



Policy:	Emergency Planning	Reference:	EPLSES0032
		Review Date:	05/2023

Purpose.

The purpose of this procedure is to detail the actions to be taken in emergency situations. This procedure also details the responsibilities and actions to be taken in controlling spillage.

Scope.

The scope of this procedure includes:

- Actions to be taken in the event of fire.
- Actions to be taken in the event of spillage or leakage of materials.
- Actions to be taken in emergency situations.
- Emergency drill practices.
- Emergency equipment and data required in the event of emergency.

Responsibility.

The person in control of the site has the overall responsibility for ensuring emergency procedures are practised and adhered to and that adequate information is available.

Fire Procedure.

On discovering a fire:

1. Ensure all personnel in the local vicinity are aware of the situation.
2. Raise the alarm in accordance with the local site procedure (please refer to the fire procedure document (Ref: FSES0034), provide as much information as possible regarding substances, which are or have become involved.
3. Only attempt to fight the fire if you are trained, competent and it is safe to do so.
4. DO NOT TAKE PERSONAL RISKS.
5. Should the evacuation alarm be sounded report to the designated muster station point for a roll call.

Spillage Control. (Ref: ESDCSES0033)

On discovering a spillage or leak:

1. Identify, if possible, the nature of the substance.
2. If spillage material is hazardous ensure other parties are aware and removed to a safe distance. If in doubt treat the substance as hazardous.
3. If necessary, raise the alarm in accordance with the local site procedure (please refer to the fire procedure document (Ref: FSES0034).
4. Attempt to contain the spillage/leakage **if safe to do so**.
5. Make every attempt to prevent the spillage/leakage entering watercourses.
6. Clear up spillage/leakage with suitable materials and dispose of in accordance with COSHH data local site procedures in order to prevent environmental contamination.
7. Should the evacuation alarm be sounded report to the designated muster station point for roll call.

Action to be taken in Emergency Situations. (Ref: EPPSES0019)

1. In the event of an emergency, a designated person must take control to ensure the safety of all personnel, and the following actions take place.
2. If safe to do so attempt to minimise the hazard and control the situation.
3. Ensure site emergency alarms are activated and relevant authorities have been informed (if required).
4. If local or site evacuation is required all personnel to attend pre-arranged muster station points for a roll call to take place.

Emergency Drill Practices.

In order that any major practice drill can be carried out:

- Attendance records of all personnel on site must be available.
- All personnel on site must be made aware of emergency procedures, the location of muster station points, the alarm system, and actions to be taken in the event of an emergency.
- A suitable means of raising the alarm must be in place.



- A competent person appointed to take control in the event of an emergency situation.

Emergency drill practices should take place periodically and be assessed by competent observers who will record the outcomes of such drills and implement any necessary improvements required to ensure that an emergency procedure can be safely and effectively carried out.

Emergency Equipment and Data.

- a) The data which could be required in an emergency situation would include:
 - A comprehensive, up to date attendance record.
 - COSHH records for substances that have or may become involved in the incident.
 - Detailed site plans of how and where, and in what quantity substances are stored.
 - Emergency telephone contact numbers.
 - Drainage plans.
- b) Equipment could include:
 - Fire fighting equipment, spillage control media, emergency bunding material, specialised PPE, emergency deluge showers, breathing apparatus.
 - This will be site or area specific and be appropriate to the hazard.