

EMERGENCY PREPAREDNESS AND RESPONSE

October 2016

Section 1: Purpose

The purpose of this procedure is to provide an outline as to the actions taken by the company in the event of potential emergency situations and detailing how the environmental impact of these situations will be managed and minimised.

Section 2: Scope

This procedure applies to all USSL operations, employees and associated service providers whilst working on behalf of the company either at their nominated work location or in some circumstances whilst working at other locations such as Remote works, Client locations, Home etc.

Section 3: Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:-

- Environmental Protection Act
- The (Construction) Design and Management Regulations
- USSL Operating and Company Procedures

- Clients Procedures where relevant
- ISO 14001

Section 4: Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards).

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented.

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks.

Section 5: Procedure

Emergency plans shall be drawn up for all projects for inclusion in the Quality, Health, Safety and Environmental Plan. This document applies to all USSL buildings, storage facilities / yards and facilities but not facilities covered by specific instructions

Potential emergencies situations covered by this procedure are:

Fire	Internal or external fire
Flood	Adverse weather conditions, storage tank rupture, ineffective bunds etc.
Explosion	Gas bottles, aerosols, chemicals, inflammable liquids etc
UXO	Unexploded ordinance, excavated munitions unlikely but should be considered
Spillage/Leakage	Cumulative (e.g. gradually contaminating land) or sudden (e.g. uncontrolled release)
Leakage	Poor seals, ineffective bunds, tank corrosion etc.
Accidents	Any release to the environment through improper training, handling or failure to follow correct procedures. Accidents may involve any of the other listed perils (e.g. spillage) or may results in other non-listed perils (e.g. collision) which may result in the release of substances into the local environment.
Sabotage / Vandalism	Malicious acts which may involve other listed perils (e.g. fire/arson) but which may go undetected until the environmental damage has been caused.
Acts of God	An event that is caused by the forces of nature, without human intervention and that could not have been prevented by reasonable care, such as a flood, earthquake, gales, lightning etc.

The manager responsible for HSEQ must ensure that:

- The emergency responses outlined in this procedure are sample tested as part of formally planned simulation audits and that all sites are audited on an annual basis
- This procedure is regularly reviewed for effectiveness in particular after an actual accident or emergency situation
- Adequate investigations are conducted into environmental incidents and for providing communication channels to external agencies in the event of a serious incident
- Communications occur to share best practice and knowledge including detail of any incidents so all company processes are reviewed for risk and action taken accordingly

Company Directors are responsible for ensuring that the control methods for minimising the risk of emergency situations are communicated and adhered to and that the resources needed to respond in the event of an emergency are available and maintained via a process of cascade objectives. Directors and senior managers will ensure that local management conduct regular environmental reviews of buildings, storage yards and servicing facilities, recording findings putting actions in place to close out any findings and ensuring that contingency plans exist for all sites / yards.

To support this requirement all facilities hold a site compliance log book and will develop and maintain a Pollution Incident Response Plan.

Section 6: Contingency Plans

Contingency plans will cover responses to all categories outlined in this procedure and specific emergency situations based upon:

- Specific activities conducted at the site/year
- Materials stored or transported to and from the premises
- Proximity to any environmentally sensitive features or habitats e.g. Sites of specific interest
- Past incidents
- Local authority regulations (e.g. planning or operational restrictions)
- Any other matters unique to the site

FIRE

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Originated By: Michael Watson | Approved By: Gavin Johnston | Review: Annually

Examples / Causes	Incineration or inadequately controlled bonfires, office fires, fire in storage areas (e.g. packing store).
Environmental Consequence(s)	Smoke fumes, ash, particulate matter, and dispersal of contaminants (e.g. through wash down)
Secondary Hazards	Explosion, leakage.
Emergency Response	Extinguish or contain fire where possible by trained people. Contact Fire Brigade for larger fires, or where personal safety may be compromised. Fire procedures and precautions should be displayed. Following a fire on site, all ash/ residuals will be disposed of properly. The method of disposal being determined dependent upon the materials etc. involved.
Materials/ Resources Required	Fire fighting equipment (e.g. extinguishers, blankets), regular training and awareness sessions, appropriate fire notices displayed
Responsibility	Site/yard managers are responsible for minimising fire risk and acting promptly when hazards are reported, or fire occurs. No rubbish or materials are allowed to be burnt on site.
Communication and Reporting	Staff are responsible for reporting fire, or hazards which may lead to fire. Site Managers are responsible for reporting additional resource requirements, liaison with emergency services and retrospective inspections or reports
Remarks	Health and Safety procedures should also be observed. The local fire brigade should be consulted where fire-related advice is required.

