



KWD SOP08 Emergency Response Procedure

Rev. 1.0

Standard Operating Procedure	Emergency Response Procedure		
Date:	09/02/2016	Revision No.	1.0

**Instructions**

Please read the following procedure and familiarise yourself with all the KWD Recycling rules and guidelines associated with emergency evacuation and response.

Once finished reading this procedure please complete the attachment on:

- Declaration (signature needed)

Please remove the signed attachment on the back of this procedure and hand into the office as soon as possible.

The procedure section must be kept by the KWD Recycling employee for reference in the future.

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## KWD SOP08 Emergency Response Procedure

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### 1.0 Introduction

The purpose of this document is to set out the procedure to be followed in the event of an emergency at KWD recycling. Emergency Response procedures are designed to ensure the safety of people in buildings during emergencies by coordinating and controlling building evacuations until the appropriate emergency services arrive.

**Definition:** An emergency can be defined as any event, natural or man-made which, by its occurrence, endangers the lives of KWD employees, contractors and members of the public and which requires an immediate response.

### 2.0 Objective

The purpose of the Emergency Evacuation Procedures is to provide for:

- Fire and hazard prevention;
- Safe and orderly evacuation of people from the building in an emergency;
- Early control of the fire or emergency, and
- Speedy resumption of duties once the emergency is brought under control.

### 3.0 Responsibilities

#### 3.1 Emergency Coordinator

The Emergency Coordinator shall be responsible for overall coordination of actions in connection with Emergency Response Procedures. He/she is responsible for:

*Before Fire or Emergency:*

- Ensuring that personnel responsible for emergency evacuation are aware of their responsibilities.

*In the case of Fire or Emergency:*

- Checking that the alarm has been relayed to the Fire Service.
- Ensuring that designated duties are correctly and promptly carried out.

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- Acting as liaison officer with Police, Fire Service and other emergency services.
- Ensuring that all emergency service personnel are directed to the building involved in the emergency.
- Liaison with the Building Warden for the building involved in the fire or emergency.
- Advising staff and contractors when it is safe to re-enter the building.

### 3.2 Fire Wardens

The Fire Warden, during emergency situations, will be in control of the occupants of the whole building until the arrival of the Fire Service Senior Officer. It is the Fire Warden's responsibility to:

*Before Fire or Emergency:*

Assist in training of emergency personnel under their command. Designate an assembly area (or areas) for the staff. Occupants of the area should be directed to assemble at a designated location out in accordance with the emergency plan. This will facilitate checking that all occupants are safe and enable speedy return to the building when the "*all clear*" is given.

Ensure that in each area, a current list of the Area Wardens (and telephone numbers) is displayed, together with an emergency floor plan. The emergency floor plan should show all rooms, exits, assembly area to be used in case of fire or emergency, fire alarms, extinguishers, fire hose reels and special emergency equipment.

Ensure that all staff in the building are given instruction in relation to:

- evacuation procedures;
- means of escape from the building and location of assembly areas;
- the location and operation of fire alarms; and
- the location and operation of fire extinguishers or other emergency equipment required in the building.

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*In the case of Fire or Emergency (the assistance of a deputy may be required to undertake some of these tasks):*

- Respond immediately to an alarm; determine the nature of the emergency.
- Initiate Emergency Evacuation Procedures for the building.
- Direct the actions of Floor and Area Wardens within the building.
- Check that all occupants have proceeded to the designated assembly area.
- In consultation with the Fire Service and the Emergency Coordinator, advise occupants when it is safe to return to the building.

### 3.3 All personnel

Before FIRE or EMERGENCY: All personnel should make themselves familiar with the Emergency Evacuation Procedures for their area, the location of fire exits and the operation of fire-fighting and emergency equipment.

## 4.0 Fire Safety Register

### Fire Prevention

- No smoking on-site (only in designated smoking area)
- Hot work permit (sub-contractors)
- Maintenance schedule on machines
- CCTV & security fencing in place around site
- All vehicles fitted with fire extinguishers
- Fire doors

### Fire detection & warning systems

- Alarm system
- CCTV
- Emergency lighting

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### Fire control & Fire-fighting facilities

- Sprinkler system
- Fire extinguishers/blankets
- Fire hose reels
- Fire doors
- Fire hydrants
- 100,000 litres of water available at Lagoon

### Fire escape, signage & lighting

- Exits free from obstruction
- Exit signage lighting & in good order with wayfinding signage
- Emergency lighting

### Fire response planning & staff training

- Emergency response plan (displayed)
- Staff fire safety training & awareness
- Fire routine

### Post fire actions

- Fire & accident investigation
- Safety issues
- Clean-up of fire damaged waste & fire water

## **5.0 Communicating with neighbours and the local community**

KWD Recycling understands that there is a high level of community expectation around the notification of emergency events. This part of the procedure outlines who is to be notified in the event of a fire/emergency event, what methods will be used for making notifications and guidance on the content of notifications and updates.

### Defining Who Is To Be Notified

#### Industrial Neighbours

The KWD Recycling site is a remote property with no immediate industrial neighbours.



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### Residential Neighbours

There are 21 residential houses in a 500 meter radius of KWD Recycling site entrance. These residential houses are located;

North – 13 houses,

North East – 6 houses

South – 2 houses.

A decision to warn residents of an emergency or commence evacuations would be made by the Emergency Services.

