential area is approximately 2 km to the south.

### *E.* Rotherham

**Rotherham Circular Hub**

Rotherham Circular Hub is located between, Rotherham and the city of Sheffield. The site is on private land which is part of a commercial rail terminal shipping containers by rail and is leased from the site owners DB Schenker. The site is accessed off of the A6178 one of the main access routes from Rotherham to Sheffield and trough the rail terminal site security gate. The circular hub is located at the far end of the terminal in an isolated area away from other businesses within the terminal site.

### *F.* Sunderland

**Sunderland Circular Hub**

Sunderland Circular Hub is located in the Hendon area of the city on the outskirts of Sunderland. The site is on private land leased from Ward Bros Metals Ltd and is accessed off of the A1018 one of the main access routes into the city approximately 2 miles south of the city centre. There are several businesses that operate close to the site including the Raich Carter Sports Centre, a scrap car spares dealer and a metal sections dealer. The area in which the site is located is slowly being cleared by Sunderland Council for redevelopment. Vehicular access to the site is through a single gate that directs lorries immediately on to the weighbridge and then in to the main yard. There is a separate pedestrian access through a reception area in to the office block.

## 5 Emergency Response Organisation

The primary responsibility of the Emergency Response Team formed by this plan is to provide for the safe and efficient evacuation of all personnel during an emergency. The secondary responsibility will be to assist in mitigating the emergency if it is within the capabilities of the Team. This Team will be comprised of the following members:

- Management Team.
- Incident Controller.
- Emergency Coordinator.
- Fire Marshals.
- First Aid Fire Appliances (FAFA).
- First Aiders.
- Assembly point Coordinators.

The organizational flow charts for the Emergency Response Team are illustrated below:

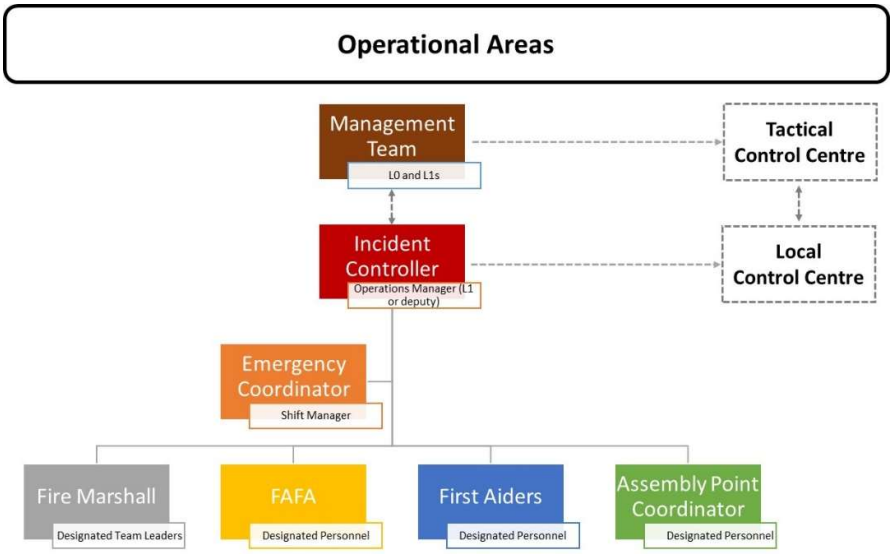


**Fig 9.** Operational area's emergency response team flow chart

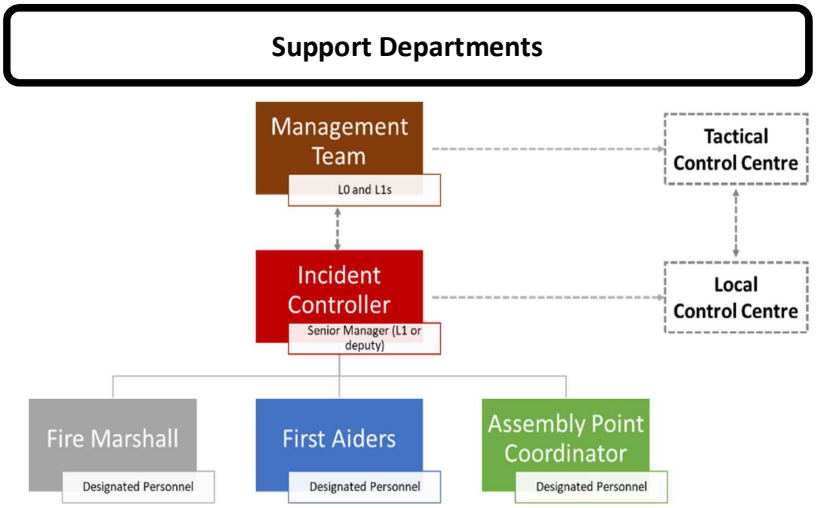


**Fig 10**. Support department's emergency response team flow chart

## 5.1 Emergency response team: roles and responsibilities

Key personnel identified within the Emergency plan, including deputies, have been informed of their roles and responsibilities and a rolling programme of training and emergency exercises ensures their competence.

### 5.1.1 Management Team

The Management team will coordinate the overall management of CELSA sites during a major emergency by the organisation and provision of resources and support. This team is constituted by the most senior managers of CELSA UK Manufacturing Ltd and operates under the instructions of the General Manager.

Main Management Team responsibilities include but are not limited to:-

- Declare Major Emergency if appropriate.
- Provide leadership and direction to deal with tactical issues arising.
- Provide support to the Incident Controller of the affected area.
- Identify any potential escalations especially those that may have an impact off-site.
- Provide support from external agencies and contractors.
- Collate appropriate data and information to obtain and maintain a clear and overall picture of the emergency.
- Set up the Tactical Control Centre (TCC), described in section 6.2.1 of this procedure, if a major emergency occurs.
- Establish and maintain communications with the Local Control Centre (LCC).
- Ensure good liaison is maintained with Emergency services liaison officers.
- Establish a communication link with CELSA Group ™ Corporate communications team.
- Establish a communication link to provide a response to general public, media and relatives enquiries.
- Liaise with government agencies, local authorities and with contractor managing directors engaged on site.
- Establish the implications of the emergency for other business units.
- Identify any impact or effect to CELSA Group ™.
- Liaise with the Incident controller to declare the end of the emergency.

### 5.1.2 Incident Controller

A senior manager/nominated person who can advise and support the emergency coordinator in the event of an emergency.

Main Incident Controller responsibilities include but are not limited to:-

- Provide leadership and direction in order to protect lives of personnel and the general public, protect the environment, protect assets and protect CELSA Manufacturing UK reputation at an operational level.
- Limit the potential for escalation of the emergency or to declare a Major emergency.

- Direct and advise the Emergency Coordinator in their duties in the event of an emergency.
- Liaise with emergency services as they attend the site. Collect and provide information to establish the extent of the emergency (personnel, plant status, environment, etc.).
- Maintain direct communications with the Management Team, Emergency Coordinator and emergency services attending site.
- Set up the Local Control Centre (LCC), described in section 6.2.2 of this procedure.
- Maintain an overview of current activities at the scene and in the operational area.
- Ensure that the business contingency plan and other emergency operational procedures are implemented and followed.
- Update employees and others within CELSA on all developments during the emergency event.
- Declare the end of the emergency and communicate it to all affected areas/departments.
- Participate in any training drills and audits.

### 5.1.3 Emergency Coordinator

A nominated person –usually shift manager, with suitable training to manage and coordinate an emergency situation.

Main Emergency Coordinator responsibilities include but are not limited to:-

- Implement the emergency plan applicable to each scenario.
- Take control of the evacuation of personnel.
- Contact security personnel and request assistance of emergency services on site.
- Limit the potential for escalation of the emergency.
- Provide clear and unambiguous instruction to emergency response team in the event of an emergency.
- Be responsible for following all instructions established in this procedure.
- Be the first point of contact for the emergency services once they attend site, provide details of the emergency and follow their instructions.
- Evaluate the number of known and potential casualties and inform the Incident Controller.
- Be the main point of contact for all other managers/engineers/contractors in the event of an emergency.
- Participate in any training drills and audits.
- Ensure that the emergency boards are updated each shift.

### 5.1.4 Fire Marshall

A nominated person with suitable training who in the event of an emergency shall assist in the safe evacuation of personnel, and support the emergency coordinator in sweeping an assigned area to ensure that all personnel have been evacuated.

Main Fire Marshall responsibilities include but are not limited to:-

- Follow the advice and instruction passed on from the Incident Controller or Emergency Coordinator in the event of an emergency, including the safe evacuation of all personnel in their area.
- Direct personnel to the nearest safe exit and ensure that no personnel re-enter the area.
- Sweep the plant/building if it is safe to do so under the instruction of the Emergency Coordinator.
- Immediately communicate any relevant information via radio/phone to the Emergency Coordinator, including confirmation that their areas are clear.
- Act as the Assembly Point Coordinator, assist in the roll call and safe control of the assembly point once the personnel evacuated has arrived. See assembly point coordinator role and responsibility in section 5.1.7.
- Collect the visitors' and contractors' books from the area/building and take it to the assembly point.
- Instruct personnel to return to work when instructed by Emergency Coordinator.
- Ensure that main walkways, access points and exits are clear and safe to use in the event of an emergency.
- Participate in any training drills and audits.

### 5.1.5 First Aid Fire Appliance (FAFA)

A person with suitable training and competency to tackle certain fires or other incidents, to aid evacuation and minimise harm or loss until the emergency services arrive.

Main FAFA responsibilities include but are not limited to:-

- Identify and tackle small fires that can be brought under control without putting themselves or others at risk.
- Be trained and competent to use fire extinguisher on site.
- Determine when a fire cannot be controlled with internal resources and evacuation alarms must be raised.
- Ensure that fire extinguishers in their working areas are in proper working order and to report any defects or damage.
- Participate in any training drills and audits.

### 5.1.6 First aiders

A nominated person with suitable training and competency to assist personnel who have sustained injury by providing immediate first aid.

Main First Aid responsibilities include but are not limited to:-

- Provide immediate first aid and treatment to those who may be injured in the event of an emergency.
- Call emergency services in case of a medical emergency.
- Take control of first aid kits and defibrillators.

- Brief the emergency services on arrival at the scene, on the condition of any injured persons they have treated.
- Ensure that all first aid kits are checked regularly and are fully stocked with the appropriate materials, and that defibrillators are checked and tested monthly.
- Participate in any training drills and audits.
- Ensure that the first aid boards are updated each shift.

### 5.1.7 Assembly point coordinator

A person responsible for taking charge of the assembly point in the event of an evacuation until the arrival of the Emergency coordinator or Incident controller. This role can be assumed by one of the Fire Marshals in the area.

Assembly point coordinator responsibilities include but are not limited to:-

- Collect and organise the roll call sheets from Security personnel, together with the visitors' and contractors' books.
- Begin segregating personnel at the assembly point.
- Collate the status reports of the roll call sheets from the managers and supervisors.
- Verify names and employers of all affected personnel.
- Pass details of missing personnel and casualties to the Emergency Coordinator.
- Be the primary contact at the assembly point until the emergency co-ordinator or incident controller arrives.
- Assess suitability of assembly point and determine if secondary assembly point area is needed.

### 5.1.8 Security lodge personnel

Security Lodge personnel responsibilities include but are not limited to:-

- Undertake key lodge activities such as barrier management, telephone response, contacting emergency services, etc.
- Assist the Incident Controller and Emergency Coordinator with their duties.
- Produce a copy of the roll call list of the area/department (including contractors) and bring 5 copies to the assembly point.
- Produce a copy of the visitors register and bring a copy to the assembly point.
- Contacting Emergency services (999) under the instruction of the Emergency Coordinator or Incident Controller
- Preparing the gates for access of the emergency services.
- Managing the traffic at the gates.
- Stopping any incoming traffic during the emergency (other than authorised personnel) ensuring and maintaining clear access for the Emergency Services.
- Escorting emergency Services to the emergency area on their arrival.
- Performing their role during a radiation emergency at the weighbridge (see section 10.19 and 10.20).

## 5.2 Non-emergency personnel: roles and responsibilities

### 5.2.1 Human resources

People, Organisation and Development (POD) manager responsibilities include but are not limited to:-

- Organise the communication process with employees and relatives, especially if there are casualties.
- Liaise and maintain communications with the Incident Controller for details on casualties, injuries, status and whereabouts of injured parties.
- Coordinate the verification of the names of missing and injured personnel, including employment details and home addresses.
- Establish communications with Trade Union Officials and Contractor Companies headquarters with regards to personal data release.
- Prepare and brief the Human Resources (HR) telephone responder team.
- Organise counselling services to be available for employees.

