

# ADLER & ALLAN LTD

## Emergency Plan

For the main site and office

At  
Llangennech Train Crash Site  
Adler and Allan  
Behind browns recycling  
Off Pontarddulais road  
Llangennech  
SA14 8YH



AMENDMENTS				
DATE	Section	Ref/Title	Details of review/amendment	Initials

## **EMERGENCY PLAN**

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An emergency is defined as an event which has the potential for

- Serious and immediate danger to life
- Significant damage to buildings and assets.
- Serious disruption of services.

An emergency is normally associated with the occurrence of a hazard. A hazard is a source or situation with the potential to cause harm (property or people) such as fire, explosives, chemical release etc.

## **1. Objectives**

The objectives of the emergency plan are to make use of the combined resources of the site and outside services to:

- Effect the rescue and treatment of casualties.
- Safeguard other people.
- Minimise damage to property, local amenity and the environment.
- Prevent the escalation of, and ultimately bring any incident under control.
- Restore the site to normal operation as soon as possible.

**DO NOT RISK PERSONAL INJURY IN ATTEMPTING TO CONTROL ANY INCIDENT.**

## **2. Raising the Alarm**

In the event of an emergency, raise the alarm by contacting the emergency services as below or Site operations team who will then become or nominate an Emergency Coordinator.

In conjunction with the above and without personal risk:

- Give the site operations team the details of the incident.
- Close down all operations should you be instructed to do so.
- If trained / competent to do so attempt to control any fire where possible, using suitable equipment and materials, but without putting yourself at risk.
- Safeguard all other people.
- Report to the assembly point when instructed to do so.

If not already done the site operations team or nominated person should notify the emergency services in the following manner.

Dial 999 and ask to be connected to the appropriate service. Then:

**I am speaking from  
Llangennech Train Crash Site  
Adler and Allan  
Behind browns recycling  
Off Pontarddulais road  
Llangennech  
SA14 8YH**

***(Give directions if necessary)***

There is a fire/emergency at the site - Give details of the incident, number of casualties and if an ambulance is required – include types of injuries if known. Inform them the site is a hazardous waste transfer station.

**Wait for the fire service to confirm the above before replacing the receiver Log the time of the call as 'X' hours.**

Thereafter, the Emergency Co-ordinator should notify further key personnel as required on the Emergency telephone list.

### 3 Emergency Telephone List

POLICE	999 EMERGENCY OR 101 NON-EMERGENCY
HOSPITAL	<p><b><i>Nearest Hospital A&amp;E (5.8 miles) 16 minute drive –</i></b>  <i>Morriston, Heol Maes Eglwys Morriston, Swansea SA6 6NL</i></p> <p>Hours: 24</p> <p>Open 24 hours department</p> <p>Emergency: Open 24 hours · More hours</p> <p>Phone: 01792 702222</p>
FIRE STATION	<p>999 EMERGENCIES</p> <p><i>Llanelli Fire Station Corporation Avenue, Llanelli SA15 3PF</i></p>
NATURAL RESOURCES WALES	EMERGENCY ONLY - 0300 065 3000
RNLI	<p><i>Burry Port Lifeboat station, The Harbour, Burry Port, Carmarthenshire, SA16 OER</i></p> <p><b><i>tel: 01554 8324991 (NOT 24 HOURS) REVERT TO 999</i></b></p>
ADLER AND ALLAN LTD	<b>EMERGENCY SPILL RESPONSE 0800 592827</b>
WATER	<p>Report an issue</p> <p>03457 145 145</p> <p>Dŵr Cymru Welsh Water</p> <p>Pentwyn Road, Nelson, Treharris, CF46 6LY</p> <p>Phone: 0800 052 0130</p>
HSE	<p>Mon-Fri 8:30 – 5pm 0345 300 9923</p> <p><b>Out of hours (death at work/Multiple casualties/major disruption only)</b></p> <p>0151 922 9235</p>
LOCAL AUTHORITY	Carmarthenshire County Council,

	County Hall, Carmarthen SA31 1JP Customer Services: 01267 234567	
NEIGHBOURS	Farmer – land owner of waste area and entrance to the site	
		<b>MOBILE</b>
Mike Prendergast Jonathan Charles	Site Operations Team	07935501058 07446938369
Owen Lecraw	REGIONAL MANAGER	07833441414
Alix Pitcher	CONSULTANCY Lead	07711164126
Nick Hill John Bannon	HEALTH AND SAFETY MANAGER	07935 500851 07935 500980
Gary Stopford	GROUP COMPLIANCE ADVISOR	07989 525385
Andy Garside	GROUP TECHNICAL WASTE MANAGER	07789 645507

