
Subject	Emergency Preparedness and Response (SMP 4.9)
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Reviewer	
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Version	6
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1- Amendment Record

Issue No.	Page No.	Amendment Details	Amended By	Issue Date
1	1-2	Approval and authorisation changed to 'Chief Executive'	A Davey	Nov 2004
1	6	Title of CMP 3.2 amended. (Referenced in section 3)	A Davey	Jul 2005
1	7-8 12-13	Appendix 2 – Emergency Response and Preparedness Programme added. Reference to Appendix 2 added. Appendix 2 included in Revision Status List.	A Davey	Nov 2005
1	4	Appendix 2 - Condensed the number of emergency events (from 20 to 7). Combined the emergency events 1.1, 1.2.2, 4.3, 4.5.2, 4.6 and 4.7 described in COMAH Report Chapter 3 as one Event - Event 4. Authorisation Statement amended to reflect interim Chief Executive.	A Davey	May 2006
2		Approval and authorisation changed to 'H.R. Director'. Change to new Corporate Style. Inclusion of Emergency Management Plan.	M Grant	Apr 2009
3	All	Combining of environmental and safety management procedures	M Grant	Sep 2014
4	6	Amendments to various parts of Section 8 – Procedure.	D Richards	Apr 2015
5	All	Full document review	K Jenkins	Jul 2020
6	All	Full document review & update	C Rees	Nov 2021

2- Purpose

The procedure identifies the overall management arrangements and responsibilities for the preparation, maintenance, testing and review of the Royal Mint [Emergency Management Plan \(SMP 4.9.2\)](#).

This procedure does not cover the detailed arrangements for dealing with site emergencies. These are contained within the [Emergency Management Plan](#) itself.

3- Scope

This procedure is applicable to both the COMAH and non-COMAH areas of the Royal Mint site.

4- Definitions

- 4.1 [Emergency](#)**
Any hazardous or potentially hazardous situation presenting immediate or imminent danger to personnel, the environment or property.
- 4.2 [Emergency Management Plan](#)**
A controlled document describing the responsibilities and arrangements for handling Emergency Response.

5- References

When using this procedure, reference should be made to the latest revision of the following connected procedures, systems or legislation:

- 5.1 [Internal Document References](#)**
EMP 3.2 - Legal Requirements and Evaluation of Compliance
EMP 3.1 - Environmental Aspects Register
SMP 3.2 - Incident Investigation and Reporting
- 5.2 [External Document References](#)**
Control of Major Accident Hazards Regulations [2005](#)
The Management of Health and Safety at Work Regulations [1999](#)

6- Roles and Responsibilities

- 6.1 [Head of SHE.](#)**
Is responsible for ensuring compliance with this procedure and for the compilation and review of the [Emergency Management Plan](#).
- 6.2 [Process Safety Manager](#)**
[Owns the Emergency Management Plan and is](#) responsible for providing the technical knowledge, support and training advice for the [site](#).

6.3

Security Department

Will facilitate the use of the Primary Emergency Control Centre (PECC) within Building 5 and the Secondary Emergency Control Centre (SECC) within Central Stores. They will also facilitate the first response and escalation process within the Emergency Management Plan.

6.4

Site Managers

Are responsible for ensuring personnel are available and undertake training applicable to the Emergency Plan.

7- Procedure

7.1

Requirements

- Potential incidents and emergencies that are likely to occur on site shall be identified by risk assessment and documented in [SMP 4.9.2 Emergency Management Plan](#).
- Methods to respond to, mitigate and prevent emergencies on site and for obtaining outside support services shall be established and maintained.
- Roles and responsibilities for communications on site and for obtaining outside support services shall be established and maintained primarily via [SMP 4.9.2 Emergency Management Plan](#)
- [Physical exercise](#) drills or table top [based scenario discussions](#) shall be carried out on those emergency events identified. The SHE department shall maintain records of these exercises in [Q-Pulse](#). If required methods to respond to, mitigate and prevent emergencies shall be amended based on the results of the exercises. [The control document associated with testing of Emergency Response is SMP 4.9.1.](#)
- Following an emergency [event](#), the cause of the emergency and corresponding emergency methods shall be reviewed. Corrective actions shall be identified through [Q-Pulse](#). Methods to respond to, mitigate and prevent that arise as a consequence of an emergency shall be amended as required. The Head of SHE will be notified to ensure amendments to the Emergency Management Plan are made.
- For further details of arrangements for the management of specific site emergencies, refer to [SMP 4.9.2 Emergency Management Plan](#) – either via the Emergency Procedures page on Normality or within document control on [Q-Pulse](#).

7.2

Emergency Plan Document Control

[SMP 4.9.1 – Emergency Management Plan](#) shall be a controlled document. This shall include at least the following:

- It shall be numbered (including an issue number).
- [It shall be dated and authorised by the Head of SHE and the Director of HR and SHE.](#)
- A master copy shall be kept in the [PECC](#).
- [Distribution shall be controlled via Q-Pulse.](#)
- Revisions shall be sent to all holders of controlled copies and superseded copies or pages removed from all points of issue and destroyed.

7.3

Review and Revision

The [Process Safety Manager](#) shall review and if necessary, revise and reissue the Emergency Plan at least every 3 years or following an incident or following significant plant design or organisational changes, whichever is sooner.

8- Appendices

No specific appendices required for this SMP.