### 5.2.2 Head of Sustainability and Strategy Manager

Head of Sustainability and Strategy Manager responsibilities include but are not limited to:-

- Liaise and communicate with the media, and act in accordance with Celsa Headquarters instructions at all the times.
- Decide on communication strategy according to the level of interest shown by the media and public.
- Review communication strategy in accordance with the evolution of the crisis.
- Consult with Public Relation consultants if necessary with regards to the status of the emergency and methods of communication.
- Gather and analyse all available information provided by the Incident Controller and Emergency services.
- Collate all verified information to be used for internal and external briefings, communications, statements, interviews, etc.
- Develop and prepare communications for distribution to stakeholders.
- Distribute the media response number when required.
- Instruct all personnel that they should direct any questions from the media to the Head of Sustainability and Strategy Manager and should not make personal statements, release information of any kind, publicise on social media including photographs or videos with regards to the emergency.
- Inform about the channels of information to be used: Paper, Telephone, Web, SMS.

### 5.2.3 Health & Safety and Environmental Managers

Health and Safety and Environmental Managers responsibilities include but are not limited to:-

- Liaise and maintain communications with the Incident Controller regarding any risks associated with the emergency.

- Provide Health, Safety and Environment guidance to the Incident Controller and Management Team.
- Advise Incident Controller and Management Team on specific communications that must be done.
- Provide liaison and focal point for Natural Resources Wales (NRW).
- Provide liaison and focal point for the Health and Safety Executive (HSE).
- Collate relevant data about the emergency to assist during incident investigations and emergency response reviews.

### 5.2.4 Engineering Team

Engineering Managers and engineers responsibilities include but are not limited to:-

- Check all isolations required to make the area safe. This will include electricity, water, gas, fuel, oxygen and other gases, etc.
- Provide operatives to assist with isolations at the scene of the incident where it is safe to do so.
- Make contact with the Incident Controller/Emergency Coordinator to establish a line of communication.
- Inform the Incident Controller/Emergency Coordinator when the required isolations have been conducted successfully; or of any isolations that on safety grounds cannot be put in place locally and may require external isolation i.e. electricity, gas.
- Issue any required permits to the emergency response teams.
- Inform the Incident Controller/Emergency Coordinator of any other areas likely to be affected by the emergency.

### 5.2.5 CELSA employees (with no emergency duties)

On their arrival to work, all personnel must swipe their cards **IN** at the clocking machine of the area/building where they are working at, and must swipe their cards **OUT** at the clocking machine when they leave the site. Under no circumstances any employee should swipe their cards **OUT** during an emergency as this will affect the accuracy of the roll call list.

All CELSA activities not related with the emergency (isolations, evacuation, etc.) must cease as soon as the emergency alarm is activated and employees are requested to evacuate. All personnel must ensure their working area is left in safe conditions before congregate at the assembly point:

- Stop any equipment or plant vehicle used for the task.
- Switch off any electrical equipment and disconnect them from the power supply.
- Evacuate the plant/area in a calm and organise manner. Do not return to the plant/area to collect any personal belongings.
- Congregate at the assembly point and stay there until the emergency is over.
- Follow instructions provided by Fire Marshall and Emergency Coordinators.
- Shut any fire doors on their way out.

### 5.2.6 Contractors

On their arrival to work, contractor employees in possession of access cards shall swipe their cards **IN** at the clocking machine of the area/building where they are working, and must swipe their cards **OUT** at the clocking machine when they leave the site. Under no circumstances any contractor employee should swipe their cards **OUT** during an emergency as this will affect the accuracy of the roll call list.

Those contractor employees who don't have access cards, must sign IN the contractors' book or register of the area on their arrival, and sign OFF the register when they leave the site.

All contractor activities must cease as soon as the emergency alarm is activated and employees are requested to evacuate. CELSA managers responsible for contractors' activities shall make sure that these employees are accounted for during the roll call list at the assembly point. Contractor personnel must ensure their working area is left in safe conditions before congregate at the assembly point:

- Stop any equipment or plant vehicle used for the task.
- Switch off any electrical equipment and disconnect them from the power supply.
- Park vehicles in designated areas.
- Eliminate ignition sources from the area. Close gas bottles valves if they have been used.
- Stop crane operations and drop any suspended load to the floor.
- Evacuate the plant/area in a calm and organise manner. Do not return to the plant/area to collect any personal belongings.
- Congregate at the assembly point and stay there until the emergency is over
- Follow instructions provided by Fire Marshall and Emergency Coordinators

### 5.2.7 Visitors

All visitors are requested to be booked in the electronic visitors system and sign IN the visitors' book on arrival to their final destination (operational area or building). Visitors will sign OUT the local visitors' book before leaving the site and will stop at the gate to return their badges, which will be scanned out by the security guards.

During an emergency, visitors will be the responsibility of their host. They shall be escorted to the assembly point by their host and stay there until the emergency is over. Visitors will present their badge to the Assembly Point Coordinator for identification.

It is the responsibility of the Fire Marshalls to bring the visitors' books to the assembly point for the roll call.

# 6 On Site Emergency Resources

## 6.1 Security

There are two security lodges manned and operated 24/7 by security personnel, located at Tremorfa Gate B and Castle Works main entrance. Tremorfa security lodge is operated by a

security supervisor and two security officers (Monday-Friday, days) while Castle Works' is operated by two security officers (Monday-Friday, days). On night shifts and weekends, the security staff is reduced by one person on each lodge.

The security supervisor and security site manager are based in Tremorfa site; they support emergencies at both locations.

There is a 4x4 security vehicle available on the Tremorfa site at all times. Keys for this vehicle are kept by security supervisor and security officers. This vehicle can be used in the event of an emergency at both sites, for distributing roll calls, escorting vehicles to assembly points, control rooms or the site of an emergency or other such tasks as the emergency controller sees fit.

### 6.1.1 Tactical Control Centre

This facility is utilised by the Management Team on the activation of a major emergency. Building 58 – A suitable meeting room can be set up as a Tactical Control Centre (TCC) in the event of a major emergency. This facility should be signalled as such and equipped with, or have access to, the necessary communications, documentation and equipment to coordinate and manage a major emergency on site. The management team are required to bring their company laptops for use in the facility.

As a minimum, the TCC will be equipped with, or have full access to the following:-

- Furniture (desktops and tables) to allocate the management team.
- Telephones and network connections.
- Hardware connections including phone and laptop chargers.
- Printer and copier networked.
- Whiteboard and flipchart with marker pens and eraser.
- Access to emergency phone directory.
- Copies of the emergency plan.
- Maps of the site and affected area.

If the facility is compromised due to the emergency, an alternative room with the same services and provisions will be stablished.

Any equipment identified as required for the use in the TCC must be maintained in good working order. A designated owner should be appointed to maintain the TCC facilities, documentation and to regularly check the operational status of the equipment.

### 6.1.2 Local Control Centre

This facility is utilised by the Incident Controllers and their teams in case of an emergency in the area concerned. In operational areas A suitable meeting room can be set up as a Local Control Centre (LCC) in the event of a major emergency. This facility should be signalled as such and equipped with, or have access to, the necessary communications, documentation and equipment to coordinate and manage a major emergency on site. The management team are required to bring their company laptops for use in the facility.

The management team of the operations area directed by the Incident Controller will operate from the LCC to coordinate the local response to an emergency and the recovery plan.

As a minimum, the LCC will be equipped with, or have full access to the following:-

- Furniture (desktops and tables) to allocate the management team.
- Telephones and network connections.
- Hardware connections including phone and laptop chargers.
- Printer and copier networked.
- Whiteboard and flipchart with marker pens and eraser.
- Access to emergency phone directory.
- Copies of the emergency plan.
- Access to the local emergency packs.
- Maps of the site and affected area.

If the facility is compromised due to the emergency, an alternative room with the same services and provisions will be stablished based on availability.

Any equipment identified as required for the use in the TCC must be maintained in good working order. A designated owner should be appointed to maintain the LCC facilities, documentation and to regularly check the operational status of the equipment.

## 6.2 Assembly points

Assembly points have been stablished for each operational area and occupied buildings as follows:

**Table 7**. Assembly point locations

| **Building/Area** | **Assembly point** |
|---|---|
| Melt Shop | Main melt shop car park (end of trailer car park) |
| Harsco offices | Main melt shop car park (end of trailer car park) |
| Section Mill | End of the Old Section mill office block |
| Section Mill warehouse | End of the Old Section mill office block |
| Building 18 | End of the Old Section mill office block |
| Building 17 | End of the Old Section mill office block |
| Occupational Health | End of the Old Section mill office block |
| GB rail offices | Outside loco shed, opposite GB rail offices |
| Rod and Bar Mill | Main RBM carpark (south end of the site) |
| Rod and Bar Mill warehouse | Main RBM carpark (south end of the site) |
| Building 54 | Against the back fence of Bld 57 & Bld 58 rear car park |
| Building 57 | Against the back fence of Bld 57 & Bld 58 rear car park |
| Building 58 | Against the back fence of Bld 57 & Bld 58 rear car park |
| Swansea Circular Hub | Outside Main gate |
| Bristol Circular Hub | Outside Main gate |
| Cardiff Circular Hub | Outside Main Gate |
| Rotherham Circular Hub | Outside Main Gate |
| Sunderland Circular Hub | Outside Main Gate |
| Sweepings (Haith) Plant | Outside Main Gate |
| Mineral Site | Outside Main Gate |

### 6.3 Firefighting equipment

Firefighting equipment is available on site; however the external fire brigade are relied upon for major fires.

Both sites have several fire hydrant points that have been positioned to serve all areas. All water for firefighting is fed from domestic water systems, although works trade water can also be available if needed.

Fire extinguishers are located through the site, including offices and warehouses, and are of types suitable for specific applications and locations (Water, CO2, foam, dry powder).

### 6.4 Medical facilities and cover

First aid cover is provided 24/7 by a number of trained First Aiders who have access to the first aid rooms and equipment. In addition, there is a number of trained first aiders within the security team, and a first aid kit and a defibrillator are located in the 4x4 security vehicle.

In the event of an emergency, the Occupational Health department, manned by a nurse and an occupational health technician, can also provide first aid assistance Monday to Fridays (07:00 – 16:00), First Aid Kits and Defibrillators.

### 6.5 First aid kits and defibrillators

All areas are equipped with first aid kit bags and eye wash stations, to deal with minor accidents and injuries. It is the responsibility of the area or department management to check the first aid kits regularly to ensure they are fully stocked with the appropriate material, and tha records of such checks are maintained. Checks of first aid kits can be delegated to qualified first aiders. No tablets or medicines shall be contained within the first aid kits.

A minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid.
- Individually wrapped sterile plasters (assorted sizes).
- Sterile eye pads.
- Individually wrapped triangular bandages, preferably sterile.
- Safety pins.
- Large sterile individually wrapped unmedicated wound dressings.
- Medium-sized sterile individually wrapped unmedicated wound dressings.
- Disposable gloves (for advice on latex gloves please see.

First aiders also have access to Automated External Defibrillators across the site (AED) to treat victims who experience sudden cardiac arrest (SCA).

It is the responsibility of the area or department management to check the AEDs regularly to ensure they are fit for purpose, functioning and the items related to the AED such as the AED

body, battery and pads are within their “expiry” date and that records of such checks are maintained. Checks of AEDs can be delegated to qualified first aiders.

A detail description of first aid bags and AED locations will be included in the Local Emergency Data Packs of each area or building.

### 6.6 Drawings and documentation

A list of site maps and drawings of Tremorfa and Castle Works facilities are included in *appendix 3* of this procedure giving the position of key locations. Drawings must be kept up to date by the relevant Operational Unit.

Further maps and drawings are contained electronically on “Cab-i-net” software.

Emergency procedure is available to all CELSA personnel through the CMS public folders. A copy of the procedure is also included in the Emergency Data Packs on each operational areas, security lodges, LCCs and TCC.

### 6.7 Specialist equipment

**Breathing Apparatus**

Firefighting and rescue intervention would require the external emergency services to wear full self-contained breathing apparatus and protective suits. CELSA has no breathing apparatus available at their premises.

