Procedure

THE ROYAL MINT®
THE ORIGINAL MAKER

Subject	Emergency Management Plan (SMP 4.9.2)
Reviewer	Caeli Rees
Date	01 March 2022
Version	1

Contents

1- Amendment Record

Issue No.	Page No.	Amendment Details	Amended By	Issue Date
1	All	Full document review and rewrite following fire Incident on site. Created a new SMP 4.9.2 from the original EMP version 14	C Rees	Nov 2021

2- Purpose

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

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

The Emergency Management Plan has been structured in accordance within Guidance for the Surface Treatment of Metals and Plastics by Electrolytic and Chemical Processes (Version 1 – September 2004) as well as Natural Resources Wales's guidance PPG21 on incident response planning. The plan has also taken into account its emergency response planning obligations as required under the COMAH Regulations as amended 2005 & 2015 (in particular Chapter 7 of the Royal Mint's COMAH Safety Report), and with consideration to any latest published legislation requirements/guidance/ accident/incident investigation reports regarding Emergency Planning and Response.

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

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

3- Scope

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

The flow diagrams used for the emergency procedures (within Appendices) are intended to assist in a logical approach but are not definitive or exhaustive.

The escalation route(s) shown in the flow diagrams should only be used if the emergency requires senior management support to safeguard the business.

The emergency procedures shall be kept separate from the supporting information i.e. site drawings, chemical inventory etc. and shall be kept up to date and available in the Emergency Management Plan – Details Manual (A3 File). A copy of this manual will be kept together with a copy of the Emergency Management Plan in the Building 5 Site Security and Access Control to Site. Further copies will be kept in strategic places around site, such as the Emergency Control Room located 1st floor in Building 5. These documents are readily available in the event of an emergency accident /incident.

In addition to the above, South Wales Fire and Rescue Service are in possession of the Emergency Management Plan and Details Manual which assists them with the maintenance and development of their Operational Tactical Plan for The Royal Mint. In addition to this, the Local Authority's (RCT) Emergency Planning Dept. is also in receipt of the plan and details manual.

4- Definitions

4.1 Emergency

Any hazardous or potentially hazardous situation presenting immediate or imminent danger to personnel, the environment or property.

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

SMP 4.9 - Emergency Preparedness and Response

SMP 4.9.1 - Testing of Emergency Preparedness and Response

SMP 4.9.3 – Emergency Management Plans

5.2 External Document References

Control of Major Accident Hazards Regulations 2015

The Management of Health and Safety at Work Regulations 1992

6- Roles and Responsibilities

6.1 EM Bronze Commander

The Emergency Management Bronze Commander fulfils the role of Operational Command during any emergency incident. They are expected to carry out the following during an incident:

- Identified by wearing **YELLOW** hi-vis.
- Develop initial METHANE message to pass to Emergency Services
- Use emergency flowchart(s) and checklist(s).
- Consult with EM Silver Commanders to gather information on the status of the incident.
- Assess the incident as soon as possible to determine the potential for it to escalate.
    - This can be done by making estimates of the quantities of materials involved and/or carrying out atmosphere or water quality measurements.
- Activating the on-site emergency plan if required (based on the above assessment).
- Evacuation of non-essential personnel to safe areas if appropriate.
- Contact the security control room and advise the duty officer of the incident and what assistance is required.
    - 3333 or 01443 62 33 33
    - Mobile: 07760 61 91 68
- Direct the isolation, shutdown and evacuation of other areas which may be affected.
- Ensure requests for appropriate key personnel is made.
- Liaising with and providing advice and information to the emergency services.
- Briefing the EM Silver Commander and others e.g. senior managers, specialists, security control room.
- Making notes as soon as possible after the incident is brought under control.
- The EM Bronze Commander shall assume responsibilities of the EM Silver Commander until a EM Silver Commander arrives to incident.