In the event of an emergency, the following personnel shall be informed:

Site operations team Mike Prendergast - 07935501058

OR

Jonathan Charles - 07446938369

Regional Manager – Owen Lecraw 07833 441414

Health and Safety Manager – John Bannon 07935 500980

Gary Stopford - Group Compliance Advisor 07989 525385

#### 4. Emergency Co-ordinator

The Emergency Co-ordinator will normally be the Operations site management team or acting Supervisor in their absence Manager. If they are not available, the Site Operations Management team will assume this role or nominate accordingly. For the purpose of this plan Site operations team is used during instruction as the emergency co-ordinator.

#### Responsibilities of the Emergency Co-ordinator

- Assess the scale of the emergency according to whom or what is at risk.
- Stop all activities and operations affected by the incident.
- Ensure that the roll call has been initiated.



- Secure the safety of personnel.
- Minimise danger to the environment, property, vehicles, and equipment.
- Direct firefighting and rescue operations until the arrival of the fire brigade, upon which the Emergency Co-ordinator will relinquish control to the senior brigade officer present.
- Provide advice and information, as required, to the senior officer of the fire brigade.
- Ensure that a full report of the incident is completed after the event.
- Use appendix 2 (Emergency drill record) and complete details – Or nominate an incident recorder to assist.
- Coordinate informing neighbours of emergency and ensuring site access for services.

## 5. Roll Call

When an emergency has been declared, the nominated person will initiate a roll call of all persons on site. This will include visitors to site and use of the signing in book located in main reception.

All office and operations staff will report to the assembly point as instructed and if qualified and/or instructed, assist in the emergency.

### Assembly points as per drawings – Main staff car park for all on site emergencies



## 6 Fire

### IMMEDIATE ACTION

Inform the Site operations team and raise the alarm at the on-site emergency call points immediately, who can assess the situation and arrange for the emergency services if necessary.

Dial 999 and ask to be connected to the appropriate service.

Then: **I am speaking from**

**I am speaking from  
Llangennech Train Crash Site  
Adler and Allan  
Behind browns recycling  
Off Pontarddulais road  
Llangennech  
SA14 8YH**

***(Give directions if necessary)***

Inform the fire service that the site is a Temporary hazardous waste transfer station and there is a fire/emergency at the site - Give details of the incident Number of casualties and if an ambulance is to be required, types of injuries.

Inform them the site holds a premise information box on the main entrance to the yard.

**Wait for the fire service to confirm the above before replacing the receiver Log the time of the call as 'X' hours.**

Site Operations manager or nominated person to ensure that all operations cease and evacuation is coordinated as appropriate.

**Do not risk personal injury in attempting to control a fire or retrieve vehicles, etc.**

Site Operations manager or deputy will assess if the fire is controllable with the equipment that is available and ascertain the right extinguisher for the type of fire.

Only if it's safe to do so, isolate the fire from other sources of combustion.

Organise the evacuation of vehicles from site, as necessary, again only if it is safe to do so. This will allow the Fire Service greater access to the fire as required.

The Site Operations manager or his nominated deputy is to liaise with the emergency services on their arrival, inform them about the fire and what action has been taken.

It is the responsibility of The Site Operations manager or his nominated deputy, to remain with the senior fire officer at all times.



## 8. Spillage and Leakage

### Immediate Action – Oil and water streams or similar (see page 6 for chemical spills)

Inform the site Operations Manager or his nominated deputy immediately, who can assess the situation and arrange for the emergency services if necessary.

Assess the incident and instruct others as appropriate.

If required raise the alarm as necessary giving brief details of location and material involved.

Close down all operations affected by the incident.

Account for personnel in the area

The appropriate P.P.E is required to be worn prior to starting the clean-up, as a minimum

- Overalls
- Gloves
- Eye Protection
- High visibility clothing
- Safety Boots

For small spillages on the site, the material is initially to be contained, using absorbents and booms, if the spill is near a drain not leading to the penstock and containment tank, then a drain cover should also be used. Absorbed materials must be suitably bagged for appropriate onward disposal at a licensed site.