**Gas monitors**

Portable gas detection equipment is available to satisfy maintenance activities, normally used for confined space entry, but also for use in an emergency. These will be available in the event of an incident. Portable gas monitors available can read oxygen, carbon monoxide, methane (LEL) and hydrogen sulphide. This equipment shall be tested and calibrated at a set interval by the relevant Operational Unit.

### 6.8 Spill kits

Spillage response equipment is available across both sites and is situated in designated locations. The locations are displayed on spill kit maps and are available in the emergency data packs in the Security Lodge and Shift Managers offices.

Key personnel are trained in the appropriate use of spillage response equipment and how to respond to such incidents.

## 7 Personal Emergency Evacuation Plan (PEEP)

A PEEP is a Personal Emergency Evacuation Plan for individuals who in the event of an emergency may not be able to reach an ultimate place of safety unaided, or within a satisfactory period of time. PEEPs may be required for staff with:

- Mobility impairments.
- Sight impairments.
- Hearing impairments.
- Cognitive impairments.
- Other circumstances.

A temporary PEEP may be required for:

- Short term injuries (i.e. broken leg).
- Temporary medical conditions.
- Those in the later stages of pregnancy.

It is the responsibility of Line Managers to identify persons who may need additional help in evacuating from the operational areas or buildings in the event of an emergency, and ensure they are able to offer suitable practical assistance.

Once it has been identified that a person would require assistance in the event of an evacuation, the Personal Emergency Evacuation Plan form, contained in *Appendix 5*, should be completed, and the individual's needs determined from the information supplied i.e. a step by step account beginning from the first alarm and finishing at assembly point, and the number of assistants (including deputies) and methods used. These assistants may require specialist training. The potential for lone working also needs to be considered here.

# 8 Communications

The Head of Sustainability and Strategy Manager will work closely with the Incident controller and the management team. In the event that the Head of Sustainability and Strategy Manager can not be reached, then the POD manager will be contacted.

## 8.1 Internal communication

The Management team and human resources department will work closely with the Incident Controller and ensure appropriate internal communications takes place throughout the emergency, this will include communicating to Head of Sustainability and Strategy Manager.

## 8.2 External communication

The Head of Sustainability and Strategy Manager, in collaboration with Human resources department, management team, corporate headquarters and the Emergency Services, will be responsible for all external communications with the media, political stakeholders, local community and emergency services press officers. Head of Sustainability and Strategy Manager must handle all media enquiries. It is the responsibility of the Management Team to ensure that the Head of Sustainability and Strategy Manager receives accurate and timely information.

Local press and other media personnel will be met outside the perimeter of the works and will be addressed by the Head of Sustainability and Strategy Manager and Management Team.

Media personnel will not be allowed on site under any circumstances during or after an emergency.

All external communications in relation to an emergency by any other employee is strictly prohibited. This includes personal statements and the release of information in any form such as written accounts, videos, photographs, to the press, television, social media or any other communication platforms.

### 8.3 Communication equipment

The site emergency Phone number is **444.** All emergency calls are routed via Security Lodges, Tremorfa Gate B in first instance and if not responsive or busy the phone call will be directed to Castle works security lodge.

Operational areas personnel have been provided with radios that can be used for emergency purposes. Managers are also generally issued with company mobile phones that can also be utilised in the event of an emergency

## 9 Emergency Plan Operation

At the beginning of each shift, the Shift Manager will be responsible for updating the 'Emergency Board' situated at each operational area or building, allocating specific members of the Shift Team to the different emergency plan roles described in section 5.1 Emergency response teams: roles and responsibilities of this procedure.

### 9.1 Activation

Anyone who discovers a situation, which may result in an emergency, is entitled to raise the alarm or activate the break glass alarms in the area and inform the Emergency Coordinator immediately.

On notification of the alarm the Emergency Coordinator shall deploy qualified personnel to verify the alarm panel and to confirm it is not a false alarm. If the emergency is confirmed, the Emergency Coordinator will be informed to determine if an evacuation of the area is needed, as described in section 9.6 of this procedure, in order to raise the evacuation alarm.

The Emergency Coordinator shall contact the site Security Lodge (call **444**) or in the case of satellite sites such as the Circular Hubs (**999**) to inform them about the situation and require further assistance if needed. The caller must provide a minimum information to the security officer:

- The name of the person calling.
- The location of the person calling.
- The type of emergency (fire, explosion, chemical or gas release, environmental / pollution, medical emergency, etc.).
- The severity of the emergency.
- Emergency services required: fire brigade, police, ambulance, etc.
- Exact location of the emergency. Provide relevant details (cellar, crane, confined space, etc.).

- Number of casualties. Approximate numbers of injured, uninjured.
- Other hazards in the affected area (traffic, fuel spillage, debris, danger of explosion).
- Safe access route to the affected area. Best route for emergency service vehicles, routes blocked etc.

Upon receiving a call for an emergency Security will immediately call 999 and pass all the information received to the emergency services.

In case of a medical emergency, the first aiders at the scene shall call directly the Ambulance or Paramedics to receive medical instructions on the phone to treat the injured personnel accordingly.

The Security officers at the gate will inform the Security supervisor, stop any incoming traffic and OPEN the entry barriers at the lodge for the Emergency Services access (see section 9.5 Access for emergency services). Security Supervisor will be dispatched to the scene and will take with him a radio, a mobile phone, 5 copies of the roll call list and visitor register, and a first aid kit inside the vehicle. Security Supervisors will them follow instructions from the Emergency Coordinator or Incident Controller.

When the Security Supervisor arrives at the scene, they must contact the Security Lodge and confirm the information provided above by the emergency caller.

### 9.2 Call out procedure

The Emergency Coordinator (or deputy) shall assume the responsibility of initiating the call out procedure, and decide upon the means of access to site. He/she will contact the most senior person of the contact list of his/her area using the list included in *appendix 4* of this procedure, who will assume the role of Incident Controller. On falling to contact a person, the next person in the section will be contacted until all the numbers have been exhausted on the call out table of that area.

Then the senior manager contacted will be responsible to inform the Management Team by using the contact list provided in the call out list in *appendix 4*. Decision to declare a Major Emergency will be made according to section 2.1 Definition of a Major Emergency of this procedure.

### 9.3 Emergency response team

The resources available at the Site are adequate to deal with the first stages of an incident until Emergency Services arrive. Competent personnel operate the site on a 24/7 period.

Several people have been designated to specific roles by the Management Team according to the Emergency response team structure defined in section 5.1 Emergency response teams: roles and responsibilities of this procedure. These people have been given training to allow contingency in the event of a person not being available, or personnel needing to be replaced.

## 9.4 Emergency services

The interface with external emergency services is through the Security Lodge. Where additional medical resources are required, external ambulance service will be requested on site.

The distance to the nearest Fire Station (Cardiff Central Fire Station, Adam St, Cardiff CF24 2FL) is approximately 1.6 miles. The response time from the Fire Brigade is less than 10 minutes. Roath Fire Station will also cover emergencies at CELSA premises (Colchester Avenue, Pen-y-lan, Cardiff, CF23 9AN); the distance to be covered is 1.7 – 2.5 miles and time response time less than 15 minutes to both sites.

Nearest Hospital is situated in the Heath area, 4 to 5 miles from CELSA sites (University Hospital of Wales, Heath Park Way, Cardiff CF14 4XW) and the estimated time to/from the hospital is approximately 20 minutes.

## 9.5 Access for emergency services

All emergency vehicles will enter the sites using:

- Gate B – Tremorfa Site
- Main gate - Castle Works Site

The Security lodge must ensure that the **IN** barrier is opened on initial announcement of an incident on site, security support will be deployed immediately to manage the barriers and existing traffic in the area.

Security personnel at the access barriers will strictly control the incoming traffic and only essential personnel will be allowed to enter the site.

All non-essential road traffic must vacate the site access routes, to leave all roads clear for emergency vehicles and essential traffic.

All unnecessary rail traffic will be stopped from operating and all road/rail crossing points must be left clear (with barriers open if applicable) except when it is necessary to move rail traffic in connection with the emergency.

The **OUT** barrier will be closed once the security support attend the security gates, to ensure proper records of those exiting the site are maintained.

Other than the emergency service vehicles, the only vehicles allowed to enter/exit the site will be those authorised by the Incident Controller.

Emergency vehicles will be escorted by security personnel to the area of the emergency. If required personnel from operational areas will be sent to the security lodge to support with this task.

For the Circular Hubs, access to the site for emergency vehicles will be via the main gates and with the guidance of the site manager. No other vehicles other than emergency vehicles should enter or leave the site for the duration of an emergency.

### 9.6 Evacuation procedure

In the event of an Emergency, it may be necessary to evacuate personnel from affected areas as a precautionary measure, to further evacuate non-essential personnel from areas likely to be affected should there be an escalation of the emergency.

Where a rapid escalation is foreseeable then a progressive total evacuation of non-essential personnel is to be implemented with those from the affected areas first, followed by the remainder when emergency shut down of individual areas has been affected.

On evacuation, CELSA employees, contractors, visitors and hauliers must be directed to one of the pre-determined assembly points (see section 6.3 Assembly points). It will be the responsibility of the Assembly Point Coordinators (this role can be undertaken by the Fire Marshal), or their deputies, to undertake a dynamic risk assessment of the suitability of the assembly point and communicate the outcome to the Emergency Coordinator. If necessary, alternative assembly points will be determined at the time of the emergency.

At the assembly point, the Assembly Point Coordinators must list all those present using the roll call list provided by security personnel. They must also list the names (and company) of anyone not accounted for and must indicate their last known location. When this has been completed, the information gathered shall be passed to the Emergency Coordinator/Incident Controller and they must instruct all personnel to remain at the assembly point.

Hauliers, mobile crane drivers, or vehicles delivering or collecting goods to/from site (including those working for contractors) must be evacuated as well as escorted to the assembly point by the Fire Marshal of the areas where they are working at.

### 9.7 Leaving site

In order to prevent mistaken identity occurring and to eliminate missing persons from any head count, it is important that the following are observed:-

- Any person present on site at the time of the emergency must not leave the site unless they have been authorised to do so by the Incident Controller.
- Security must be informed of the people allowed to leave site once the emergency has been declared.
- People leaving site must provide their names, department and company name to security guards and the time of departure will be recorded.
- Security must make every effort to ensure that no-one leaves the site without recording the above information

Anyone disregarding this advice runs the risk of being reported missing, believed killed, leading to unnecessary time wasting and possibility of distress to families through mistaken identity.

### 9.8 End of emergency

Declaring the end of the emergency is the responsibility of the Incident Controller after liaising with the Emergency services (Fire Brigade, police, ambulance, etc.). The following criteria shall be met before a Major Emergency is declared as over:-

- All personnel have been accounted for.
- No dangerous substances have been released.
- The danger of escalation has passed.
- Emergency services have confirmed that the emergency is over.

It is essential that all areas that have been alerted to the emergency receive communication that the emergency has ended. It is the responsibility of the Incident controller to communicate this declaration using telephone, radio and email facility as appropriate.

### 9.9 Briefing

Following the declaration that the emergency is at an end, the Management Team will immediately put arrangements in hand for a debriefing of all parties involved to note the main features of the emergency and the effectiveness of the arrangements made to deal with it. This will ensure that the necessary detail is recorded, while it is still fresh in the mind. It is the responsibility of the Incident Controller to ensure that all information, documents, photographs, decisions and actions taken are recorded and retained.

## 10 Potential Emergency Scenarios and Response Strategy

It must be noted that any personnel dealing with and emergency must act with caution at all times, irrespective of whether they belong to internal or external services.