6.2 EM Silver Commander

The Emergency Management Silver Commander fulfils the role of Tactical Command during any emergency incident. They are expected to carry out the following during an incident:

- Identified by wearing **RED** hi-vis.
- Review and update METHANE message as developments occur.
- Assess and review developments regarding the incident regularly.
- Use emergency flowchart(s) and checklist(s).
- Use available tools and equipment within PECC/SECC including Incident Management Board.
- Take over control of the incident from the EM Bronze Commander.
- Consult with EM Bronze Commanders to gather information on the status of the incident.
- Confirm that the emergency services have been called out if applicable.
- Confirm all key isolations have been adequately carried out.
- Assess likely offsite impact using maps, dispersion and drainage plans etc. if applicable.
- Ensure key personnel are mobilised e.g. Environmental, Chemists, Engineering etc.
- Communicate with all of the Emergency Services, relevant Competent Authority and Local Authority, as appropriate to provide advice on effects to off-site areas.
- As incident develops determine if further business units or buildings should be shut, access restricted or evacuated to safe areas.
- Ensure an on-going record of the emergency is logged by the appropriate Emergency Control Centre personnel and kept together with any mitigating responses taken
- Give 'All Clear' when incident is over.
- Contact and inform EM Gold Commander of incident.
- The EM Silver Commander shall assume responsibilities of the EM Gold Commander until the EM Gold Commander arrives on site

6.3 EM Gold Commander

The Emergency Management Gold Commander fulfils the role of Tactical Command during any emergency incident. They are expected to carry out the following during an incident:

- Identified by wearing **BLUE** hi-vis.
- Use emergency flowchart and checklist.
- Consult with EM Silver Commanders to gather information on the status of the incident.
- Agree and take on the role of EM Gold Commander from the EM Silver Commander.
- Liaise with the Executive Board and key stakeholders.
- Arrange for all senior officers from the emergency services to be briefed as they arrive.
- Maintain a log of all actions taken and communications receioved and issued.
- Deploy crisis management team if necessary
- Following "All Clear" from EM Silver, Work through Business Continuity Plans to return business to normal operations.

6.4 Security Personnel

- Act as first responders.
- Lock down the site.
- Request attendance by external Emergency Services if necessary use METHANE messaging and inform security on main gate.
- Meet, liaise and direct Emergency Services to incident scene
- Facilitate all key site communications via the control room.
- Monitor the incident on CCTV.
- Notify EM Gold / Silver / Bronze where instructed.
- Provide on-going support to Incident Commanders.

7- Procedure

7.1 Immediate and Secondary Emergency Response Actions

7.1.1 Immediate Actions

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

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

7.1.2 Secondary Actions

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

Reference Number	Emergency Procedure
EP0	Emergency Response Flowchart
EP1	Safety Critical Alarms
EP2	Fire and Evacuation of Process Plants
EP3	Firewater Management
EP4	Weather Station Management
EP5	Abnormal Emissions from Sewer Treatment Plant
EP6	Spillage Response
EP7	Loss of Material to Ground
EP8	Gas Leak
EP9	Storm Water Containment System
EP10	Suspect Package
EP11	Bomb Threat Warning
EP12	Incident involving Highly Flammable Gases (Acetylene etc.)
EP13	Reacting to Fire alarms in the RM Experience
EP14	Reacting to the Site Emergency Alarm – RM Experience

Table 7.1.2 – Emergency Secondary Action Plans

Copies of these Emergency Plans can be viewed in SMP 4.9.3.

8- Appendices

8.1 List of key drawings for incident management

Below are tables outlining the key site drawings for emergency preparedness. These are available within the PECC for review.

MAIN SITE			
Drawing	**Building No**	**Drawing No**	**Issue**
Royal Mint Site Layout - 3D	Site	90400/00/00/004	D
Royal Mint Plan View	Site	90400/00/00/003	F
Fire Assembly Points	Site	90400/00/50/003	E
Incident Internal Assembly Points	Site	90400/00/50/028	H
Chemical Storage Areas	Site	90400/00/00/057	C
Firewater Containment Areas	Site	90400/00/10/044	D
Fire Alarm Panels - Building Control	Site	90400/00/50/006	G
Royal Mint Fire Hydrants	Site	90400/00/10/033	D
Stand-By Generators Main Distribution - Site Wide	Site	90400/00/10/060	E
11 KV Distribution System	Site	90400/00/10/001	N
11 KV Distribution System Schematic	Site	90400/00/10/017-1	L
Gas Mains	Site	6219 02 A	F
Royal Mint Site Plan - Gas Cylinder Storage Areas	Site	90400/00/00/044	D
DSEAR classification Area Site Plan	Site	90400/00/50/060	C
External Water Mains	Site	6219 01 A	C

