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		Issued:	02/02/16
		By:	D.N.
Title:		<b>Emergency Response Procedure</b>	

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

## 1.0 Purpose:

The purpose of this ERP is to provide an emergency response method for dealing with emergencies in a safe and environmentally friendly manner.

## 2.0 Responsibilities

### 2.1 Emergency response team

- Brian M<sup>c</sup>Cabe Director
- Alan Friel Facility Manager
- David Naughton Environmental Manager
- Denis O'Sullivan Health and Safety Manager
- Kieran Connor Operations
- Dermot O'Brien Yard Supervisor
- Paul Kealy Yard Supervisor

The director has overall responsibility for this procedure.

The environmental department are responsible for ensuring that all relevant personnel are adequately trained in this procedure.

Employees trained in this procedure are responsible for complying with the requirements of the ERP and are responsible for ensuring that they can adequately respond to any emergency that may arise.

All managers and drivers are responsible for ensuring that vehicles and trailers/skips are maintained in a roadworthy condition at all times.

## 3.0 Definitions

### 3.1 Emergency: For the purposes of this procedure an emergency shall constitute

- Spillage
- Fire/explosion
- Anything that might result in environmental pollution

ERT Emergency Response Team

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#### 4.0 Procedure

- 4.1 Should an emergency situation arise, the facility manager, Environmental Manager and health and safety officer or any other designated person will implement the ERP.
- 4.2 The environmental officer will review the ERP each year. Additional procedures will be included in the ERP as necessary
- 4.3 Details if all emergencies will be documented and records maintained on the site for two years. The response to the emergency and the likely impact of the emergency on the environment will also be documented.
- 4.4 Following a complete investigation into each emergency a corrective and preventative action procedure will be implemented

#### 5.0 Possible emergencies that may arise at Panda Waste Services

##### 5.1 Definitions

<u>Spill</u>	Any amount of liquid
<u>Small spill</u>	less than five litres
<u>Medium spill</u>	five litres to two hundred and fifty litres
<u>Large spill</u>	greater than two hundred and fifty litres

##### Responsibilities

The yard supervisor, as the initial person at the scene, is responsible for dealing with all spills that occur on the site. He is also responsible for informing the environmental manager or other responsible person as soon as possible.

##### 5.2 Waste spill

###### Actions to be taken on occurrence of a non-hazardous spill

- Non-hazardous spills will be cleared immediately into the fowl water storage tank
- The spill will be reported to the environmental manager, who will record all details of the spill

###### Actions to be taken on occurrence of a hazardous spill

- Ensure only competent persons wearing suitable protective clothing handle the hazardous materials
- Ensure appropriate equipment is used for handling the material.
- Evacuate the area, if necessary, and contact the emergency services
- Contain the spill using absorbent materials, which are located around the site, and from the environmental department
- Once a spill has been contained, inform the environmental manager

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- The environmental officer will determine the source and nature of the spilled material and obtain a material safety data sheet, where possible.
- In the event that surface water is contaminated, the environmental manager will immediately inform Meath County Council and the EPA.
- In the event that foulwater is contaminated, the environmental manager will consult Navan Wastewater Treatment Plant and the EPA prior to tankering it off site.
- In the event that the spill is likely to have caused environmental pollution, the spill will be considered as 'an incident' under condition 9.3 of the waste licence and will be treated as outlined in condition 11.1

### 5.3 *Equipment Breakdown*

#### **List of equipment Deemed critical for the normal operation of the plant**

1. Transportation fleet
2. Weigh-bridge
3. Tracking machine, used to sort incoming waste
4. Loading shovels
5. Timber shredder
6. Trommel
7. Composting Tunnels
8. Biofilter

#### **Responsibilities**

Transportation fleet: all drivers are responsible for their own lorries.

Weigh-bridge: the facility manager is responsible for the weigh-bridge

All other equipment: the yard manager is responsible for all other equipment

#### **Actions to be taken in the event of equipment or machinery breakdown**

- There is sufficient fleet to allow the continuation of normal operations in the event of a breakdown of any of the lorries.
- The loading shovels are sufficient to cover the breakdown of the tracking machines and vice versa
- The facility manager will be immediately notified when a problem occurs with any equipment or machinery and will arrange for the equipment to be fixed by the fleet maintenance team.
- In the event that the weighbridge breaks down, the spare weighbridge beside shed one will be used as it is calibrated and maintained in perfect working order. In the unlikely event of both weigh-bridges failing, all materials will be weighed at Mc Auleys Grassmills Balrath, Co Meath
- In the event that the timber shredder breaks down, the facility manager and fleet maintenance team will be notified. The fleet

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maintenance team will assess the shredder and determine how long it will be out of operation. If it is anticipated that it will be out of operation for two days or less, incoming timber will be stockpiled in shed two. If it is anticipated that the shredder will be out of operation for more than two days, our offices will contact our regular 'timber only' customers and inform them that we cannot collect their timber until further notice. All other 'timber only' customers will be informed if and when they require a collection