**Table 8**. List of potential scenarios

| Scenario | Title |
|---|---|
| 10.1 | General emergency (with evacuation) |
| 10.2 | Medical Emergency |
| 10.3 | Major Fire or explosion |
| 10.4 | EAF/LF explosion |
| 10.5 | Natural Gas leak |

| | |
|---|---|
| 10.6 | Re-Heat furnace explosion (mill furnaces) |
| 10.7 | Loss of containment of molten metal |
| 10.8 | Transformer Fire |
| 10.9 | Metal Fire in the scrap bay/yards |
| 10.10 | Liquid O2, N2 and Ar spillage |
| 10.11 | Chemical Spillage/Solid release |
| 10.12 | Flood |
| 10.13 | Emissions to air |
| 10.14 | Release to surface water |
| 10.15 | Bomb threat |
| 10.16 | Terrorist threat |
| 10.17 | Total loss of power |
| 10.18 | Rail and Road traffic accidents |
| 10.19 | Radiation. Radiation Source detected at the gate |
| 10.20 | Radiation. Melting of radioactive source |
| 10.21 | Legionella outbreak |
| 10.22 | Extreme Weather Conditions |
| 10.23 | Rescue from height |
| 10.24 | Rescue from Confined Space |
| 10.25 | Biological Threat - Pandemic |

## 10.1 General emergency with evacuation

All actions to be undertaken should be carefully analysed and subject to a dynamic risk assessment.

| Step | Task | Responsibility |
|---|---|---|

| | | |
|---|---|---|
| 1 | Notify the nature of the emergency to the emergency coordinator in the area. | Any employee |
| 2 | Apply the emergency plan for each scenario. | Emergency Coordinator |
| 3 | Request assistance from other emergency team members (Fire Marshalls, FAFA). | Emergency Coordinator |
| 4 | Determine if a total evacuation is required. | Emergency Coordinator |
| 5 | Activate evacuation alarm. | Emergency Coordinator/Fire Marshalls |
| 6 | Inform security on 444, indicating if Emergency services are required and providing relevant information regarding the emergency (type of emergency, location, number of IPs, etc). | Emergency Coordinator |
| 7 | Contact Emergency Services and prepare the gates for access. Stop traffic and clear access points. | Security |
| 8 | Produce a roll call list (including visitors and contractors) and bring it to the assembly point. | Security |
| 9 | Attend assembly point with several copies of the roll call. | Security |
| 10 | Notify the emergency to the Incident Controller. | Emergency Coordinator |
| 11 | Carry out sweep of all areas if safe to do so and direct people to assembly point (including contractors and visitors). | Fire Marshalls |
| 12 | Segregate employees at the assembly point and wait for further instructions. | Fire Marshalls |
| 13 | Roll call for all employees in the area including contractors and visitors. | Fire Marshalls |
| 14 | Inform the Emergency Coordinator/Incident Controller of any missing employees. | Fire Marshalls |
| 15 | Escort Emergency Services to the emergency area on their arrival. | Security |
| 16 | Pass control of the emergency to Emergency Services. | Emergency Coordinator/Incident Controller |
| 17 | Provide relevant information to Emergency Services, including any missing employees. | Emergency Coordinator/Incident Controller |
| 18 | Support emergency services with regards to response and to take the plant back to safe conditions. | Emergency Coordinator/Incident Controller |
| 19 | Determine the end of the emergency when the plant is handed back by the Emergency Services. | Emergency Coordinator/Incident Controller |
| 20 | Recovery of the plant after the event. | Incident Controller |

## 10.2 Medical emergency

| Step | Task | Responsibility |
|---|---|---|

| | | |
|---|---|---|
| 1 | Contact Emergency Coordinator and inform about the situation. | Any employee |
| 2 | Request presence of First Aiders and/or external resources in order to provide assistance to the injured parties and determine the requirement for emergency services. | Emergency Coordinator |
| 3 | Request for emergency services attend site. | First Aider |
| 3 | Make the area safe (if applicable). | Emergency Coordinator |
| 4 | Contact Security on 444 and give details of the scenario (location, number of IP, etc.). | Emergency Coordinator |
| 5 | Notify the Incident Controller of the emergency. | Emergency Coordinator |
| 6 | Prepare the gates for access of emergency services. | Security |
| 7 | Escort Emergency Services to the emergency area on their arrival. | Security |
| 8 | Support emergency services with regards to response. | Emergency Coordinator/Incident Controller |
| 9 | Recovery of the plant after the emergency (if applicable). | Incident Controller |

### 10.3 Major fire or explosion

All actions to be undertaken should be carefully analysed and subject to a dynamic risk assessment. Considerations must be in place for all potential hazards that can be present in the area, such as flammable substances/gases that could have been detrimentally affected by the fire or explosion and may result in escalation of the initial event. Major fires and explosions can also affect the mechanical integrity of buildings and structures that could collapse as a result.

Good communications should be in place at all the times, involving all relevant stakeholders and emergency response team.

| Step | Task | Responsibility |
|---|---|---|
| 1 | On discovery of a fire or after an explosion, activate the nearest fire alarm or break glass. | Any employee |
| 2 | Evacuate personnel from the area. | Fire Marshall |
| 3 | Notify the Emergency Coordinator of the situation. | Any employee/ Fire Marshall |
| 4 | Inform security on 444 and request the presence of the Fire Brigade at the scene. | Emergency Coordinator |
| 5 | Proceed as per General Emergency with evacuation. | Emergency Coordinator |
| 6 | Proceed as per Medical Emergency Scenario if there is any severe injured person. | Emergency Coordinator |
| 7 | Assess the requirement to conduct isolations of utilities/services or plant and perform accordingly | Emergency Coordinator |
| 8 | Recovery of the plant after fire/explosion. | Incident Controller |

## 10.4 EAF/LF explosion

All actions to be undertaken should be carefully analysed and subject to a dynamic risk assessment. Considerations must be in place for all potential hazards that can be present in the area, such as oxygen and flammable substances/gases that could have been detrimentally affected by the explosion and may result in escalation of the initial event. The potential for a loss of containment of molten metal as a result of the explosion must be also taken into account. Attention should be given to potential later failure of furnace structure due to the effects of the explosion. Therefore, no personnel should be allowed to return to the area until plant has been assessed and deemed to be safe.

Good communications should be in place at all the times, involving all relevant stakeholders and emergency response team.

| Step | Task | Responsibility |
|---|---|---|
| 1 | After an explosion seek for refugee in a control room when it is safe to do so, wait until visibility is good. | All employees |
| 2 | Roll call for all employees in the area including contractors and visitors. | Fire Marshalls |
| 3 | Inform security on 444 and request the presence of the Fire Brigade at the scene if necessary. | Emergency Coordinator |
| 4 | Request general evacuation from all adjacent areas. | Emergency Coordinator |
| 5 | Proceed as per General Emergency with evacuation. | Emergency Coordinator |
| 6 | Proceed as per Medical Emergency Scenario if there is any severe injured person. | Emergency Coordinator |
| 7 | Assess the actions that need to be undertaken to put the plant in a safe condition. | Emergency Coordinator |
| 8 | Close water valves if leaks are detected after the explosion. | Emergency Coordinator |
| 9 | Assess the requirement to conduct isolation of any utilities/services and perform accordingly. | Emergency Coordinator |
| 10 | Recovery of the plant after the explosion. | Incident Controller |

## 10.5 Natural gas leak

The relevant local isolation procedures for natural gas leaks should be followed for each location. These procedures must clearly identify the location of local isolation valves and main isolation valve. The potential explosion following a natural gas leak inside a building must be seriously considered, especially if the area is congested. For leaks outside buildings, the most likely outcome will be a fire or flash fire. In both cases, all sources of ignition should be suppressed. All actions to be undertaken should be carefully analysed and subject to a dynamic risk assessment.

Good communications should be in place at all the times, involving all relevant stakeholders and emergency response team.

| Step | Task | Responsibility |
|---|---|---|

| | | |
|---|---|---|
| 1 | On discovery of a leak, avoid the introduction of any potential sources of ignition such as operating electrical switches, vehicles, use of mobile phone, lighters, etc. | Any employee |
| 2 | Notify the Emergency Coordinator immediately of the situation. | Any employee |
| 3 | Assess suitability of assembly point (this should be upwind of the source of the leak) and the presence of gas pipes/gas houses nearby the assembly point. | Emergency Coordinator |
| 4 | Evacuate personnel from the area to a safe location. | Emergency Coordinator |
| 5 | Proceed as per General Emergency with evacuation. | Emergency Coordinator |
| 6 | Cordon off area of the leak. | Emergency Coordinator |
| 7 | If the leak has occurred in the pump house Contact Gas Emergency Telephone number (0800 111 999). | Emergency Coordinator |
| 8 | Supress any ignition sources. Shut down electricity supply if it is safe to do so. Pay special attention to the use of non-sparking tools and equipment. | Emergency Coordinator |
| 9 | Assess the required actions to control the leak by performing the necessary isolations. | Incident Controller/Emergency Coordinator |
| 10 | Establish communication with consumers to inform of any isolations that might be required. | Emergency Coordinator |
| 11 | Perform isolations as required and follow the procedures to repair link. | Emergency Coordinator/Incident controller |

### 10.6 Re-Heat furnace explosion (mill furnaces)

The relevant Mills' procedures for Re-Heat furnace emergency shut down should be followed. All actions to be undertaken should be carefully analysed and subject to a dynamic risk assessment. Considerations must be in place for all potential hazards that can be present in the area, such as flammable substances/gases that could have been detrimentally affected by the explosion and may result in escalation of the initial event. Explosions can also affect the mechanical integrity of buildings and structures that could collapse as a result.

Good communications should be in place at all the times, involving all relevant stakeholders and emergency response team.

| Step | Task | Responsibility |
|---|---|---|
| 1 | After an explosion seek refugee in a control room. | All employees |
| 2 | Roll call for all employees in the area including contractors and visitors. | Fire Marshalls |
| 3 | Inform security on 444 and request the presence of the Fire brigade at the scene if necessary. | Emergency Coordinator |
| 4 | Activate evacuation of the building (ensure emergency exits further away from furnace area are used). | Emergency Coordinator |

| | | |
|---|---|---|
| 5 | Proceed as per General Emergency with evacuation. | Emergency Coordinator |
| 6 | Proceed as per Medical Emergency Scenario if there is any severe injured person. | Emergency Coordinator |
| 7 | Activate the emergency button that closes the valves supplying natural gas to the furnace. | Emergency Coordinator |
| 8 | Assess the requirement to conduct further isolation of natural gas and perform accordingly. | Emergency coordinator/Incident Controller |
| 9 | Evaluate the requirement to perform isolation of any utilities/services and perform accordingly. | Emergency coordinator/Incident Controller |
| 10 | Recovery of the plant after the explosion. | Incident Controller |

## 10.7 Loss of containment of molten metal

The relevant Melt Shop procedures for loss of containment of molten metal should be followed for each potential location and scenario, and based on the significance of the loss. It should be noted that in the event of a loss of containment of molten metal, extreme care should be taken to avoid the presence of water in the area as this could lead to explosions. All actions to be undertaken should be carefully analysed and subject to a dynamic risk assessment.

Good communications should be in place at all the times, involving all relevant stakeholders and emergency response team.

| Step | Task | Responsibility |
|---|---|---|
| 1 | On discovery of a loss of containment of molten metal, notify the Emergency Coordinator immediately of the emergency. | Any employee |
| 2 | Evacuate all unnecessary personnel to a safe location. | Emergency Coordinator |
| 3 | Evaluate the extent of the loss of containment. | Emergency Coordinator |
| 4 | Decide if a total evacuation is required based on the above and proceed accordingly. | Emergency Coordinator |
| 5 | Follow steps for a general emergency with evacuation. | Emergency Coordinator |
| 6 | Proceed as per Medical Emergency Scenario if there is any severe injured person. | Emergency Coordinator |
| 7 | Assess and implement the require steps to take the plant to safe state, from a safe location and if it is safe to do so (e.g. isolations of plant, services and ancillaries required in the area). | Incident Controller/Emergency Coordinator |
| 8 | Recovery of the plant after the loss of containment. | Incident Controller |

## 10.8 Transformer fire

| Step | Task | Responsibility |
|---|---|---|
| 1 | On discovery of a fire, notify the Emergency Coordinator immediately of the situation. | Any employee |
| 2 | Activate evacuation of the building. | Emergency Coordinator |
| 3 | Follow steps for a general emergency with evacuation. | Emergency Coordinator |
| 4 | Proceed as per Medical Emergency Scenario if there is any severe injured person. | Emergency Coordinator |
| 5 | Perform electrical isolation of the transformer from a safe location. | Emergency Coordinator |
| 6 | If electrical room has fire suppression, activate the gas. Ensure that no one is present in the area when this action is undertaken (area will be flooded with $CO_2$). | Emergency Coordinator |
| 7 | Ensure that oxygen levels of 21% and CO levels <15 ppm before re-entering the area after fire is extinguished. | Emergency Coordinator |
| 8 | Recovery of the plant after the fire. | Incident Controller |

## 10.9 Metal fire in the scrap bay/yards

| Step | Task | Responsibility |
|---|---|---|
| 1 | In the event of a fire, notify the area Emergency Coordinator of the emergency. | Any employee |
| 2 | Evacuate hauliers (including lorries) from the area. | Emergency Coordinator |
| 3 | Inform security on 444, pass relevant information related to the fire and request them to contact the Fire Brigade. | Emergency Coordinator |
| 4 | Contact Fire Brigade and prepare the gates for access of emergency services. | Security |
| 5 | Inform Incident Controller. | Emergency Coordinator |
| 6 | Stop any unnecessary traffic around the affected area. Only vehicles participating in the emergency should be in surroundings of the fire. | Emergency Coordinator |
| 7 | Notify bowser drivers o the situation and request full bowsers to be taken to the emergency location. | Emergency Coordinator |
| 8 | Cool down the pile of metal on fire with the bowsers. | Emergency Coordinator |
| 9 | Create a 5-6 metres gap from other metal piles/stock in the vicinity. | Emergency Coordinator |
| 10 | Escort Emergency Services to the emergency area on their arrival. | Security |
| 11 | Support emergency services with regards to response. | Emergency Coordinator/ Incident Controller |

| | | |
|---|---|---|
| 12 | Continue cooling down the metal with the bowsers and monitoring the pile for 7 to 10 days. | Emergency Coordinator |
| 13 | If fire reactivates, go to step 1 and start the process again. | Emergency Coordinator |

## 10.10 Liquid oxygen, nitrogen and argon spillage

Spillages of liquid oxygen, nitrogen and argon pose significant hazards. After a spillage, the liquid will evaporate into a cloud of very cold gas that will eventually disperse with the wind. Due to the low temperatures, an atmospheric mist will be created that makes the cloud visible.