Table 8.1.1 – Main site drawings

COMAH AREA			
Drawing	**Building No**	**Drawing No**	**Issue**
Comah Area		90400/00/50/018	F
Main Isolation Points		90400/09/50/034	E
Safety Critical Alarms		90400/00/50/022	F
Underground Services Foul (Comah)		90400/00/10/034	D
Underground Services River Return		90400/00/10/035	C
Underground Services Storm Water (Comah)		90400/00/10/036	F
Comah Area Underground Services Acid Lines		90400/00/10/037	C

Table 8.1.2 – COMAH site drawings

BUILDING 9A - A P & P			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout - A P & P	9a	90400/09/00/001	N
A&P Layout of Process Drains	9a	90400/09/00/021	A
Main Isolation Points	9a	90400/09/50/034	D
Safety Critical Alarms – Armour 1	9a	90400/09/50/064	A
Safety Critical Alarms – Armour 2	9a	90400/09/50/063	A

Table 8.1.3 – Building 9A drawings

BUILDING 28 - CHEMICAL STORE (COMAH AREA)			
Drawing	**Building No**	**Drawing No**	**Issue**
Chemical Store	28	90400/28/00/006	C
Main Isolation Points	28	90400/09/50/034	A

Table 8.1.4 – Chemical Stores drawings

BUILDING 27 & 27C - ZINC PLATING LINE/COPPER PLATING LINE 2/TR2			
Drawing	**Building No**	**Drawing No**	**Issue**
Zinc Plating Line	27	90400/27/00/001	D
Layout - New Copper Line 2	27c	90400/27/00/031	C
Treatment Room 2 Layout	27c	90400/27/02/001	B
Main Isolation Points	27 & 27c	90400/09/50/034	A
Main Hose Reel Points	27 & 27c	90400/00/50/037	A
Safety Critical Alarms – ZP1	27	90400/27/50/025	A
Safety Critical Alarms – TR2	27c	90400/27/52/038	A
Safety Critical Alarms – CP2	27c	90400/27/52/039	A

Table 8.1.5 – ZP1, CP2 and TR2 drawings

BUILDINGS 11& 12 - COPPER PLATING 3/NICKEL LINE 2/ARMOUR LITE			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout - Copper Plating Line 3	11	90400/11/00/002	F
Layout - Nickel Plating Line 2	12	90400/12/00/012	F
Main Isolation Points	11 & 12	90400/09/50/034	C
Fire Hose Reel Points	11 & 12	90400/00/50/036	A
Safety Critical Alarms – CP3	11	90400/11/50/015	B
Safety Critical Alarms – Armour Lite	11	90400/11/50/014	A
Safety Critical Alarms – NP2	12	90400/12/50/013	A

Table 8.1.6 – NP2, CP3 and Armour Lite drawings

BUILDINGS 10 A & B - NICKEL PLATING 1/WATER TREATMENT PLANT			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout - Nickel Plating 1	10a	90400/10/00/001	D
Main Isolation Points	10a	90400/09/50/034	B
Layout – WTP	10b	90400/10/01/007	A
Main Isolation Points	10b	90400/09/50/034	A
Gas Monitor Locations	10b	90400/10/11/003	E
Safety Critical Alarms – WTP	10b	90400/10/51/041	A
Position of E-Stops	10b	90400/10/51/035	A
Safety Critical Alarms – Penstocks	10b	90400/00/50/068	A

Table 8.1.7 – NP1, WTP drawings

BUILDING 17A & B – ACID DILUTION PLANT			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout – Acid Dilution & Services			C
Safety Critical Alarms – Acid Dilution Plant			A

Table 8.1.8 – ADP drawings

BUILDINGS OUTSIDE COMAH AREA			
Drawing	**Building No**	**Drawing No**	**Issue**
Underground Services Foul (Outside Comah)	Site	90400/00/10/038	D
Underground River Return (Outside Comah)	Site	90400/00/10/039	C
Underground Services Storm Water (Outside Comah)	Site	90400/00/10/040	F