For larger liquid spills absorbents should be used to give the material a solid consistence. This should then be swept up and re-drummed into an appropriate UN approved container, ready for disposal at a licensed site. If the material is still present then high pressure water jetting equipment can be used. All washings will be directed to the interceptor treatment system via drains.

For solid material, the initial response would be to sweep up and re-drum.

All larger spills from bulk storage tanks will have bunds which will provide the emergency containment. The site has been designed with the correct gradient for all spillages to flow back for draining into a suitable tank. If spillages occur outside the bunded areas, e.g. on the public road, then portable bunds or booms should be used in conjunction with drain covers, these will aid containment.

Once the material is contained then by use of a pump or vacuum tanker, the material can then be placed into an appropriate container or if suitable into the treatment plant. Any washing can be taken up by the same route, in conjunction with the use of the containment material.

Any P.P.E or containment material that cannot be decontaminated or cleaned should be disposed of at a licensed facility in UN approved containers.

Entry should be made in the site diary - if the spillage threatens health or the environment then the Environment Agency should be notified.

### **Reacting to the primary hazard of any chemical spills**

- Inform the Site Operations manager or his nominated deputy immediately, who can assess the situation and arrange for the emergency services if necessary.
- Reaction to a chemical spill should depend on the nature of the spilled material. The following instructions are arranged according to the specific chemical class hazard. Spills involving multiple chemicals must be approached with extreme caution due to the possibility of reactions between incompatible agents.
- COSHH assessments are available for hazardous products on site. All containers will be labelled with a waste description and job number which would lead to consignments notes and MSDS if required.

### **Primary Hazard: Material is Flammable Liquid**

Alert personnel of the danger.

All ignition sources must be extinguished IMMEDIATELY.

Avoid breathing vapours; a respirator may be needed.

The appropriate P.P.E is required to be worn prior to starting the clean-up, as a minimum

- Overalls (anti-static)
- Gloves
- Eye Protection/Full face visor
- High visibility clothing
- Boots

Flammable solvents may be absorbed with dry absorbents, such as commercially available universal spill control products, vermiculite or sand.

The contaminated absorbent must be picked up using spark-free utensils. Never use a metal shovel when picking up absorbents soaked with flammable materials; a chance spark would ignite the material.

The contaminated absorbent must be classified and treated as a hazardous waste. This means it must be bagged for waste disposal. Rags and towels used for clean-up must also be treated as hazardous waste. None of these materials may be placed in the non-hazardous skip.

### **Primary Hazard: The Material is a Corrosive Liquid**

Assess the incident and instruct others as appropriate.

If required raise the alarm as necessary giving brief details of location and material involved.

Close down all operations affected by the incident.

Account for personnel in the area

The appropriate P.P.E is required to be worn prior to starting the clean-up, as a minimum

- Overalls/Chemical suit if required
- Gloves
- Eye Protection/Full face visor
- High visibility clothing
- boots

For small spillages on the site, the material is initially to be contained, using absorbents and booms, if the spill is near a drain not leading to the penstock and containment tank, then a drain cover should also be used.

Dilute acid spills copious amounts of water prior to addition of any neutraliser or absorbents.

Small **weak** acid spills will be easier to clean up if the chemical is neutralized first by applying sodium bicarbonate, and allowing reaction to occur. The neutralized material can then be swept up and disposed as site waste disposal procedure.

Dry absorbents may be used on either acidic or basic spills. Materials suitable for use as absorbents include sodium bicarbonate spill sorb, vermiculite, and sand.

Spills involving hydrofluoric acid require special attention. Silicon is a major component of traditional spill control products (sand, vermiculite) and reacts adversely with hydrofluoric acid, resulting in the release of noxious gases. These materials should not be used to clean up hydrofluoric acid spills. Instead, use stocked spill pads.

### **Spills Involving Solid Chemicals**

Obtain MSDS or consignment note details to ensure correct PPE is used prior to clean up as a minimum

- Overalls
- Chemical suit if required
- Gloves
- Eye Protection/Full face visor
- High visibility clothing

Solid spills can normally be swept up with a broom and placed in a suitable waste container and labelled for disposal.

Dry chemicals that are oxidizers must not be placed in contact with any combustible material such as paper towels and other paper rubbish. They should be packaged accordingly and labelled for onward disposal.