In case of oxygen cloud, anything within the cloud will be subject to very high risk fire. A high risk of clothing ignition will be present for personnel. In addition, any motor vehicles with their engines running will almost certainly catch fire.

The hazards associated with nitrogen and argon are very different. Personnel in the cloud will suffer partial or total asphyxiation. Motor vehicles will fail and leave their drivers in a high risk environment.

Good communications should be in place at all the times, involving all relevant stakeholders and emergency response team.

| Step | Task | Responsibility |
|---|---|---|
| 1 | On discovery of a spillage, notify the Emergency coordinator of the situation. | Any employee |
| 2 | Evacuate and cordon off the area to prevent any access, including vehicles. | Emergency Controller/ Fire Marshall |
| 3 | Assess the extent of the cloud from a safe location (from upwind), and enlarge the cordoned area as required. | Emergency Coordinator |
| 4 | Evaluate the extent of the leak and inform security on 444, requesting the presence of emergency services if required. | Emergency Coordinator |
| 5 | Inform Incident Controller. | Emergency Coordinator |
| 6 | Establish communication with consumers to inform of any isolations that might be required. | Emergency Coordinator |
| 7 | Inform BOC by calling 0800 111 333 and indicate if remote isolation of oxygen is required. | Emergency Coordinator |
| 8 | Perform isolations within the BOC compounds as required. | Emergency Coordinator |
| 9 | Support emergency services with regards to response. | Emergency Coordinator |
| 10 | Plan recovery after emergency clear. | Incident Controller |

## 10.11 Chemical spillage/solid release

| Step | Task | Responsibility |
|---|---|---|

| | | |
|---|---|---|
| 1 | Notify to the Emergency coordinator the scale of the spillage. | Any Employee |
| 2 | Consult MSDS (Material Safety Data Sheet of the product). | Emergency Coordinator |
| 3 | Evacuate area if spillage is hazardous substance or a chemical reaction occurs. | Emergency Coordinator |
| 4 | Inform Incident Controller. | Emergency Coordinator |
| 5 | Consider if machinery isolations are required. | Emergency Coordinator |
| 6 | Request professional advice/assistance. | Emergency Coordinator |
| 7 | Restrict access to the area and contain spillage (if trained to do so). | Emergency Coordinator |
| 8 | Protect drainages and sewage system. | Trained personnel |
| 9 | Clean up spillage according to training received. | Trained personnel |
| 10 | Dispose waste generated after cleaning. | Trained personnel |
| 11 | Re-stock spill kit materials. | Trained personnel |

### 10.12 Flood

| Step | Task | Responsibility |
|---|---|---|
| 1 | Isolate water pipes if applicable (water system failure). | Emergency coordinator |
| 2 | Cordon off the area and stop vehicle and pedestrian access. | Emergency Coordinator |
| 3 | Inform Incident Controller. | Emergency Coordinator |
| 4 | Call in pumps via contractors. | Emergency coordinator |
| 5 | Call oil skimmers to collect surface oil. | Emergency coordinator |
| 6 | Pump water into the plant water circuit (scale pit). | Emergency coordinator |
| 7 | Plan recovery after emergency clear. | Incident Controller |

## 10.13 Emissions to air

| Step | Task | Responsibility |
|---|---|---|
| 1 | Smoke/Particulate emission from roof or stacks detection. | Any employee |
| 2 | Communicate situation to Emergency Coordinator | Any employee |
| 3 | Notify the situation to CELSA Environmental department. | Emergency Coordinator |
| 4 | Inform Incident Controller. | Emergency Coordinator |
| 5 | Investigate source of emissions:<br>Fire emergency → see Major Fire plan (8.1).<br>Furnace malfunction.<br>Extraction system failure. | Emergency Coordinator |
| 6 | Follow remedy within local action plans (furnace control procedure, DED failure, etc.). | Emergency Coordinator |
| 7 | Liaise with stakeholders (regulators, local authorities, neighbours, etc.). | CELSA Environmental Team |
| 8 | Plan recovery after emergency clear. | Incident Controller |
| 9 | If required, submit schedule 5 notification to NRW. | CELSA Environmental Team |

## 10.14 Release to surface water

| Step | Task | Responsibility |
|---|---|---|
| 1 | Detection of contaminants (e.g.oil) in surface water (dock). | All employees, Member of the public, Contractors, Regulators |
| 2 | Notify situation to RBM Emergency Coordinator. | CELSA Environmental Team |
| 3 | Stop any discharge to the dock immediately until the emergency is clear. | Emergency Coordinator |
| 4 | Notify the situation to CELSA Environmental department. | Emergency Coordinator |
| 5 | Go to the discharge point at the dock and take evidences of contamination (pictures, samples, etc). | Emergency Coordinator |
| 6 | Liaise with NRW and assist with clean up. | CELSA Environmental Team |
| 7 | Open the inspection/sample hatch at the RBM. | Emergency Coordinator |
| 8 | Take a sample of the water discharged. | Emergency Coordinator |
| | Check RBM drains, interceptor, WTP for evidence of contamination and take water samples. | Emergency Coordinator |
| 9 | Obtain records of discharge to the dock. | CELSA Environmental Team |
| 10 | Send water samples to a lab and wait for results. | CELSA Environmental Team |
| 11 | If contamination is confirmed, submit schedule 5 notification to NRW. | CELSA Environmental Team |

## 10.16 Bomb threat

| Step | Task | Responsibility |
|---|---|---|
| 1 | Identify suspected bomb/object on site. | Any employee |
| 2 | Contact Emergency Coordinator of your area and give details of the scenario (location, type of object, phone call, etc). | Any employee |
| 3 | Activate evacuation of the building/area. | Emergency Coordinator |
| 4 | Inform the Incident Controller. | Emergency Coordinator |
| 5 | Notify Security on 444 and give details of the scenario (location, type of object, phone call, etc). | Emergency Coordinator |
| 6 | Inform the Management Team. | Incident Controller |
| 7 | Contact the Police and prepare the gates for access of emergency services. Stop traffic. | Security |
| 8 | Proceed as per General Emergency with evacuation. | Emergency Coordinator |
| 9 | Escort Police and Bomb disposal department services to the emergency area on their arrival. | Security |
| 10 | Support Police and Bomb disposal department services with regards to disposal. | Incident Controller/Emergency Coordinator |
| 11 | Recovery of the situation when the plant is handed back. | Incident Controller / Emergency Coordinator |

## 10.17 Terrorist threat

| Step | Task | Responsibility |
|---|---|---|
| 1 | Notify situation to Emergency Coordinator | Any employee |
| 2 | Notify the Incident Controller of the emergency. | Emergency Coordinator |
| 3 | Report the threat to the Police. | Incident Controller |
| 4 | Inform the Management Team. | Incident Controller |
| 5 | Contact Security on 444 and give details of the scenario. | Emergency Coordinator |
| 6 | Prepare the gates for access of emergency services. Stop traffic. | Security |
| 7 | Decide whether the plant shall be evacuated and proceed as per General Emergency with evacuation. | Incident Controller/Police |
| 8 | Evacuate employees to a safe location. Do not use regular assembly points. | Fire Marshalls |
| 9 | Proceed as per General Emergency with evacuation. | Emergency Coordinator |
| 10 | Support Police and follow advice. | Incident Controller |
| 11 | Recovery of the situation when the plant is handed back. | Incident Controller/ Emergency Coordinator |

## 10.18 Total loss of power

All CELSA operational areas and buildings use electricity provided by National Grid. In the event of a loss of power (power outage), the main goal is to guarantee the safety of the occupants of the buildings, and to minimize potential damage to critical equipment/services thereafter.

High consumers of electricity must be prepared for planned power interruptions (known as **triads**). The triad refers to the three half-hour settlement periods with highest electricity demand between November and February. CELSA purchasing department will provide all areas and departments with sufficient notice for any possible triad period. Each Business Unit will then initiate the *TRIAD* Load Management Protocol.

Powered equipment installed in each location may vary from one area to the other. It is the responsibility of each area/building to determine what critical equipment/services are present and any means required to protect or supplement them (i.e., uninterruptible power supply [UPS], surge protector equipment, flashlights, radios, etc.). Operational Units will have procedures in place to shut down plant and equipment safely in the event of a power loss. Operational areas and support departments shall also determine the equipment that will need to be turned off during a loss of power and then reset when power is restored. Issues with the resumption of business will be dealt with on a case-by-case basis. In addition, functionality of fire alarm systems will be ensured in the event of loss of power by a suitable means.

In the event of a power loss, emergency lighting will operate for up to 90 minutes in the common walkways, stairs, restrooms, offices and emergency exits. If the power failure occurs during the day, blinds, drapes, etc., should be opened to utilize available sunlight. At night, the emergency lighting system will allow safe exiting of the area.

Each department should assess where employees should relocate, or whether employees should stay, if a blackout occurs. Generally, areas with the most natural light are best. If power cannot be restored in a reasonable period of time and the safety of building occupants is impacted, the operations manager or building custodian will engage the area Emergency Response Team to determine and communicate an appropriate evacuation plan. Exits and entrances are to be kept clear and unobstructed to avoid tripping and falling. Emergency response team personnel on each area should have flashlights available in case they are needed.