Table 8.1.9 – ADP drawings

BUILDING 1- MRB			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout - MRB	1	90400/01/00/053	D

Table 8.1.10 – MRB drawings

BUILDING 2- PRODUCT SERVICES/COLLECTOR COIN			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout - Operations Support/CCPS	2	90400/02/00/001	S
Chemical Storage Areas	2	90400/02/00/268	B
Isolation and Fire Points in CCPS Areas	2	90400/02/10/013	C

Table 8.1.11 – Building 2 drawings

BUILDING 9B - COIN PRESS ROOM (CPR)			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout - Coin Press Room	9b	90400/09/01/002	Q
Layout - Ground floor and Roof Void CPR	9b	90400/09/01/001	C
Emergency Isolation Points	9b	90400/09/51/023	K
Emergency Lighting	9b	90400/09/11/009	D
LV Electrical Distribution	9b	90400/09/11/005	G

Table 8.1.11 – CPR drawings

BUILDING 36 – ROYAL MINT EXPERIENCE			
Drawing	**Building No**	**Drawing No**	**Issue**
Layout – Royal Mint Experience		90400/36/00/002	A
Fire Alarms		90400/36/10/002	B
Services (External Drawing)		14863-20	

Table 8.1.12 – RME drawings

8.2 Gas Isolation Points

Below are two tables outlining the key isolation points for Natural Gas for the site.

Building Number	Isolation	Point of Isolation	Impacts other buildings
1 - MRB	YES	Inside behind drying furnaces South West cold end.	
2 - CCPS	YES	Inside Tool room by East side fire door	
3 - Administration	YES	Outside building North side.	
4 - PMU	YES	Inside West side of building in Museum area	
5 - Security Lodge	YES	Outside West side of building within security gates.	
7 - Engineering Services	YES	Inside Southside Fire Exit.	
9a - AP&P	YES	Inside Gas Generating Room.	9b (CPR)
9b - CPR	YES	Inside Gas Generating Room AP&P.	9a (AP&P)
11 - Copper Plating 3	YES	Inside South East fire exit.	12 (NP2)
12 - Nickel Plating 2	YES	Inside South East fire exit CP3.	11 (CP3)
17b - Compressor House	YES	Inside dedicated room, entrance of which is south side of building 17b.	
22 - Canteen	YES	Outside West side of building by MRB steps.	
23 - Central stores	YES	Inside North wall (behind counter) access via east entrance.	
25 - New Administration (Marketing)	YES	Outside located on roadway West of building or alternatively Inside within cupboard Right Hand Side of entrance.	
27 - Zinc Plating 1	YES	Outside east side roller door.	27c (CP2) & 29 (RFSQ)
27c - Copper Plating 2	YES	Outside east side roller door at ZP1.	27 (ZP1) & 29 (RFSQ)
29 - RFSQ	YES	Outside east side roller door at ZP1.	27 (ZP1) & 27c (CP2) & 28 (Chemical Stores)

Table 8.2.1 – Key Natural Gas Isolation Points

Main Isolation Point	Location	Impact on which buildings
Line 1	Central Stores Outbuilding Number 1, West of the weighbridge.	1 (MRB), 2, 23 (Central Stores), 7 (Engineering Services), 3 (Main Admin), 22 (Canteen) and 5 (Security Lodge).
Line 2	Main isolation point is in Building 17B.	17b (Compressor House), 9a and 9b (CPR).
Line 3	In the building beside Direct Brass Plating.	29 (RFSQ), 27 (ZP1), 27c (CP2), 11 (CP3) and 12 (NP2).