- In the event that the trommel breaks down, the facility manager and fleet maintenance team will be notified the fleet maintenance will assess the trommel and determine how long it will be out of operation. If it is anticipated that it will be out of operation for two days or less, mixed C+D will be stockpiled in the designated mixed C+D bay. Mixed municipal waste will be dispatched to an alternative facility
- In the event that the composting tunnels break down, the tunnels will be assessed to determine the duration of downtime. If downtime exceeds 24 hours, the tunnels will be emptied. If fans break down, the tunnel in question is to be emptied. If the biofilter fails, the fans on the tunnels are to be shut down and tunnels emptied.

#### 5.4 ***Incidents as described in our licence condition 9.3***

- In the event that an incident, as outlined in condition 9.3 occurs, we shall comply with the requirements of the licence

The deputy facility manager will perform the duties of the facility manager in the absence of the facility manager.

#### 5.5 ***Fire Fighting Response***

Fire safety management at the facility is comprised of the following:

- Fire prevention
- Fire containment
- Fire detection
- Fire suppression
- Response in event of fire
- Response in event of an alarm

#### 5.6 ***Fire Prevention***

Fire Prevention is achieved by:

- Safe storage of combustible and flammable materials

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- Prevention of mobile sources of ignition in areas with combustible and flammable materials
- Suitable equipment
- Hot work permits will be introduced for proposed welding operations
- Good housekeeping
- Regular maintenance and competent repair of equipment
- Efficient emergency response and communications plan
- Regular safety audits

### ***5.7 Storage of Combustible and Flammable Materials***

The following principals are applied to the storage of combustible materials and flammable liquids.

- Good housekeeping and prompt consignment of dry recyclables off the site to prevent the build up of combustible materials
- Regular inspection of plant and equipment for leaks and other miscellaneous problems to prevent spillage of flammable liquids
- Removal of any gas containers or unidentified liquids/chemicals from the off-loading areas to the quarantine area immediately such items are noticed
- Provision of adequate bunds around the diesel and gas oil storage tanks.

### ***5.8 Control of Sources of Ignition***

The controls measures applied to minimise ignition sources include:

- No smoking policy within the Licence area
- Hot work permit system
- Only authorised personnel are permitted within the waste handlings areas
- Secure site access and 24 hour site security to prevent unauthorised entry

### ***5.9 Fire Detection***

The fire detection system/alarm at the facility consists of the following:

- Site staff or security officer will alert the Emergency Response Team (ERT) in the event of a fire,
- The Facility Manager and Environmental Manager are the designated Site Incident Controllers, with responsibility for assessing the scale of an incident, informing fire service, directing

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localised rescue and fire abatement services. If an incident occurs outside normal operating hours, the security staff will contact the relevant authorities

- The local fire brigade will be contacted by the ERT or security officer if necessary,

### **5.11 Fire Suppression**

The fire suppression capability is a combination of on site - fire fighting equipment and emergency response plans, and off site – fire service.

### **5.12 On Site Fire Suppression Facilities**

The on site fire abatement equipment includes:

- Fire Extinguishers (15 No)
- Hose reels
- Fire Fighting Water Storage Tank (660m<sup>3</sup> capacity)

The fire water storage tank is supplied from an onsite groundwater well. As water is drawn down from the tank, it is automatically replenished by pumping from the well.

### **5.13 Off Site Fire Suppression Facilities**

Meath County Council Fire Service (Navan Station) can bring water to site. The volume of water varies depending on number of tenders or tankers. According to the Meath Fire Service, approximately 2 fire tenders with 1.82m<sup>3</sup> capacity each are normally dispatched to an incident.

### **5.14 Anything that might result in environmental pollution**

If it is suspected that environmental pollution is being caused as a result of waste transportation

- Stop what is being done immediately and
- Notify the environmental Officer at Panda (Ph. No. 1850 65 65 65).
- The environmental officer will notify the relevant regulatory authorities if necessary.

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**6 Useful numbers**

Brian M <sup>c</sup> Cabe (Director)	087 9978422
Alan Friel (Facility Manager)	086 7751031
Peter Waters (Tanker Dept)	086 8386979
David Naughton (Environmental Manager)	086 6045905
Denis O’Sullivan (Health and Safety Manager)	086 4133531
Paul Kealy (Yard Supervisor)	086 3202015
Dermot O’Brien (Yard Supervisor)	087 6976419
Kieran Connor (Operations)	087 1251397
Brian Bolger (Maintenance Manager)	086 7811088
Meath County Council	046-9021581
EPA Wexford	053 9160600
EPA Dublin	01 2680100
H.S.A.	1890 289 389
Central Fisheries Board	01-8842600
<b><i>Emergency Services</i></b>	<b>999</b>

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