## 10.19 Rail and road traffic accidents

| Step | Task | Responsibility |
|---|---|---|
| 1 | Contact Rail Supervisor. | Emergency Coordinator |
| 2 | Contact Security on 444, give details of the scenario (access, location, know hazards, etc) and request presence of Emergency Services. | Emergency Coordinator |
| 3 | Inform Incident Controller. | Emergency Coordinator |
| 4 | Contact the Emergency Services and prepare the gates for access. | Security |

| | | |
|---|---|---|
| 5 | Stop train movements. Request a rail permit to isolate the tracks affected by the incident. | Emergency Coordinator |
| 6 | Support emergency services with regards to response. | Emergency Coordinator |
| 7 | Plan the recovery of the situation:<br>Removal of wreckage<br>Clean up of debris<br>Removal of isolations<br>Restore of traffic | Incident Controller |

## 10.20 Radiation: radiation source detected at the gate

| Step | Task | Responsibility |
|---|---|---|
| 1 | Confirm alarm by passing the vehicle through the OUT weighbridge and then back through the IN weighbridge detection system. Repeat the process 3 times to confirm the alarm. | Weighbridge operator |
| 2 | If alarm is confirmed do not receive the load and direct the vehicle to an unused area of the yard. | Weighbridge operator |
| 3 | Inform Security on 444 and CELSA Environmental Manager and Radiation Protection Supervisor. | Weighbridge operator |
| 4 | **LEVEL 1** or **LEVEL 2** alarms at the weighbridge, check radiation levels with hand held detector and record them:<br>▪ If radiations levels in the cabin < 2 **µSv/h send the vehicle back.**<br>▪ If radiations levels in the cabin > 2 **µSv/h follow LEVEL 3 alarm process.** | Security |
| 5.1 | **LEVEL 3** alarms at the weighbridge:<br>▪ Check radiation levels with hand held detector and record them.<br>▪ Restrict access to the vehicle and establish a controlled area (50 metres) around it using barriers, tape, etc.<br>▪ Contact the Radiation Protection Supervisor.<br>▪ Contact RADMAN Radiation Protection Advisor (RPA) on 01625 576000. | Security |
| 5.2 | ▪ Follow RPA instructions to locate and isolate the source. | Radiation Protection Supervisor |

| | | |
|---|---|---|
| 5.3 | ▪ Keep the source in the Radiation Store on site and make necessary arrangements for its disposal. | Radiation Protection Supervisor |
| 5.4 | ▪ Scan the remaining scrap with the weighbridge detectors to confirm the load is clear of radiation sources. | Radiation Protection Supervisor |
| 5.5 | ▪ Download the vehicle in the Circular Hub. | Scrap Manager |
| 6 | In the unlikely case that the haulier decides to leave site against the advice of the RPA, inform the Office for Nuclear Regulation on 02075 563475. | Radiation Protection Supervisor |

## 10.21 Radiation: melting of radioactive source

| Step | Task | Responsibility |
|---|---|---|
| 1 | Determine the radioactivity source. | Emergency Coordinator |
| 2 | Evacuate all personnel affected from the area and quarantine them in a safe location. Cordon off area. | Emergency Coordinator |
| 3 | Inform Incident Controller. | Emergency Coordinator |
| 4 | Assemble Radiation Emergency Committee and contact:<br>1. Radman Associates Rapid Response Team on 01625 576000<br>2. Natural Resources Wales Incident Hotline on 0800807060<br>3. Office for Nuclear Regulation on 02075563475 | Incident Controller |
| 5 | Contact Security on 444 and instruct them to stop traffic at the gates. | Incident Controller |
| 6 | Undertake environmental monitoring to determine radiation levels in the area. | Incident Controller |
| 7 | Undertake personal and biological monitoring of those employees exposed before they are moved into a clean area and provide counselling and refreshments. | Incident Controller |
| 8 | Repeat environmental monitoring. | Incident Controller |
| 9 | Finish casting all molten steel in EAF and LF, simplifying the process. | Incident Controller |
| 10 | Quarantine all billets produced since the detection of the radioactivity and the previous cast. | Incident Controller |
| 11 | Quarantine equipment contaminated. | Incident Controller |
| 12 | Cordon off the area where contaminated product and equipment is stored. Identify the product with biological Radiation Symbol (Trifoil) hazard symbol. | Incident Controller |
| 13 | Stop slag activities and quarantine the product. | Incident Controller |
| 14 | Stop EAF dust activities and quarantine the product. | Incident Controller |
| 15 | Make necessary arrangement to dispose radioactive waste appropriately. | Incident Controller |

| | | |
|---|---|---|
| 16 | Support emergency services and local authorities with regards to response and recovery. | Incident Controller |

## 10.23 Legionella outbreak

For the purposes of this document, an “outbreak” is defined as two or more cases where the onset of illness is closely linked in time (weeks rather than months) and where there is epidemiological evidence of a common source of infection, with or without microbiological evidence.

It is the responsibility of the Proper Officer to declare an outbreak. The Proper Officer, appointed by the Local Authority, is usually a Consultant in Communicable Diseases Control (CCDC). If there are suspected cases of the disease, medical practitioners will notify the Proper Officer in the relevant authority.

Local Authorities will have jointly established incident plans to investigate major outbreaks of legionellosis, and it is the Proper Officer who activates these and invokes an Outbreak Committee. HSE or local Environmental Health Officers (EHO) may be involved in the investigation of outbreaks. The local authority, Proper Officer or EHO will make a visit for public health reasons, often with the relevant officer from the enforcing authorities (ie HSE or the local authority).

The Proper Officer will invoke the Outbreak Committee whose primary purpose is to protect public health and prevent further infection. As part of the outbreak investigation and control, the following requests and recommendations may be made to CELSA by the enforcing authority:-

- To shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other work has been done. Final clearance to restart the system may be required.

- To take water samples from the system before any emergency disinfection is undertaken. This will help the investigation of the cause of the illness. The investigating officers from the local authority/ies may take samples or require them to be taken.

- To provide staff health records to discern whether there are any further undiagnosed cases of illness and to help prepare case histories of the people affected.

- To co-operate fully in an investigation of any plant that may be suspected of being involved in the cause of the outbreak. Any infringements of relevant legislation may be subject to a formal investigation by the HSE.

## 10.24 Extreme weather conditions

Extreme weather conditions such as high winds, heavy rain, ice/snow and extreme temperatures can pose significant hazards to people and our operations. Although this doesn’t constitute and exhaustive list, the following are some examples of potential issues that might arise:

- Slips, trips & falls as a result of slippery conditions.
- Falls from height if working at height is taking place with high winds.
- Flying objects with high winds.
- Dust.
- Flooding.
- Exposure to extreme heat in already hot areas if high temperatures are present.
- Dangers associated with transport by road.
- Freezing of critrical utilities such as cooling water.
- Frozen valves that will not operate as required.
- Changes in fluids viscosity that can impact our operations.
- Leaks as a result of cracks caused by expansion from freezing.
- Friction coefficients of steel products can be reduced as much as 50% in freezing conditions, this means extra restrains might be needed to make loads safe when there is a risk of ice.
- The use of heating sources can introduce hazards that need to be assessed..

Celsa Manufacturing UK has arrangements in place to undertake greeting of roads, car parks and walkways based on forecast temperatures during the cold season.

Each Operational Unit shall identify any requirements to prevent and minimise the impacts of extreme weather conditions on people and operations.

Most adverse weather warnings are issued well in advance, with adequate time provided in order to make the necessary arrangements and minimise disruption. The Mett Office provide three different types of weather warning: yellow, amber and red.

Yellow Warning: this is issued when it is likely but not certain that the weather will cause some low level impacts, including some disruption to travel in a few places.

Amber Warning: weather conditions are forecast to deteriorate and there will be likely significant interruption to highways and public transport.

Red Warning: road conditions are extremely hazardous, road networks severily affected, people advised not to travel.

The Health & Safety or Environment departments will issue weather forecast e-mails when the conditions of amber warning are met. The communication will be sent to all Celsa and core contractor personnel who have an email address. Additional severe weather warnings may be issued at any time of the day or the night.

The resulting coordinating activities and response will be addressed by the Operational Units and Management Team, considering the following guidelines:

- Based on each individual case, the Management Team will make a decision on whether operations can continue or must be stopped.

- Under extreme weather conditions and based on each individual case, it could be recommended that all non strictly necessary personnel stay at home or work from home.

- The Management Team will communicate and cascade the decision to all Celsa employees via email or text messages/phone calls for those with no access to computers, with updates being sent as the necessity arises including the restablishment of normal conditions.

- Operational Units must identify –as part of their severe weather procedures, key personal to be able to both continue running the plant or shut down safely if extreme weather conditions are met.

- If both cases, arrangements must be put in place to ensure key personnel can attend their work place in a safe manner and their welfare is assured. This can include organising on-site/ local accommodation as required, supply transport by means of suitable vehicles and competent drivers and provision of hot food and beverages if needed.

### 10.25 Rescue from height

When the need for a rescue from height is foreseeable, an appropriate risk assessment and standalone rescue plan will determine the extra equipment, resources and competence that will be required to effectively undertake a particular rescue. This will be also applicable for contractor works conducted on CELSA premises. All rescue from height plan must address the following issues:

- Method that will be used to rescue the casualty.
- Safety of the persons carrying out or assisting with the rescue, including their training and competency.
- Suitability of equipment to be used for the rescue (MEWP, ladders, anchors, harnesses, attachments and connectors).
- The casualty may need first aid with respect to injury or suspension trauma.

### 10.26 Rescue from confined space

No confined space work must be undertaken unless plans are in place for the rescue of persons in the event of an emergency. Account needs to be taken not only of accidents arising out of specified risks, but also any other accident in which a person may need to be recovered (details are provided within CELSA procedure *SCP- 5 "Confined space Entry"*). To be suitable and sufficient the arrangements for rescue should include consideration of:

- Rescue and resuscitation equipment;
- Raising the alarm and rescue;
- Safeguarding the rescuer;
- Fire safety;
- Control of plant;
- First aid;

- Public emergency services;
- Training.

### 10.27 Biological Threat - Pandemic

A pandemic is an epidemic of an infectious disease that spreads across a large region, for instance multiple continents or worldwide, affecting a substantial number of individuals.

Celsa Manufacturing UK will responded to the threat of a major pandemic with the immediate set up of a Crisis Team lead by the Managing Director with the aim of creating a plan to protect the health and safety of all employees, contractors and visitors and reduce the impact on the business from the effects of such a pandemic. All meeting minutes and agreed actions should be recorded throughout the process.

If required suitable communications should be prepared in order to provide updates to the workforce of any such plans that could impact them or their families.

The company should develope protocols with the ultimate aim of protecting personnel from the effects of a pandemic while at work. The protocols should be reviewed on an ongoing basis to address changes to the law, best practice advice and the evolution of any pandemic as they occur, and should cover areas such as those bullet pointed below, note that this is not an exhaustive list:

- Symptoms of the disease and how to negate a spread through personnel.
- Site Access Restrictions.
- Social Distancing and Social Segregation.
- Common Spaces such as Canteens.
- Suppliers, Contractors and Visitors.
- How to manage an employee showing symptoms of the disease.
- Basic rules for infectious disease prevention.
- Critical PPE.
- Travel.
- Meetings and Training.
- Vulnerable People.

All employees should be trained and tested according to their level within the company on any such protocols, and they should be made available on line for all personnel to access if required.

The company should produce an overarching risk assessment to identify the hazards and mitigate any risks identified as a result of an infectious disease pandemic. The risk assessment should be communicated to all personnel.

## 11 Utilities

### 11.1 Electricity supply

All CELSA operational areas and buildings use electricity provided by the National Grid. In the event of an emergency, electrical isolation of the affected area(s) of the plant is the

responsibility of the Engineering team who will provide appropriately authorised team members to isolate such equipment. The relevant permits must be completed as part of the isolation procedure.

Instructions for isolating and restoring supplies are kept in the operational areas.

### 11.2 Natural gas

In the event of an emergency involving natural gas, it is the responsibility of the Engineering team to perform the required isolations. Emergency isolation procedures must be in place in all areas and the relevant permits must be completed as part of the isolations procedure.

The site's gas pressure reducing stations are located outside the main plants (see maps) where the main natural gas valves can be manually isolated.

Commissioning procedures to start up gas equipment are kept in the operational areas.

### 11.3 Water

Each operational area has a primary open water system together with a number of ancillary closed circuit water systems. CELSA has subcontracted the management of the process water systems to an external contractor. There are currently three sources of water supply:

- Commercial: Principle water supply of untreated water abstracted by Dwr Cymru from the Lisvane reservoir to the North of Cardiff.
- Town: Potable water supplied by Dwr Cymru.
- Abstraction from docks: Utilised at the mineral site and RBM.

### 11.4 Hydraulics and lubrications

The three operational areas possess hydraulic and lubrication systems that comprise a bulk storage tank, circulation pumps and control devices. Most of the hydraulic and lubrication systems have heating and/or cooling systems to maintain fluid temperatures. Material safety data sheets and COSHH assessment for the oils are available within the SEVRON website. Emergency isolation procedures for these systems must be in place in all areas.

### 11.5 Cryogenic gases

The Melt Shop is fed by a bulk pipeline that provides oxygen to the Electrical Arc and Ladle furnaces. This pipeline can be isolated remotely by BOC Industrial Gases UK by calling 0800 111 333.

There are also gas compounds containing bulk liquefied gases ($O_2$, Ar, $N_2$) used in the gas ring mains. These gas compounds belong to BOC Industrial Gases UK. In case of emergency, the tanks containing those gases can be manually isolated by CELSA engineering team. Access to the gas compound by CELSA engineers must be granted by BOC team.

