

DLS - EMERGENCY PREPAREDNESS & RESPONSE



PURPOSE

This procedure ensures that all potential sources of accidents and emergencies have been identified and measures taken to minimise the risks and remedial actions are planned and put in place. Steps taken to minimise the environmental effects in the event of an emergency oil spill are also documented.

RESPONSIBILITY

The business management team are responsible for managing the process within their own areas of responsibility. All DLS employees are responsible for operating in a safe and considerate manner, both in terms of health & safety and the environment.

PROCEDURE

1. Each site will have a site emergency response plan and each site shall display a sign detailing the procedure to be followed in the event of an emergency or spillage situation along with DLS emergency contact numbers.
2. **First Aiders**
Each site will have contact details of a designated first aiders and where required, fire wardens who names and pictures will be displayed on the notice boards. First aiders or other person such as the site supervisor will contact the required emergency services (client or local/national) if so required detailing the nature of the incident, accident and status of injured persons plus location of said persons. **Please note Persons may record their injury incidents in the Company Accident Record Book .**
3. Each site as applicable will have a first aid box in a designated and marked position It's contents inspected and commented upon with regards fitness for purpose as part of a monthly site audit and document on the monthly First Aid contents box check form DLS-MP-24-F2 by SHEQ.
4. **Fire warden duties**
The Fire Warden or designated deputy shall conduct an office fire evacuation drill six monthly and record on the Fire drill practice form (DLS-MP-24-F4).
5. A fire plan layout of building or yard will be on display on notice boards detailing fire exits, locations of fire extinguishers and assembly point.
6. All firefighting equipment will be formally checked annually by a competent and approved contractor and reports logged. In addition, Auditors will visually check the presence and condition of fire extinguishers, fire escapes, Test smoke alarms and confirmation that a green light is visible on any emergency light with regards for fitness for purpose as part of a monthly site audit.
7. In the event of a fire, wardens will, raise the alarm and if safe to do so shall sweep the building to ensure building has been evacuated. Management or other person so instructed will ring the required emergency services and give details of the fire and assist the senior fire office when on site.

Environmental

8. In the event of an oil spillage suitable spill kits will be available in designated positions. All personnel are to be instructed to follow the procedure as stipulated in management procedure **DLS-MP-31 DLS Hazardous Materials Storage and Spills**. Key employees will undergo spill control training whilst all employees will receive spillage awareness toolbox talks.
9. All oil tank facilities and smaller fluid containers will be bunded and maintained on site by a competent person as stipulated in management procedure **DLS-MP-31 DLS Hazardous Materials Storage and Spills**.
10. Drain protection is not required at SSQ as there are no drains within the working area.
11. All waste materials hauled by DLS are to be transported in secure containers / vehicles. In the event of a spills or containment breaches the management procedure **DLS-MP-30 – DLS Haulage of Waste and Transportation Spills**, is to be carried out.
12. All emergency procedures relating to specific permitted waste facilities are detailed within the site working Plans.

Business Continuity Planning and response

13. The directors and other senior members of DLS management shall meet once a year to discuss and agree actions to take in the event of a catastrophic loss of buildings, plant or key persons that results in a significant reduction in the ability for maintaining business continuity. The subject matter and outcome of these discussions shall be recorded in form **DLS-MP-029-F1 = DEER plan test/drill report and record**
14. It is the intention of DLS that in the event as described above that a functioning service will be up and running within 24 to 36 hours
15. To assist in the above certain staff members using Company laptop computers as may be possible, be able to work from home with assistance from company IT support services.
16. All Key staff have logical successors who should in the event of immediate superiors not being in a position to carry on their duties shall step up and continue to deliver service until relieved or position made permanent.
17. All computer saved information and data generated is backed up so the effect of loss of any one computer unit is minimal. All Company combined computer input and information systems are saved on the Company server and backed up by the “cloud” so loss of computers and loss of server is likewise minimised.
18. Testing the effectiveness of the above DEER plan shall be conducted as a desk top exercise on a yearly basis or if a significant change occurs in staff or infrastructure. The results of this test shall

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be recorded on the DLS DEER drill record form which can also be used to record spill drill training or fire drills.

Posters or Forms Associated with MP-29

1. DLS-MP-29-F1 Emergency DEER drill report Template
2. DLS-MP-29-F2 V9 Emergency Response Details
3. DLS-MP-29-F2B V8 Emergency Response Details Scunthorpe
4. DLS-MP-29-F3 Emergency Flow Chart
5. DLS-MP-29-F4 Emergency fire action plan
6. DLS-MP-29-F4B Emergency fire action plan - External

Other Relevant DLS-MPs and Forms

1. DLS-MP- 24- F2 First Aid contents box checks
2. DLS-MP-24-F3 Alarm checks
3. DLS-MP-24-F4 Fire drill practice record
4. DLS-MP-24-F6 Defib AED check sheet
5. DLS-MP-24-F17 First Aid stock used box checks
6. DLS-MP-30 Haulage of Waste & Transportation Spills
7. DLS-MP-31 Hazardous Materials Storage

Keys = two-way communication ↔
 One way communication →

EMERGENCY FLOWCHART