FLOOD

Examples / Causes	Natural disasters or adverse weather conditions, storage tank rupture or corrosion, incorrect cleaning, pumping or filling operations.
Environmental Consequence(s)	Dispersion of pollutants (e.g. fuel, oil) into local drains or watercourses, damage to / disturbance of surrounding wildlife or vegetation.
Secondary Hazards	Damage to equipment or property. Short-circuiting of electrical equipment may also cause fire or explosion.
Emergency Response	Seal off source of flood (e.g. shut off fuel tanks, or erect emergency bunds). Evacuate affected areas and switch off electrical equipment and/or mains supplies. Contact emergency services where pumping apparatus is required. Materials, equipment and property damaged by flood should be disposed of responsibly (e.g. chemicals, paints, aerosols).
Materials/Resources Required	Adequate storage tanks with suitable bunds.
Responsibility	Site/yard managers are responsible for minimising flood risk and acting promptly when hazards are reported, or flood occurs.
Communication and Reporting	All staff are responsible for reporting hazards which may lead to flood. Site Managers are responsible for minimising risk through optimal site utilisation (e.g. layout), liaison with emergency services and retrospective inspections / reports.
Remarks	Regular inspection of storage tank seals and containment bunds is recommended. Any history of local flooding (e.g. rivers) should be considered during site / yard layout and emergency planning. Storm drains should not be obstructed.

EXPLOSION

Examples / Causes	Gas bottles, aerosols, inflammable liquids, and lead-acid batteries, due to inadequate storage, inadequate ventilation, and improper disposal.
Environmental Consequence(s)	Release of gases, fumes, odours etc., into the local atmosphere. Dispersion of liquids/residues onto surrounding soil and/or vegetation and/or watercourses.
Secondary Hazards	Chemical / gas release and / or fire.
Emergency Response	Contact the emergency services Contain any leakage or spillage, where possible & safe to do so, until proper remedial action can be determined and implemented. Quarantine the area and check for secondary effects (e.g. fire, leakage).
Materials / Resources Required	Adequate & logically positioned storage facilities for explosive materials, taking into consideration environmental / temperature / humidity requirements. Fire fighting plan & if required equipment. Protective clothing and/or breathing apparatus. On-going awareness and response training.
Responsibility	Site / yard managers are responsible for minimising explosion risk by segregating explosive/flammable materials and acting promptly when hazards are reported, or explosion occurs.
Communication and Reporting	All staff are responsible for observing correct procedure and reporting hazards which may lead to explosion. Site Managers are responsible for minimising explosion risk, reporting additional resource requirements, liaison with emergency services and retrospective inspections / reports.
Remarks	Standard fire/emergency procedures must be followed.

SPILLAGE / LEAKAGE

Examples / Causes	Fuel, oil, chemicals (spillage). Storage tanks, drums, overflow tanks, bunds, seals, pipelines and joints, corrosion (leakage).
Environmental Consequence(s)	Contamination of local soil or water supplies, destruction of local flora / fauna, residues requiring disposal, run-off or wash-down into local storm drains or watercourses.
Secondary Hazards	Fire (Fuel / oil spillage), acid corrosion (e.g. lead-acid batteries).
Emergency Response	Determine source and isolate supply. Contain where possible & safe to do so (e.g. by use of bunds or absorbent materials). Clean up in accordance with contingency plans and ensure environmentally responsible disposal of residues. Contact the Environment Agency if contamination enters surface water drains/water courses. Contact the emergency services if flammable liquids enter surface water / foul drains. Check surrounding area for evidence of pollution / contamination and act according to findings.
Materials / Resources Required	Absorbent materials (e.g. sand), mops, shovels and other tools, protective clothing, rubbish sacks / skips.
Responsibility	Site / yard managers are responsible for minimising spillage risk and acting promptly when hazards are reported, or spillage / leakage occurs.