# 12 Local Emergency Packs

Every operational and non-operational area must be prepared for an emergency and provided with local emergency packs containing the following documentation:-

- Business Emergency Plan.
- Any Personal Emergency Evacuation Plan (PEEP).
- Local emergency procedures and arrangements applicable to the area (i.e. shut down procedures for critical equipment such as furnaces).
- Provision of a clear chain of command with roles and responsibilities.
- Contact details of those who have a role to play during an emergency, including security team and emergency services.
- Designation of employees that will perform critical duties during an evacuation.
- Conditions requiring an evacuation of the building and the alarm signal that will confirm the need to proceed to the designated assembly point.
- Specific evacuation procedures including routes and exits.
- Description of a system to account for people in the assembly points after an emergency has been declared.
- Technical drawings.
- Location of emergency resources (firefighting equipment, first aid kits, AED, etc.).
- Other relevant emergency information applicable to the area.

# 13 Training and Testing

## 13.1 Training

All personnel with roles as described in the emergency plan must receive adequate training to be competent in performing their roles.

It is the responsibility of the People and Organisational Development (POD) Department to set up and arrange the relevant training courses. The POD Department Manager must ensure that: -

- A process for control of the emergency plan training & assessment material is in place.
- Training & competence assessments for the key roles are managed in a systematic & proactive manner and meet the requirements of the SMS.
- Those delivering training have been trained and assessed.
- Site Safety Orientations for both employees & contractors cover the principles of emergency evacuations and fires on site.
- A sufficient level of resource to train personnel with key roles in the emergency plan is available.
- Training requirements are managed and suitable records are kept in Success Factors (SF) and local training matrices as per the Competence Assurance system.

It is the responsibility of the Management team of the operational and non-operational areas to ensure that sufficient people have been nominated to cover the key roles within the emergency structure of the area and their attendance to the training courses is organised.

### 13.2 Testing

The effectiveness of this plan will be tested in each of the operational areas/ departments at least once a year, and a joint exercise will be conducted every 3 years. It is the responsibility of the Health & Safety Manager to organise any testing of the emergency plan.

Emergency drills will be based on any of the listed scenarios described in this procedure and will address the response during the first few hours of the emergency. The objective of drills is to test the following aspects:-

- The completeness, consistency and accuracy of the plan.
- The adequacy of the facilities and the equipment.
- The competence of the staff to carry out their duties under the plan.

Key areas for the assessment during the drills will be the activation and alerting processes, warning processes, mobilisation, information supply, communication, team working and decision-making.

Invitations to participate and observe the drills can be extended to the Emergency Services and technical specialists as required.

Outcomes from any emergencies and drills will be recorded on Prosafety.

## 14 Review and Revision

The business Emergency Plan must be periodically assessed for continued effectiveness and subject to an annual review. In addition, it must be reviewed following a serious incident, execution of the plan, any drill or exercise where improvement opportunities have been identified or when any significant changes have been made to plant, facilities or organization.

# 15 Appendices

## Appendix 1 - Local Neighbours to Celsa

### A. Tremorfa

| Company Name | Main activity | Contact details |
|---|---|---|
| Industrial Premises | | |
| **1st Choice Vehicle Dismantlers** | Car breakers yard | 02920 470 444 |
| **AA1** | Car breakers | 02920 453 888 |
| **Ace Tyre Services** | Tyre supplier | Not Known |
| **Bayliss Metals Dealers** | Scrap merchants | 02920 108 866 |
| **Bear Strength Clothing** | Sports clothing retailer | 02920 473 189 |
| **Bill Way & Co.** | Car breakers yard | 02920 464 621 |
| **Body and Soul Autoworks** | Automotive repairs and maintenance | 02920 455 682 |
| **BSP Sales Centre** | Industrial supplier | 02920 465 451 |
| **Cardiff Reclamation** | Reclamation and recycling services | 02920 458 995 |
| **Certas Energy** | Energy supplier | 02920 480 210 |
| **CGS Accident Repairs** | Automotive repairs and servicing | 02920 456 844 |
| **DEAO Ltd.** | Toy shop and retailer | 02921 321 096 |
| **Diggers Vehicle Dismantlers** | Car breakers yard | 02920 453 888 |
| **Dragon Taxis** | Taxi service with yard and offices | 02920 333 333 |
| **Engine Professionals** | Engine rebuilding service | 02920 451 919 |
| **Express Steels and Fabrications** | Steel fabricators and manufacturer | 02920 464 365 |
| **Generation UK Hire & Sale** | Scaffolding services provider | 02920 463 835 |
| **Gremer Chemicals** | Cleaning and janitorial supplies | 02920 465 564 |
| **GW Taxi Meter Services** | Taxi and automotive repair and maintenance | 02920 472 464 |
| **Helium for Balloons** | Balloon and entertainment retailer | 02920 498 373 |
| **Horan Construction** | Civil engineering | 02920 482 048 |
| **Industrial Training Services (UK) Ltd.** | Training services provider | 02920 736 080 |
| **Kelda** | Organic waste treatment plant/anaerobic digester | 01274 600 111 |
| **Knight Fire and Security Products** | Security systems supplier and provider | 02920 488 129 |
| **Miss Lulu Bags** | Luggage and fashion wholesaler | 02920 497 898 |
| **Monks & Crane** | Industrial supplies company | 02920 436 400 |
| **Mouldings Ltd.** | Plastics fabrication | 02920 490 888 |
| **National Engine Centre** | Engine rebuilding service | 02920 488 779 |
| **NK Motors** | Automotive repairs | Not Known |
| **Parfitt Tyre** | Tyre supplier and automotive repairs | 02920 481 218 |

| | | |
|---|---|---|
| **Scratch and Dent Car Sales** | Automotive sales | Not Known |
| **Sealmasters** | Small manufacturing firm | 02920 490 711 |
| **Seawall MOT** | Automotive garage and servicing | 02920 488 660 |
| **Sims Metal Management** | Scrap merchants | 02920 460 517 |
| **Topline Tyres Ltd** | Part worn and new tyre supplier | 07855 276 360 |
| **Torque Motors** | Automotive repairs and servicing | 02920 492 700 |
| **Up Side Down Circus CIC** | Circus with main office | 02920 488 854 |
| **Welsh Water** | Waste water treatment works | 08000 520 145 |
| **ZCC Garage** | Automotive repairs and servicing | 02921 157 800 |
| Local Schools | | |
| **Baden Powell Primary School** | badenpowellprm@cardiff.gov.uk | 02920 461 894 |
| **Willows High School** | contact@willows.cardiff.sch.uk | 02920 414 243 |

## B. Castle Works

| Company Name | Main activity | Contact details |
|---|---|---|
| Industrial Premises | | |
| **Barnardo's Cymru** | Charitable organisation | 02920 493 387 |
| **BOC Gas and Gear** | Small gas and supplies outlet | 02920 473 356 |
| **Bristol Channel Diving Services** | Diving services | 02920 464 846 |
| **Capital UPVC Ltd.** | Small home improvements supplier. | 02920 472 700 |
| **Cardiff Galvanizers** | Metals finishing company | 02920 480 321 |
| **Care and Repair Cymru** | Charitable organisation | 02920 107 580 |
| **Forward Waste Management** | Waste management service | 02920 487 504 |
| **Gwil I am** | Wedding planners | 02921 152 997 |
| **Highway Industrial Equipment** | Equipment and sign makers | 02920 494 623 |
| **Jewson** | building merchants | 02920 460 511 |
| **MCM Office Supplies** | office supplies outlet | 02920 470 003 |
| **Metal Fabrication Co.** | Metal fabricators | 02920 489 767 |
| **Salvation Army** | Charitable organisation | 02920 440 600 |
| **SSS Steel Profiles** | Metal machining service | 02920 454 367 |
| **Subway** | Fast food outlet | Not known |
| Local Schools | | |
| **Apple tree nursery** | | 02920 492 664 |
| **Busy Bees Nursery** | busybeeschildcare.co.uk | 02920 451 441 |

## Appendix 2 - Action Cards

### Management team

| Management Team – check list | |
|---|---|
| **Set up** the Tactical Control Centre (TCC) | |
| **Receive** a briefing from the Incident Controller on arrival at the TCC | |
| **Make** decisions to protect people, the environment and assets | |
| **Assist** the Incident Controller to limit the potential for an escalation of the emergency | |
| **Gather** and **analyse** all available information provided by the Incident controller and Emergency services | |
| **Collect** all available information to establish:<br>○ The conditions at the scene (scenario, casualties/injured)<br>○ Elements affected (workforce, infrastructure, environment)<br>○ Vital assets that must be protected<br>○ Current situation, predicted situation and worst case situation<br>○ Hazardous substances in the area<br>○ Isolation and immobilization requirements | |
| **Monitor** all incoming information and ensure it is verified before it is communicated | |
| **Record and Keep** details of any information gathered, discussions, decisions made and actions taken. | |
| **Establish** specific tasks for the Management team members according to their roles and responsibilities:<br>○ Create an action plan of what needs to be done<br>○ Identify a person responsible for each task<br>○ Confirm the sequence of deployment of the tasks<br>○ Identify resources and assets to undertake the plan | |
| **Conduct** regular briefing meetings to ensure the management team members are all kept aware of the updates and action plan progress. | |
| **Determine** and **communicate** the response strategies and objectives for the emergency. | |
| **Organise and maintain** the communication process with main stakeholders (employees, contractors, trade unions) | |
| **Liaise** and **communicate** with Celsa Headquarters Management team | |
| **Review** media statements, and ensure it is approved before its distribution. | |
| **Establish** a recovery plan for the business | |

**Incident Controller**

| Incident Controller – check list | |
|---|---|
| **Set up** the Local Control Centre (LCC) | |
| **Conduct** an assessment of the incident | |
| **Declare** a Major emergency if the situation warrants | |
| **Maintain** safety of personnel in the vicinity | |
| **Limit** the potential for an escalation of the emergency | |
| **Notify** and **assist** in the evacuation of other areas and departments affected by the emergency | |
| **Establish** and **maintain** communications with the Management Team and the Tactical Control Center (TCC) | |
| **Discuss** with the TCC any contingencies required as a result of escalations | |
| **Direct** and **advise** the Emergency Coordinator or Fire Marshals on their duties | |
| **Liaise** with the Emergency Services Incident Commander | |
| **Collate** information on:<br>o Personnel and plant status<br>o Hazardous substances in the area<br>o Isolation and immobilization requirements<br>o Potential dangers and escalations | |
| **Evaluate** the number of known and possible casualties | |
| **Relay** all information relating to casualties to the TCC | |
| **Consider** arrangements for relief personnel/shift changes | |
| **Authorise** any personnel to leave site during the emergency | |
| **Inform** security personnel of the people allowed to leave site once the emergency has been declared | |
| **Maintain** an overview of the activities at the scene | |
| **Despatch** personnel to undertake any isolation and immobilization required | |
| **Select** a safe location to become the local control centre (LCC) | |
| **Establish** and maintain communications with the LCC to gain clarity of the conditions at the scene | |
| **Record and Keep** details of any information gathered, discussions, decisions made and actions taken. | |
| **Declare** the end of the emergency after consultation with the TCC and only after:<br>o All personnel are accounted for.<br>o No hazardous substances have been released<br>o The danger for escalation has passed<br>o Emergency services confirm the emergency is over | |
| **Communicate** the end of the emergency to all alerted areas/departments | |

**Emergency Coordinator**

| Emergency Coordinator – check list | |
|---|---|
| **Conduct** an assessment of the emergency | |
| **Maintain** safety of all persons in the area | |
| **Limit** the potential for an escalation of the emergency | |
| **Apply** the emergency plan for each scenario | |
| **Communicate** the emergency to the Incident Controller | |
| **Declare** the evacuation of the facilities affected | |
| **Initiate** the call out procedure if the emergency occurs out of hours | |
| **Collect** all available information to establish:<br>○ The conditions at the scene (scenario, casualties/injured)<br>○ Elements affected (workforce, infrastructure, environment)<br>○ Vital assets that must be protected<br>○ Current situation, predicted situation and worst case situation<br>○ Hazardous substances in the area<br>○ Isolation and immobilization requirements | |
| **Contact** security personnel to inform about the emergency | |
| **Request** assistance of Emergency services | |
| **Request** copies of the roll call list at the assembly point | |
| **Request** to stop traffic movements | |
| **Select** a safe location for the emergency vehicles to park | |
| **Despatch** personnel to the gate as required to escort emergency vehicles or medical aids | |
| **Marshal** emergency vehicles at the scene to minimise danger and congestion | |
| **Restrict** access to the affected area | |
| **Despatch** Fire Marshals to evacuate a swipe the affected areas | |
| **Despatch** personnel to coordinate the evacuation and roll call at the assembly point | |
| **Establish** and **Maintain** communications with the Incident Controller, Fire Marshalls and Assembly point coordinator | |
| **Confirm** with the assembly point coordinator if there are missing persons | |
| **Relay** all information relating to missing people or casualties to the Incident controller | |
| **Assist** the Incident Controller to re-stablish operations in the affected area | |
| **Assist** the Incident Controleer to Record and Keep details of any information gathered, discussions, decisions made and actions taken. | |

