

Emergency procedure

1. Purpose

To outline the procedure for emergencies

2. Scope

Emergencies at Bridgend site that may include, but not limited to: Fire, Gas, Medical, Release of toxic gas / materials, Security threats, Severe Weather, Power cuts.
This procedure applies to all employees, contractors and visitors.

3. Definition and Acronyms

None

4. Responsibility

Role	Responsibility
Shift manager	Coordinate emergency event Make evacuation decision
All persons	Ensure all emergency instructions are followed

5. Related Documentation

PR-BR-0642_EN Emergency Evacuation procedure
IN-BR-0659_EN Evacuation Work instruction
PR-BR-0637_EN Adverse events
PR-BR-0637_EN Adverse events
PR-BR-0434_EN Emergency Services Entry Procedure

6. Procedure

6.1. General

- 6.1.1. Raise the alarm immediately
- 6.1.2. Call 999 if required (medical, fire etc)
- 6.1.3. Use radio to contact shift manager or security and alert site to emergency.
- 6.1.4. Follow the instructions of trained responders
- 6.1.5. After all events, an investigation will be conducted as per and PR-BR-0637_EN Adverse events and PR-BR-0434_EN Emergency Services Entry Procedure, PR-BR-0625_En-0 Bodily Fluids Procedure followed if required.
- 6.1.6. After every major event, the wellbeing of those involved should be considered and additional breaks, time off or counselling offered where required.

6.2. Fire

- 6.2.1. If not already done so, activate the alarm (intermittent tone) via the nearest call point and use a radio to contact the shift manager to inform them of the fire.
- 6.2.2. Shift manager will investigate with emergency responders and call 999 if required.
- 6.2.3. Emergency responders will isolate machines and attempt to control fire if trained and it is safe to do so.
- 6.2.4. Deluge systems are fitted on Converting Lines and can be manually activated to being a fire under control however care must be taken as large amounts of water will be introduced to the area.
- 6.2.5. Shift manager will constantly assess the emergency and if full site evacuation is required, the security lodge will be instructed to raise the evacuation alarm (solid tone). Emergency Evacuation procedure PR-BR-0642_EN and IN-BR-0659_EN Evacuation Work instruction to be followed.
- 6.2.6. When the fire alarm is activated, there are 5 panels across site that will display the area of alarm. The fire doors will activate to prevent spread of fire.

6.3. Medical

- 6.3.1. If required, call 999 immediately.
- 6.3.2. If not already done so contact the shift manager to inform them of the incident and alert the first aiders. First aiders are to take grab bags and defibs to every event, they are available throughout site.
- 6.3.3. Shift manager will respond with first aiders and carry out any relevant first aid.
- 6.3.4. Shift manager will constantly assess the emergency and if further actions is required, such as production shut down etc.
- 6.3.5. Once persons are safe, ensure details of event and witnesses are taken to allow for investigation as per Adverse events and PR-BR-0434_EN
- 6.3.6. In the case of a fatality, the police must be called and no action taken until advised by the police. The shift manager will notify the H&S manager immediately who will notify the relevant people and HSE.

6.4. Natural Gas

- 6.4.1. Clear the area and contact the shift manager to inform them of the incident. Do not operate electrical switches.
- 6.4.2. Contact Wales and West – 0800111999
- 6.4.3. If trained and safe, shut off the gas at the isolation valve. If inside and if it is safe to do so, ventilate the area
- 6.4.4. Shift manager will constantly assess the emergency if further actions is required.
- 6.4.5. Shift manager will constantly assess the emergency and if full site evacuation is required, the security lodge will be instructed to raise the evacuation alarm (solid tone). Emergency Evacuation procedure PR-BR-0642_EN and IN-BR-0659_EN Evacuation Work instruction to be followed.

6.5. Release of toxic gas / fumes

- 6.5.1. Clear the area and contact the shift manager to inform them of the incident. Do not operate electrical switches.
- 6.5.2. Do not attempt to identify gas until assessment can be made and proper equipment / PPE is identified and used.

- 6.5.3. If safe, close doors to isolate areas where possible.
- 6.5.4. Shift manager will constantly assess the emergency if further actions are required.
- 6.5.5. Shift manager will constantly assess the emergency and if full site evacuation is required, the security lodge will be instructed to raise the evacuation alarm (solid tone). Emergency Evacuation procedure PR-BR-0642_EN and IN-BR-0659_EN Evacuation Work instruction to be followed.

6.6. Severe Weather (Storms, Floods, Snow, High Winds)

- 6.6.1. Where possible, weather conditions and alerts monitored and plans made ahead of time.
- 6.6.2. Appropriate measures should be taken to secure and protect materials and machinery where required such as:
 - Installing protective barriers - sandbags etc.
 - Protecting/moving vulnerable equipment
 - Evacuating specific areas or the site
 - Identify and/or isolate electrical supplies to affected areas
 - Organise for emergency lighting should the electrical supply fail
 - Informing the Emergency Services
 - Identifying alternative routes
 - Stop all work that may put people and equipment at risk (e.g. working at height).

6.7. Power Cuts / Electrical Failure

- 6.7.1. If power cut, stop work and press emergency stops for machines. Switch off non-essential equipment to avoid surge damage.
- 6.7.2. The shift manager will manage the event and communicate any actions required through the radio.
- 6.7.3. If needed, follow emergency lighting to evacuate or to safe place as instructed. Fork trucks may be used to light walkways.