



Disaster Emergency Plan

Authorised By:

General Manager

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General

The hazards in this emergency plan have been identified by the General Manager and Departmental Managers. If any further hazards are identified the General Manager shall be responsible for updating the plan and required actions.

The General Manager shall co-ordinate any response during an emergency. In the absence of the General Manager the most senior Manager on site or Shift Coordinator shall assume this role, contacting the General Manager to make him aware of the situation and other departmental Managers are necessary.

The General Manager shall liaise with Departmental Managers using his office (if safe to do so) as a control centre. A copy of this plan shall be kept in the General Managers Office.

If it is necessary to contact any external agencies then the divisional Production Director and Group Safety, Health and Environment Manager shall be made aware. The General Manager shall keep directors updated on any situation through regular contact with the Production Director. Emergency contact numbers are available in F48 found in document control.

Once the emergency has been concluded the General Manager shall ensure that areas are safe to re-use prior to calling an end to the emergency.

The General Manager shall ensure that before calling an end to the emergency and recommencing production permission has been granted, if necessary, from any law enforcing agencies and photographic evidence has been taken to add to any investigation report or claim.

General communication will take place via the site tannoy system (if available) or through alarm operation. Other communications will involve land-line or mobile telephones.

The priority of this emergency plan is to protect the welfare of employees, the general public, the surrounding environment and company operations. Emergency services must be permitted immediate access as required and will not be made to comply with the site GMP rules. Prior to restart of production a risk assessment shall be concluded to cover health, safety, environment and product safety and quality. The risk assessment shall include the extent of external agencies impact to the site, raw materials, product in process and finished product, this is not an exhaustive list. Any product contact equipment involved in the emergencies or with the entry of the emergency services must be cleaned and inspected prior to return to production. If any ingredients / products are not identifiable, have possible physical, chemical, microbiological, taint or allergen contamination due to the emergency then they must be removed from process / production areas and suitably disposed of. If there is a risk to the sterility of the pasteurisers or fillers or due to possible allergen contamination then full CIPs must be carried out.

Hazard: Fire

In the event of a fire, the alarm system should be operated either manually by any employee or automatically through smoke detectors.

Should the fire alarm system fail to operate then the Tannoy system should be used.

The fire alarm system will automatically signal to the emergency fire services that a response is required.

Upon sounding of the fire alarm staff are to evacuate the buildings to their allocated muster points.

The General Manager shall ensure that a roll call is carried out and all staff are accounted for. If the fire is confirmed the General Manager shall also ensure that the emergency fire services have been informed.

Once the safety of employees has been established the General Manager shall direct departmental Managers to:- (if the location of the fire allows without endangering safety).

- Ensure Gas cylinders and any combustible materials at possible risk are moved away from the possible spread of the fire.
- Where possible isolate the gas supply to the site.
- Remove any transportable liquid raw materials to eliminate accidental spillage.

If there are spillages to surface drain or noxious or poisonous emissions to air then the relevant section of this plan should be followed.

If the emergency fire services use large amounts of water to extinguish the fire then the Natural Resources Wales and Welsh Water should be informed as the discharge is liable to be above consent levels.

The General Manager should keep the Production Director informed so that production supply can be switched if necessary.

Following the fire the cause should be properly investigated (by the police and factory inspectorate if necessary).

Once declared safe the General Manager can permit personnel to enter the buildings to begin a risk assessment and any necessary cleaning, inspections and repair work prior to production recommencing.

Hazard: Flood

In the event of a flood the General Manager shall determine the extent of the flood and the risk to employees. If there is a risk to employees then they shall be evacuated to a safe area with adequate means of escape with a roll call taken by departmental Managers. In the event of danger to employees then the General Manager shall ensure that the relevant emergency services are informed.

The General Manager shall use his office (if safe to do so) as a control centre and liaise with the Engineering Manager to determine if any services (including electrical supply) require isolation. If necessary the Engineering Manager shall ensure that this is carried out in a safe manner.

The General Manager shall then instruct relevant departmental Managers to remove raw materials and products to dry areas, prioritising raw materials that may cause emissions to drain if not moved (sacks of powdered ingredients etc.).

The General Manager and EHS Manager shall assess any emissions to drain that occur, informing Welsh Water and the Natural Resources Wales as necessary.

Once the flood has subsided the General Manager shall assess the damage taking photographs as necessary. The Engineering Manager shall ensure that the structure of buildings and integrity of equipment is safe prior to factory entry for risk assessment and any necessary cleaning, inspections and repair work prior to production recommencing.

The General Manager shall keep the Production Director aware of the situation so that the supply chain is informed and any alterations can be made as necessary.