**Fire Marshall**

| Fire Marshall – check list | |
|---|---|
| **Ensure** Fire alarm is raised | |
| **Instruct** personnel to leave the area as quickly and orderly as possible | |
| **Direct** personnel to the nearest safe exit and congregate at the assembly point | |
| **Ensure** that main walkways, access points and exits are clear and safe to use | |
| **Ensure** that no personnel re-enter the area until the emergency is over | |
| **Sweep** the plant/building, if it is safe to do so | |
| **Assist** any personnel with restrictions to evacuate accordingly to their PEEP | |
| **Recover** any injured person to a recognise safe location | |
| **Close** all windows doors and fire doors on your way out | |
| **Ensure** the plant is left in safe conditions**:**<br>o Manufacturing processes are stopped<br>o Plant equipment are stopped<br>o Portable electrical equipment disconnected | |
| **Collect** the visitors' and contractors' books and take them to the assembly point | |
| **Assist** in the roll call and safe control of the assembly point | |
| **Act** as the assembly point coordinator when requested by the Emergency Coordinator | |
| **Search** for missing persons **only** if it is safe to do so | |
| **Establish** and **Maintain** communications with the Emergency Coordinator | |

**Assembly point coordinator**

| Assembly Point Coordinator – check list | |
|---|---|
| **Assess** suitability of assembly point and determine if secondary assembly point area is needed | |
| **Establish** communications with the Emergency Coordinator | |
| **Segregate** personnel at the assembly point | |
| **Collect** and **organise** the roll call sheets from security personnel | |
| **Collate** the status reports of the roll call sheets from the managers and supervisors. | |
| **Verify** the names of missing personnel | |
| **Pass** the information of missing personnel to the Emergency Coordinator | |
| **Gather information at the assembly points**<br>o Is everyone accounted for?<br>o Location of the emergency<br>o Any other information relevant to the fire service | |
| **Inform** the Emergency Coordinator of any people requesting to leave the assembly point once the emergency has been declared | |

**First Aid Fire Appliance (FAFA)**

| First Aid Fire Appliance (FAFA)– check list | |
|---|---|
| **Ensure** all personnel is wearing appropriate PPE to attend the fire | |
| **Confirm** the location of the fire with the Emergency Coordinator | |
| **Determine** the quickest and safest route of response | |
| **Conduct** a dynamic risk assessment before approaching the area, considering:<br>○ The presence of hazardous and/or dangerous substances that may allow rapid fire spread<br>○ Structural elements that may allow rapid fire spread (eg. extraction systems)<br>○ Location of fire detection and alarm systems<br>○ Firefighting equipment in the area<br>○ Routes of scape and emergency lighting | |
| **Identify** the type of fire and most appropriate fire extinguisher to be used | |
| **Fight** the fire if:<br>○ You are trained to use fire extinguishers<br>○ The fire is small and contained (incipient stage)<br>○ You know what is burning<br>○ You are safe from toxic smoke<br>○ You have a means of escape<br>**IF IN DOUBT GET OUT** | |
| **Report** to the Emergency Coordinator if the fire is under control or not | |

## Appendix 3 – Drawings References

| | Drawing Reference | | | |
|---|---|---|---|---|
| | **Melt Shop** | **Rod and Bar** | **Section Mill** | **New Melt Shop** |
| **Layout** | MT3<br>*RC5139* | RC7046<br>RC6013<br>Territories (Skip) Map | PL709<br>*PL746* | 20613580-b1 |
| **Flammable Storage** | Melt Shop FS.max | RC7047 | Figure 1.3 © | |
| **Asbestos** | Register | Register | Register | N/A |
| **Electrical** | E60A<br>SPE 470<br>SPE 471<br>E6105 | K6E 90 001<br>E04165 01-08<br>E04183-001<br>RC6925 A & B | GB Register<br>K6E 90 001 | 10293-9791-rev b |
| **Towns Water** | MT2540 | RC7049<br>RC6925 A & B | PL711 | 10293-9602 rev d |
| **Commercial Water** | MT1505 | RC6925 A & B | PL712 | 10293-9601 rev d<br>10293-9603 rev d |
| **Natural Gas** | NGPL01<br>NGCOP05<br>SG0969C | RC7050 | PL713 | 10293-9604 rev d |
| **Oxygen/Propane** | EOD292-4-1<br>163-84-c-D001<br>MT6354 | RC7051 | PL714 | 10293-9605 rev d |
| **Argon** | | RC7052 | | |
| **Fuel Oil** | N/A | No drawing | PL715 | |
| **Drainage** | MT1024 | RC5320<br>RC6925 A & B | RT6465 | LOR-9210-AB |
| **Spill Kits** | Melt Shop SK.max | RC7048 | Amend PL709 predator | |
| **Fire Hydrants** | | | | |

**Note:** This register contains small scale copies of relevant services from Ground Zero. However, greater clarity can be obtained by accessing the large scale drawing on Cabinet Browser.

## Appendix 4 – Call out list

| MANAGEMENT TEAM | | |
|---|---|---|
| **Role** | **Contact** | **Contact Number** |
| General Manager | Carles Rovira | 07483 018918 |
| Industrial Manager | Steve Jones | 07739 856627 |
| Head of Sustainability and Strategy Manager | Chris Hagg | 07739 855922 |
| Head of Human Resources | James Ellis | 07795 011846 |
| Human Resources Manager | Matthew Ayres | 07739 855919 |
| Health & Safety Manager | Isabel Vazquez Diaz | 07483 045682 |
| Environmental Manager | Hannah Powell | 07483 062878 |

| MELT SHOP | | |
|---|---|---|
| **Role** | **Contact** | **Contact Number** |
| Operations Manager | Claudio Robles Jimenez | 07483 018965 |
| Deputy Operations Manager (Production) | Florent Corrihons | 07483 017571 |
| Deputy Operations Manager (Engineering) | Franco Danne | 07483 016313 |
| Engineering Manager | José Antonio Pacheco Gago | 07483 018915 |
| Process Manager | Francisco Javier Suarez Romero | 07485 922601 |
| MS Shift Manager(s) | Person on shift | 07739 856624 |
| Scrap Handling Manager | Kathryn Bradshaw | 07739 856626 |
| MS H&S Advisor | Darren Jones | 07483 019149 |

| ROD AND BAR MILL | | |
|---|---|---|
| **Role** | **Contact** | **Contact Number** |
| Operations Manager | Mark Evans | 07590 354971 |
| Production Manager | Stuart Parfitt | 07572 207743 |
| Engineering Manager | Marc Jones | 07918 672303 |
| Process Manager | Stuart Thomas | 07739 856581 |
| RBM Shift Manager(s) | *Person on shift* | 07739 856621 |
| RBM H&S Advisor | Craig Hawkins | 07483 019006 |

| SECTION MILL | | |
|---|---|---|
| **Role** | **Contact** | **Contact Number** |
| Operations Manager | Shaun Littlemore | 07795 011872 |
| Production Manager | Oswald Mutapanduwa | 07483 088645 |
| Engineering Manager | Mark Davies | 079170 48981 |
| Process Manager | Joseff Cazzato | 07483 019078 |
| SM Shift Manager(s) | *Person on shift* | 07739 856579 |
| SM H&S Advisor | Shaun Oldfield | 07544 681115 |

| LOGISTICS |
|---|

| Role | Contact | Contact Number |
|---|---|---|
| Supply Chain Manager | Vorn O'Hennessy | 07483 018944 |
| Logistics and Facilities Manager | Richard Hancock | 07739 856615 |
| Transport Manager | Bianca Parry | 07918 677959 |
| RBM Warehouse Manager | Mark Hawkes | 07483 018862 |
| SM Warehouse Manager | Craig Simmonds | 07483 019116 |
| Mineral Site Manager | Neil Williams | 07918 608789 |
| Mineral Site Supervisor | Neil Hamer | 07551 127183 |

| SUPPORT DEPARTMENTS | | |
|---|---|---|
| **Role** | **Contact** | **Contact Number** |
| Commercial Manager | Kim Marti Subirana | 07483 072751 |
| Product Manager RBM | Mike Golino | 07739 856598 |
| Product Manager SM | Jonathan Gormley | 07739 856598 |
| IT Manager | Eirian Parry | 07739 855912 |
| IT Industrial Engineer | Ian Scutts | 07739 856611 |
| Head of Finance | Holly Arnold | 07557 856495 |
| Treasury Manager | Lucas Portabella | 07485 922606 |

| Celsa Recycling UK | | |
|---|---|---|
| **Role** | **Contact** | **Contact Number** |
| Scrap Purchasing Manager | Gareth Price | 07918 709355 |
| Circular Hubs Manager | Andreu Dorca Duch | 07483 019166 |
| Operations Manager | Ryan Connick | 07483 018945 |
| Sweepings Plant Manager | Richard Thomas | 07483 018911 |
| Bristol Circular Hub Manager | Sephen Thornhill | 07483 018819 |
| Cardiff Circular Hub Manager | Clive Perry | 07483 064984 |
| Rotherham Circular Hub Manager | David Breslin | 07483 018921 |
| Sunderland Circular Hub Manager | Ian Campbell | 07483 018847 |
| Swansea Circular Hub Manager | Ian Cresswell | 07483 019065 |
| H&S Advisor | Michael Kethro | 07483 019123 |

| Other Emergency Contacts | |
|---|---|
| **Contact** | **Contact Number** |
| Emergency Services | **999** |
| CELSA Emergency phone | **444** |
| Security Tremorfa | 029 2035 1827 / 5827 |
| Security Castle Works | 029 2035 1828 / 5828 |
| Security Supervisor | 078 7969 0892 |
| Police Anti-Terrorist Hotline | 030 0065 3000 |
| WECTU (Police) | 101 |
| Fire Services | 014 4323 2000 |
| Natural Resources Wales Incident Hotline | 030 0065 3000 |
| Heath Hospital | 029 2074 7747 |
| Radiation Protection Advisor (RADMAN) | 016 2557 6000 |
| Gas Emergency centre | 080 0111 999 |
| HSE - Incident Contact Centre | 034 5300 9923 (Mon-Fri 8:00 am to 5: 30 pm)<br>015 1922 9236 (out of hours) |
| Water Treatment plant Manager | 079 7345 4405 |
| Water Treatment plant Supervisor | 079 6732 3003 |
| Rail Supervisor | 078 5020 0314 |
| Rail Shunter | 077 1886 2180 |
| Bowser drivers | 01874 636900 |
| Welsh Water | 080 0052 0145 |
| National Grid | 029 2033 2847 |
| BOC Engineering Services | 080 0111 333 |
| Office for Nuclear Regulation | 020 7556 3475 |
| Cardiff County Council | 029 2087 2087 |

## Appendix 5 - Personal Emergency Evacuation Plan (PEEP) Template

Personal Emergency Evacuation Plan for:

Name

Department

Building

Floor

# AWARENESS OF PROCEDURE

I am informed of a fire emergency requiring evacuation by the following means:

Existing alarm system ❑

visual alarm system ❑

other (please specify) ❑

# DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency – minimum of 2 persons must be assigned).

Name & Signature .....

Contact details

Name & Signature

Contact details

Name & Signature .....

Contact details

## METHODS OF ASSISTANCE:

(e.g.: methods of guidance, etc.)

## EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm and finishing at assembly point – use separate sheet of paper if required).

## SAFE ROUTE(S):

(Include all main and alternative routes for safe evacuation).

*A copy of this document must be signed and retained by the person requiring assistance and his/her Line Manager. Those persons acting as assistants must also retain a signed copy.*

| | |
|---|---|
| Signature of ……. | Signature of ……. |
| Date…….. | Date…….. |
| Review date…… | Review date…… |
| | |
| Signature of …… | Signature of …… |
| Date…….. | Date…….. |
| Review date…….. | Review date…….. |