Table 8.2.2 – Incoming Natural Gas Supply Isolation Points

8.3 Electrical Isolation Points

Key plant isolation points documented below

BUILDING NUMBER	POINT OF ISOLATION	ALTERNATIVE POINT OF ISOLATION	Generator Backup
9a - AP&P	Inside – Southside Sub Station (A&P building)	Isolate main intake PMU sub station.	Cannot isolate generator, may need isolation switch located outside building
10a - Nickel Plating 1	Inside	Isolation Main intake sub	NO
11 - Copper Plating 3	Outside – HV substation outside (north east wall).	Isolation (Essential) Main Intake substation, HV in CP2	NO
12 - Direct Brass Plating Plant	Outside – HV sub station (south)	Isolation Main intake substation and CP1 HV. Essential supply from CP3.	NO
17a - Acid Dilution	Outside – Main intake sub station	NONE	NO
17b - Compressor House	Inside – East side of building	Off Site isolation required	NO
27 - Zinc Plating 1	Outside – Remote building south of ZP1 & Essential from CP3	Isolation NP2 HV & CP3 HV.	NO
27c - Copper Plating 2	Outside – External CP2 substation North.	Isolation NP2 HV & CP3 HV.	NO
28 - Chemical Stores	Inside – East side of building	Isolation CP1 LV board	NO
29 - RFSQ	Outside – ZP1	NONE	NO

Table 8.3.1 – COMAH area electrical isolation points

BUILDING NUMBER	POINT OF ISOLATION	ALTERNATIVE POINT OF ISOLATION	Generator Backup
1 - MRB	Inside - Centre of building	3 Administration	YES Site services (isolation)
2 - CCPS	Inside - Centre of building	Isolation from PMU building & South Block Sub (CPR)	YES Site Services & A&P (isolation)
3 - PMU	Outside PMU	NONE	NO
4 - PMU	Inside – Underneath (Fire Protected)	Isolation A&P sub station, MRB HV substation, Building 2 substation.	YES A&P (isolation)
5 - Security Lodge	Inside – In middle of building.	Isolation from CPR (main & essential supply)	YES Site services (isolation)
7 - Site Services & Outside buildings	Outside – Isolation from PMU	NONE	Cannot isolate generator
9b - CPR	Inside - Southside Sub Station (CPR building)	Isolation Main intake substation (COMAH area), from building 2 substation HV.	YES A&P (isolation)
22 - Canteen	Outside – Isolation from PMU	NONE	NO
23 - Central stores	Outside – Isolation from building 2	NONE	YES Site Services & A&P (isolation)
25 - New Administration	Inside - CPR	NONE	NO

Table 8.3.2 – Non-COMAH area electrical isolation points

8.4 Supporting Information

No.	INFORMATION	LOCATION OF INFORMATION	RESPONSIBLE PERSON
1	Safety Data Sheets for all chemicals used on site.	A hard copy of SDS's are available at the Primary and Secondary Emergency Control Rooms. Electronic copies can be obtained via the company's SHE intranet system – http://normality/Departments/HSE/Safety%20Data%20Sheets/Forms/AllItems.aspx COSHH assessements can be found here: T:\Health Safety & Environment\Health & Safety\COSHH INFO (MSDS & RA)\COSHH RA	Site Environmental Manager
2	Inventory of chemicals on site.	Normal Inventory of all hazardous chemicals used on site are located in the Emergency Management Site Pack and are kept at the Primary Emergency Control Center. Daily email also sent to Security and SHE Team.	Site Environmental Manager
3	All relevant site wide procedures applicable to the site plan e.g. Incident and reporting procedure and Permit To Work Procedure etc. etc.	All relevant site wide procedures applicable to the site plan e.g. Incident and reporting procedure etc. can be accessed via the company's SHE intranet system – T:\Health & Safety Management System\Live H&S Documents on Normality\SMP's - Safety Management Procedures	Head of SHE
4	Asbestos Register	The Asbestos Register shall be kept in the Engineering Site Services Department.	Engineering Site Services Manager