Hazard: Explosion

In the event of an explosion the fire evacuation system should be followed. The General Manager shall ensure that the relevant Emergency services are informed.

The General Manager shall instruct the Engineering Manager to assess the integrity of bulk liquid storage vessels and bunding if safe to do so. If there are any risks of accidental spillage liquids should be transferred to 'safe' storage vessels where available.

The General Manager shall consult with the Engineering Manager and EHS Manager to determine the approximate extent of any emissions to air or drain and the Natural Resources Wales and Welsh Water should be informed as necessary.

Once safe to do so the General Manager shall assess the damage taking photographs as necessary. The Engineering Manager shall ensure that the structure of buildings and integrity of equipment is safe prior to re-use.

The General Manager shall keep the Production Director aware of the situation so that the supply chain is informed and any alterations can be made as necessary.

Hazard: Product Quality Failure

Company guidelines for handling this type of emergency are detailed in the Group Crisis Management Manual found on the Sharepoint system. The General Manager must follow these instructions when dealing with this type of emergency. There should also be instigation of investigation on site as follows:-

- In the event of a product quality failure the General Manager shall instruct the Technical Manager to determine the likely cause, extent and seriousness of the failure.
- The General Manager shall ensure that any immediate corrective action is taken which will include holding any suspect stock within the factories control and stopping any suspect process that may be still causing failures.
- The Technical Manager shall ensure that all relevant information is made available (volumes, production codes and SKUs affected).

The General Manager shall inform the Production Director and the technical Manager shall inform the Technical Controller / Technical Director of the situation passing on the information gathered on site to allow company product recall procedures to be followed.

Hazard: Accidental release of chemicals or raw materials

Upon notification of an accidental release of chemicals or liquid raw materials the General Manager shall ensure that all employees are safe instructing the Shift Coordinator to evacuate production areas as necessary.

If there are any injuries then the General Manager shall ensure that the relevant emergency services are contacted and that the safety data sheets for the material involved is available.

If safe to do so the spillage is to be contained according to information contained in the COSHH manual.

If the spill cannot be contained then if safe to do so the General Manager shall instruct the Shift Coordinator to make efforts to divert any spillage to the trade drains avoiding contamination of the surface water drains or land.

If safe to do so the substance should be neutralised where possible or diluted with water.

The General Manager, Engineering Manager and EHS Manager shall determine the extent of the spillage and inform the Natural Resources Wales and Welsh water as necessary.

The General Manager shall instruct the Engineering Manager and Shift Coordinator to determine the cause of the spillage and take the relevant corrective action to avoid a recurrence.

If it is necessary to contact an outside agency the General Manager shall ensure that the Production Director and Group Safety Health and Environment Manager are informed.

Hazard: Electrical Failure

In the event of serious electrical failure in darkness the General Manager shall instruct departmental and Shift Coordinators to evacuate personnel to areas where there is sufficient light from the emergency lighting and where rapid evacuation is possible in the case of fire etc.

The General Manager shall liaise with the planning and materials Manager and Technical Manager to determine if any perishable raw materials or work in progress is at risk.

Once determined the General Manager shall instruct the Planning and Materials Manager and Shift Coordinator to arrange where possible off site storage of these materials.

In the event of serious disruption to production the General Manager shall inform the Production Director.

Following restoration of supply the General Manager shall ensure that any spoiled product is segregated and stored safely instructing the Planning and Materials Manager to arrange suitable disposal.

Hazard: Document Loss

In the event of document loss the General Manager shall summon Departmental Managers to his office to determine the extent of the problem.

The General Manager shall instruct departmental Managers to restore data from computer systems if available. (Computer systems are backed up on a daily basis by Head Office and previous records can be restored if required).

The General Manager shall ensure that COSHH data restoration is prioritised along with product specification and safety information.

In the event of loss of traceability information the General Manager shall instruct the Planning and Materials Manager and Technical Manager to restore as much of this data as possible by obtaining copies of delivery information from suppliers and information from raw material stock on site. The General Manager shall instruct the Technical Manager to review available information and determine any risk to stock that is affected and retest if appropriate.

Hazard: Gas leakage

In the event of suspected gas leakage the General Manager shall instruct the Shift Coordinator to ensure that affected areas are evacuated and secured to avoid re-entry and that employees are warned of the danger so as to avoid using equipment which may spark or cause naked flames.

The General Manager shall instruct the Engineering Manager to isolate the gas supply to the affected area if possible and to inform the gas supplier.

The General Manager and Engineering Manager shall assess the risk. If necessary and safe to do so, the General Manager shall instruct the Engineering Manager to also isolate the electrical supply and the Shift Coordinator to maximise ventilation to the affected area.