Communication and Reporting	All staff are responsible for reporting hazards which may lead to spillage / leakage and for observing correct procedures when handling materials which may be spilled. Site Managers are responsible for minimising risk, reporting additional resource requirements, liaison with emergency services and for existing inspections and complete reports.
Remarks	Materials / liquids which may be spilled should be sufficiently contained so contents do not disperse. Tanks and other storage devices should be regularly checked for leaks and/or corrosion. First aid and adequate wash-down facilities should be available on-site.

ACCIDENTS

Examples / Causes	Fuel, oil or chemical spillage. Vehicle collisions which release liquids / solids. Unintended pollution release(s) to water, air or land. Fire or explosion releasing fumes, smoke or odour.
Environmental Consequence(s)	Release of chemicals etc., to local water courses, drains or land, production of wastes and residues requiring disposal, atmospheric contamination (e.g. fire, smoke, odour), noise and other local community disturbance caused by accident or remedial actions.
Secondary Hazards	Noise and other local community disturbances caused by accident. Health/accident risk to company employees and general public.
Emergency Response	Secure the area to contain the incident, or any material / liquid released.
Materials / Resources Required	Protective clothing and/or clean-up materials first aid equipment. Records of manufacturers' recommendations for dealing with spillage's etc.
Responsibility	Site / yard managers are responsible for taking steps to reduce accidents and for acting promptly when they do occur.
Communication and Reporting	All staff are responsible for minimising the likelihood of accidents. Site Managers are responsible for liaison with emergency services and retrospective inspections / reports.
Remarks	Emergency response will be largely governed by nature of accident and aspects of environment so affected (e.g. air, water, soil etc.).

SABOTAGE / VANDALISM

Examples / Causes	Arson, contamination of stores (e.g. fuel), tampering with equipment, machinery or vehicles, unauthorised dumping of polluting or hazardous materials, theft or vandalism of valuable equipment, which provides a vital function (e.g. regulation control).
Environmental Consequence(s)	Energy requirements / pollution caused through clean up operations and disposal of residues, or direct effects of the sabotage itself (e.g. contamination).
	Secondary Hazards Dependent on nature of sabotage.
Emergency Response aspects have been affected.	Determine extent of sabotage and what resources / materials / environmental Initiate appropriate remedial action according to nature of incident (see other emergencies). Notify emergency services / police of incident and/or seek assistance on appropriate remedial action (e.g. for pollution dumping).
Materials / Resources Required	Adequate security precautions (e.g. locks, fences). Basic clean-up materials and tools. Periodic inspections to evaluate potential / risks.

Responsibility	Site / yard managers are responsible for taking steps to avoid sabotage and for acting promptly when threats are received or suspected.
Communication and Reporting	All staff are responsible for reporting any suspicious activities. Site Managers are responsible for providing adequate security, liaison with emergency services and retrospective inspections / reports. Remarks Sabotage should be considered a very serious offence with implications, which extend beyond environmental issues. Wilful and criminal damage should be treated as such and persons found guilty should be treated according to severity of sabotage / environmental damage caused. Records of any such previous incidents should be investigated and reported to the HSEQ Manager.
<u>ACTS OF GOD</u>	
Examples / Causes	Lightning strikes, adverse weather conditions (e.g. high winds), floods, land subsidence, and falling trees.
Environmental Consequence(s)	Release to the environment of harmful chemicals or substances caused by the incident, rupture of utility supplies (e.g. water).
Secondary Hazards	Fire, leakage / spillage.
Emergency Response	Affected areas to be determined and nature of damage established. Temporary contingency measures to be implemented where immediate solution not obvious. Any affected supplies to be repaired or utility authorities contacted. Site to be checked for any other buildings / materials / equipment which could be affected during a re-occurrence.
Materials / Resources Required	Mainly precautionary measures such as lightning conductors correct fixing of masts / towers, checks for evidence or history of subsidence, surge protectors.
Responsibility	Site / yard managers are responsible for ensuring contingency plans are available in the event of natural disasters or adverse weather conditions. They are also responsible for ensuring adequate precautions have been taken to allow for 'acts of god' during the installation of new buildings and/or equipment.
Communication and Reporting	Site Managers are responsible for reporting additional resource requirements, liaison with emergency services or utilities providers and retrospective inspections / reports.
Remarks	Previous history of incidents should be investigated for new developments or changes to existing sites/yards

Section 7: Document History

October 2016	Initial Draft
February 2019	New branding