### **Spills involving Mercury – Fluorescent tubes/thermometers/chemical reagents.**

The appropriate P.P.E is required to be worn prior to starting the clean-up, as a minimum

- Overalls
- Chemical suit if required
- Gloves
- Eye Protection/Full face visor

- High visibility clothing
- Boots

Small spills of mercury can be gathered through the use of a commercially available amalgamating powder and the product picked up, placed in a suitable container for disposal.

## 9 Accident Injury

If an accident occurs, those observing the accident should take the following action:

Inform the Site Operations manager or nominated person.

Go to the assistance of the casualty, avoiding personal risk.

Do not attempt to move an immobilised casualty unless:

- Decontamination by showering or eye irrigation is required.
- To remove from the threat of fire.

Call the emergency services if necessary **(See Appendix Two)**

Call for assistance from a first aider and apply first aid as required

Contact site H&S advisor

The Site Operations manager or nominated person will take statements from all witnesses as soon as possible after the incident, constructing a timetable of events.

All accident/injuries/near misses/ must be recorded. The accident book is located in the main office reception.

Should the incident be reportable to the Environment Agency, then it should be reported as soon as practicable by the Operations Manager or nominated deputy.

Do not remove anything which may have led to or may be involved in the incident – in particular appliances, vehicles, equipment, machinery, etc. as these may require inspection by safety officers, HSE inspectors and insurance assessors

## 10 Flood

In the event of flood primary protection should be the minimisation of escape of water and the protection of the wider environment and items valuable to the business.

See site flood plan and RA for detailed information.

The Site Operations manager should coordinate the recovery of flood water via tanker request.

Should the incident leading to the injury be reportable to the Environment Agency, then it should be reported as soon as practicable by the Operations Manager.

Computer items and switch gear should be raised if possible.

## 11 Bomb Threat

Terrorist attacks are designed to intimidate, disrupt, cause economic damage and may cause injury or loss of life.

Be extra vigilant if carrying dangerous goods loads, these are targets for terrorists.

When staying overnight in hotels and in a social setting i.e. during meals; do not discuss your route or load with others outside the business.

Contact List – include your Line Manager	
999	Emergency crime and terrorism
101	Non-emergency crime
02380 478 311 / 07392 314 566 Email: <a href="mailto:freight@navcis.pnn.police.uk">freight@navcis.pnn.police.uk</a>	NaVCIS Freight Crime Desk Non-emergency HGV related crime
0800 789 321	Anti-Terrorist Hotline Non-emergency terrorism
Email: <a href="mailto:fleet@adlerandallan.co.uk">fleet@adlerandallan.co.uk</a>	A+A Fleet Department

Anyone may be the recipient of a telephoned bomb threat. A telephone bomb threat could present a case of serious and imminent danger. Access to the affected area must be restricted while the risk is assessed. During a bomb threat the Police and other agencies may offer advice but the responsibility to seek advice and act upon it lies with the Senior Management Team.

If you receive a telephone bomb threat:

- Let the caller finish the message without interruption.
- Note down as much information about the call and caller as possible (see checklist below)
- Be calm and listen carefully.
- Try to keep them on the line and signal for assistance.
- The information will be assessed, and a decision made on how/whether to respond.

### Bomb Threat Checklist

This checklist is for use in the event of a telephoned bomb threat to help you record information effectively. Write down the exact wording of the threat and try to ask the following questions:

- Where is the bomb right now?
- When is it set to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?

- What is your name?
- What is your address?
- What is your telephone number?
- Time of call
- What was the caller's number (caller ID)

The Police will ask you for any additional information about the caller and bomb threat. The next part will help you record this once the caller has hung up and you have notified senior management.

- About the caller:
  - Gender Male / Female
  - Nationality
  - Age
  - Threat language: *Well-spoken/Irrational/Taped message/Offensive/Incoherent*  
*/Message read by threat maker.*
- Caller's Voice: *Calm/Excited/Stutter/Disguised/Crying/Slow/Lisp/Rapid/*  
*Clearingthroat/Deep/Hoarse/Laughter/Angry/Familiar/Nasal/Slurred/Accent*
- Were there any background noises?  
*Street Noises/House noises/Animal noises/Crockery/Motors/Voices/Static/PA*  
*systems/Booth/Music/Factory machinery/Office machinery/other*
- Your name:

## IMMEDIATE ACTION

Inform the Site Operations manager or his nominated deputy immediately, who can assess the situation and arrange for the emergency services.  
Ensure that all operations cease and evacuation is coordinated as appropriate.