Table 8.4.1 – Supporting Information

8.5 Internal Assembly Points

8.5.1 List of Internal Assembly Points

Building Ref	Building Name	Assembly Point	IAP No.	Phone ext.
1	MRB	Hot End Spec Lab	1	3436
		Team Leaders Office	2	3532/ 3141
		MRU canteen	25	3559
2	Ground Floor	QA Office	4	3261
	CCPS Shop Floor	New Canteen	5	3041
	First Floor	Main Training Room	6	3281
3	Ground Floor	UK Sales/Consumer	11	3009
	Ground Floor	Marketing	8	3372
	First Floor	Board Room	7	01443 623196
	Second Floor	Entire Floor	8	3577/ 3849/ 3035
4	PMU	Production Area	9	3386
		SHE Office	3	3260
5	Security Building	Upstairs Canteen	10	3621
7	Engineering Services	Main Office	12	3307
9a	AP&P	A&P Canteen	13	3039
9a	Armour 1&2	A&P Canteen	13	3039
9b	CPR	Main Office	14	3509
		Despatch Office	27	3568
10b	Water Treatment Plant	WTP Office	11	3249
11	CP3	CP3 Office	16	3460
12	Direct Brass Plating	DBP1 Control Room	26	
22	Canteen	General Eating Area	18	3572
23	Central Stores	Back Office next to Brammer	19	3476
25	Building 25	Upstairs Main Office	20	3006/ 3124
27a/b/c	ZP1 & CP2	Control Room	21	3490
29	RFSQ	Team Leaders Office	17	3404
30	Gym	Main Area	22	3622
50	BPAC	Design Office	15	3482
	Royal Mint Experience	Restaurant Area	23	3639
9b	Factory Experience	CPR Viewing Area	24	Sec radio

Table 8.5.1 – Internal Assembly Points

8.5.2 IAP Instructions - Example of standard IAP Poster displayed at all IAP'S

ON HEARING THE SITE INCIDENT ALARM:

1. IF OUTDOORS, CHECK WIND SOCKS FOR WIND DIRECTION AND HEAD CROSS WIND TO THE NEAREST SAFE BUILDING.

2. ONCE INDOORS, CLOSE ALL DOORS AND WINDOWS ON THE WAY TO THE INTERNAL ASSEMBLY POINT– DO NOT LOCK!

3. TURN OFF ALL EXTRACTION AND VENTILATION FANS IN THE BUILDING.

4. CLOSE ALL DOORS AND WINDOWS IN THE INTERNAL ASSEMBLY POINT

5. WAIT QUIETLY AT THE INTERNAL ASSEMBLY POINT FOR THE EVACUATION OFFICER OR MOST SENIOR PERSON TO TAKE A ROLL CALL.

6. WAIT FOR SECURITY TO MAKE CONTACT.

7. WHEN PHONE RINGS INFORM SECURITY OF ANY KNOWN MISSING PERSONS.

8. IF, AFTER 30 MINUTES SECURITY HAVEN'T BEEN IN CONTACT, PHONE THEM ON EXT. 3587/3333 AND REPORT ANY KNOWN MISSING PERSONNEL.

9. STAY INDOORS UNTIL DIRECTED OTHERWISE BY SECURITY OR FIRE OFFICER.

10. DO NOT USE INTERNAL PHONES UNNECESSARILY – KEEP FREE FOR URGENT CALLS.

ROYAL MINT BOMB / THREATENING CALL PROFORMA

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

1. Stay calm and listen.

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

BE POLITE

DO NOT INTERRUPT

DO NOT PUT DOWN THE HANDSET

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

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

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

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

Other remarks/comments

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

Signature: **Name (Print):**

Time: **Date:**

8.7 Water Outage Arrangements

- The BPROC (A&P) has tank water fed hose reels by the Spaleck & Trowal finishers. These can be used for emergency shower water.
- The WTP has tank water fed hose reels which can be used for emergency shower water.
- CP3 has a tank fed water hose reel on the wall by Safed 9 which can be used for emergency water.
- All plant is fed by the river system / Braithwaite tank so we will have supply to the BPROC (AP&P) furnaces. But this needs to be closely monitored.
- Monitoring of the Braithwaite tank level is done at the digital display of the Braithwaite tank. The display should read 1.8M. This means the tank is 1.8M from the top. (This is classed as full), if the level drops to 2.2.M from the top then there is an issue with the river water supply and the Braithwaite is starting to deplete of water. (The Braithwaite tank level must be monitored and recorded every half until the water repair is complete).
- In the event of the Braithwaite starting to deplete Safed 6 Must be cooled down and switched off.
- The river system should be investigated to locate the fault.
- Safed 6 furnace temperature should be dropped to 6000C.
- Armour 1, CP2 plants are to be cooled down and must not be switched back on until the water is restored.
- Emergency fire sweeps / checks should be carried out every hour.
- All maintenance work involving plating baths / chemicals etc must be suspended whilst the mains water is off.