### Do not risk personal injury.

The Site Operations manager or his nominated deputy is to liaise with the emergency services on their arrival, inform them about the threat and what action has been taken. Dial 999 and ask to be connected to the appropriate service. Then: **I am speaking from;**

**Llangennech Train Crash Site**

**Adler and Allan**

**Behind browns recycling**

**Off Pontarddulais road**

**Llangennech**

**SA14 8YH**

***(Give directions if necessary)***

Inform the fire service that the site is a Temporary hazardous waste transfer station and there is a fire/emergency at the site - Give details of the incident Number of casualties and if an ambulance is to be required, types of injuries.

**Wait for the fire service to confirm the above before replacing the receiver Log the time of the call as 'X' hours.**

## **12 Emergency preparedness**

The site will have an emergency drill on an annual basis, details of which will be recorded on an 'Emergency Drill Record' form as per appendix 2.

The drill will consist of a mock emergency, practise evacuation and a mock call to the emergency services.

## **13.0 Coronavirus**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience a mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems, like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop a serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow or tissue).

Currently, there are no specific vaccines or treatments for COVID-19. However, many ongoing clinical trials are evaluating potential treatments. The WHO (world health organisation) will continue to provide updated information as soon as clinical findings become available.

### ***Importance of personal responsibility***

Government actions will be important, including banning large events such as football matches, closing workplaces, schools and institutions where COVID-19 has been identified, and making sure that good diagnostic facilities and remotely accessed advice, like telephone helplines, are widely available. Ensuring the provision of specialist healthcare is also vital. Researchers warn, however, that large-scale measures may only be of limited effect without individual responsibility.

The Group, through our management teams, will be encouraging and reminding our employees that personal responsibility with hygiene and sanitation plays a huge part in reducing the risk of cross-infection and transmission of the virus.



The Adler and Allan Group guide working safely during coronavirus is provided for all those employed by Adler and Allan and work with, or near, other people under our leadership (i.e. sub-contractors). It explains how we aim to protect employees from COVID-19 in the workplace, for example by putting in place risk assessments, social distancing measures, staggered shifts and providing additional handwashing facilities and cleaning regimes.

The safety of our employees, supplier partners, customers, families, and visitors remain Adler and Allan's overriding priority. As the COVID-19 outbreak continues to evolve and spread globally, our SHEQ team is monitoring the situation closely and will periodically update company guidance and risk assessments based on current recommendations from the UK Government.

### 13.1 **Assessing risk**

As the Principal contractor/ Designer, we aim to protect people from harm. This includes; taking reasonable steps to protect workers and others/third parties from coronavirus.

At the dawn of the pandemic the Adler and Allan SHEQ team implemented a groupwide Covid-19 risk assessment document covering all static and mobile site based operations.

In line with the more recent government advice (11/5/2020) and guidance from the HSE our group Covid-19 risk assessments now comprise of two formats ***Managing the worksite***, and they identify the following:

- what work activity or situations might cause transmission of the virus
- consider who could be at risk and how
- decide how likely and severe it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk
- Record details of how the above will be implemented and reviewed

***Our group objective is to reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority***

### 13.2 **Managing the risk of transmission in our site/ office environments**

- A site-based checklist ensuring controls have been implemented is to be completed by a nominated Depot / Office Manager
- Managers are responsible for reducing movement by discouraging non-essential trips within these locations. For example, restricting access to some areas, encouraging the use of telephones where permitted, and cleaning them between use
- Hygiene / sanitation should be explained to visitors on or before arrival

- Each depot will provide an adequate supply of soap and water and or hand gel and sanitation stations
- Managers should consider the use of plastic/ glass screens to reduce the risk of transmission in the office environment
- Disposable face covering and disposable visor to be made available for employees / guests and planned and registered visitors
- Reducing job rotation and equipment rotation, for example, single tasks for the day.
- We have asked depot managers to consider the practicalities of implementing one-way systems on walkways around the workplace. In some cases, this will not be reasonably practical.
- Depots / offices will be using basic signage such as ground markings of two metres to allow controlled flows of people moving throughout
- Separating sites into working zones to keep different groups of workers physically separated as much as practical
- Planning site access and 'area of safety' points to enable social distancing
- Reducing the number of people in attendance at depot inductions and consider holding them outdoors wherever possible with social distancing
- Regulating use of high traffic areas including corridors

### **13.3 Facilities for isolation in the workplace**

If someone becomes unwell in the workplace and there is reason to suspect they may have come into contact with COVID-19, the person should be removed to an area which is at least two metres away from other people. At each depot / office an assessment is to be made on facilitating an isolation room. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If possible open a window for ventilation.

The individual who is unwell should use their mobile phone to call the designated public health service number. If it is an emergency (if they are seriously ill or injured or their life is at risk) then you should call 112 and explain the situation and relevant information, such as their current symptoms.

Whilst waiting for advice from the designated public health or emergency service, the affected person should remain at least two metres from other people. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. Front line staff need to be identified, trained and issued with the correct PPE to deal with any identified possible cases.

## Appendix 1

### Personnel Trained in First Aid / Location of First Aid Kits

First Aiders

Fire Wardens

enter here

#### First Aid Kit locations

First Aid Kit

Eye wash Stations

### Use of Fire Extinguishers

Members of staff trained, as demonstrated by Kidde Certificates

Locations of Fire Extinguishers or blankets

<u>LOCATION</u>	<u>WATER</u>	<u>CO2</u>	<u>FOAM</u>	<u>POWDER</u>
Main Office	no.	no.	no.	no.

Yard area/ welfare cabin

## Appendix 2

EMERGENCY DRILL RECORD			
Location:	Date:	<input type="checkbox"/>	<input type="checkbox"/>
		Real Event	Emergency Drill
Reason (Tick box):    Fire <input type="checkbox"/> Bomb <input type="checkbox"/> Environmental <input type="checkbox"/> Other.....			
...			

Initial Report	
Actions Taken:	
Time	Action
<b>Response Times</b>  Site evacuated and personnel accounted for: minutes  Emergency services arrival: minutes	
Comments	

Name:	Signature:
<b>KEEP FOR YOUR OWN FILES</b>	

### Appendix 3

<b>SITUATION SPECIFIC - REFERENCE EMERGENCY PLAN</b>
<p><b>FIRE AND EXPLOSION</b></p> <p>Fires showing naked flame in containers, buildings or near gas cages and hazardous chemical containers</p> <p>➤ Evacuate site</p>

- Call Emergency services
- Do not allow any person on site until emergency services arrive.
- Keep access to site clear for emergency services
- Contact site/depot manager immediately
- Contact H&S advisor immediately
- Provide emergency services with all information and assistance requested.
- Do not return to site unless authorised by emergency services and contract management.

## FATAL ACCIDENT

Accident or incident resulting in the death of any member of staff, visitor or member of public.

- Call emergency services
- Evacuate site of public and close
- Contact H&S advisor (immediate)
- Contact site/depot manager (immediate)
- Do not open site until emergency services/HSE and H&S manager allow
- Do not touch or move any items in accident area.

## MAJOR ACCIDENT

Accident resulting in casualty being treated at site of accident as injury severe enough to not allow movement to a safe area.

- Call emergency services
- Evacuate site if necessary
- Contact H&S advisor (immediate)
- Contact site/Operations manager (immediate)
- Isolate accident area
- Do not touch or move any items in accident area

## EXTREME WEATHER CONDITIONS

Conditions of high wind, excessive heat or cold, flooding or smoke from fire adjacent to site.

- Contact management for instructions
- Evacuate and close site if staff and public are in immediate danger from flying debris  
Or collapse of buildings (high winds only)
- Contact H&S Manager

## RADIOACTIVE MATERIAL

Material identified as radioactive by depositor of bearing label designated as radioactive



- Immediate area isolation.
- Do not touch material
- Call emergency services
- Contact site/depot management (immediate)
- Contact H&S Manager (immediate)
- Do not return to site until emergency services allow

## MUNITIONS & EXPLOSIVES

Munitions larger than side arm and rifle shells and material bearing explosive labels fly tipped.



- Immediate site evacuation and closure
- Do not touch material
- Contact site/Operations manager (immediate)
- Contact H&S Manager (immediate)
- Do not return to site until material removed

## MAJOR SPILL

- Contain spill and isolate area
- Contact site/Operations manager (immediate)
- Contact compliance (SHEQ) department (immediate)

## CRIME

- **Phone 999** only if: **Offenders** are nearby **Life** is at risk **Injury** is caused or threatened  
**Crime** or disorder are in progress **Everything else** phone **101**