The following groups may need to be notified in the event of a fire/emergency event:

- The Environmental Protection Agency
- Kerry County Council
- Local residents
- Workers in the area
- Visitors and people passing through the local area

In the event of a fire/emergency incident, notifications will be made to those individuals potentially impacted or impacted.

### Notification Methods

#### *Initial incident notification*

In the event of a fire/emergency event that is an emergency with the potential for off-site impact, the key means of notification with anyone who may potentially be affected will be via Emergency Services.

Depending on the nature of the offsite emergency, KWD Recycling may also initiate verbal communications with adjacent neighbours and potentially affected groups in accordance with the Emergency Response Procedure (ERP).

If a fire/emergency event is not an emergency with potential for off-site impact the following notification methods will be utilised:

- KWD Recycling Media releases
- Local community e-mail and phone calls
- Website updates @ [www.kwd.ie](http://www.kwd.ie)

One, some, or all of the above notification methods will be utilised, depending on the nature of an incident and the potential for impact on the community. The Incident Commander or delegate is responsible for determining the community notification method/s.



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### *Follow up incident notification*

An initial notification will be followed by an update (to the original recipients, or a smaller or larger group as deemed relevant) in the event that KWD Recycling:

- determines that a new or different response is required by members of the community or site neighbours in response to the emergency incident; or
- decides to provide an update on the status of the investigation.

### Notification Content

Notifications made under this plan are to be timely, clear and concise. Initial notifications may be followed with subsequent notifications and additional or more detailed information over time as required. As a minimum, notifications should include:

- A brief statement on the nature and timing of the fire/emergency incident (e.g. fire has broken out in Material Recovery Facility at KWD Recycling site)
- Which party is responsible for responding (e.g. Emergency Services are in attendance or the EPA has been advised)
- Contact details for further information (in most cases this will be the KWD Recycling Contact No. 1850 37 37 37).

## 6.0 Procedure

1. In the case of Fire or Emergency: Until the arrival of the Fire Service, the Emergency Coordinator and fire wardens will control all evacuation and fire fighting (use of fire extinguishers) on their floor or in their area. The Area Warden should:
  - Check the source, type and severity of the emergency.
  - Order the evacuation of the area if necessary.
  - Advise the Emergency Coordinator of the incident and the proposed action to be taken.
  - Ensure that all occupants of the area are aware that evacuation procedure, and direct the occupants to the nearest accessible exit through which they should proceed to the designated assembly area.
  - Ensure that evacuation from the area is orderly and by means of the stairs.

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- Ensure that necessary assistance is given to disabled and other persons in need of special care.
- Check fire doors to ensure that they are closed and post a watch so that they are kept closed except during the escape of occupants.
- Provided it is safe to do so, make a thorough search of the whole floor or area to ensure that no persons remain.
- Advise the Building Wardens when evacuation is completed.
- Assist the Building Warden in checking that all building occupants have arrived at the assembly area.
- It should be emphasised that the primary role of wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

### 2. In the case of FIRE or EMERGENCY:

- Any person who discovers a fire or emergency: Sound the fire alarm system (if there is a push button alarm)
- Notify the Area Warden who will contact the appropriate emergency service and provide:
  - Name & location of the caller.
  - Details of location, type and scale of the emergency
  - If it is safe to do so, use the appropriate fire extinguisher to put out any fire (*do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher*).
- Any person who hears the evacuate mode of the fire alarm or when instructed to evacuate by the Area Warden must:
  - Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
  - Listen and follow instructions from Area Wardens.
- In order to prevent injury and possible panic during evacuation:
  - Do not run, push, or overtake

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- Do not return to your desk, office or room
  - Do not return to your building until the "all clear" is given by the Building Warden or Fire Service.
- 
- Outside of normal working hours (08.00 a.m. to 6.00 p.m. Monday to Friday, Sat 8 a.m.-2.p.m) on hearing the fire alarm, occupants should evacuate the building.

### 3. Emergency Evacuation Information

- Building wardens in co-operation with the emergency co-ordinator should arrange for a sign to be placed at a prominent position on each floor or in each area showing the following:
  - The name of the Building and Floor number or area description.
  - A brief statement of evacuation procedures, such as:
    - Alert Fire Service, and/or other emergency service, using the appropriate call-out number
    - Warn people in the vicinity
    - Evacuate the building, if necessary
    - If safe, confine the fire or other source of danger
  - The location of the assembly area.
  - A floor or area plan (Property and Facilities Division can assist in the provision of floor plans and preparation of emergency evacuation signage) showing the location of:
    - fire exits and escape routes
    - manual alarm points
    - fire extinguishers, and other emergency equipment
    - The names (and telephone numbers) of the:
      - Area Warden any additional wardens appointed.

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4. Where emergency ambulance assistance is required the Emergency Coordinator will dial 999 and notify the operator that an ambulance is required and provide details of the location, the nature of the emergency, and provide a contact phone number for first aider.

**Points to include in emergency procedures**

- Consider what might happen and how the alarm will be raised. Don't forget night and shift working, weekends and times when the premises are closed, eg holidays
- Plan what to do, including how to call the emergency services. Help them by clearly marking your premises from the road. Consider drawing up a simple plan showing the location of hazardous items
- If you have 25 tonnes or more of dangerous substances, you must notify the fire and rescue service and put up warning signs
- Decide where to go to reach a place of safety or to get rescue equipment. You must provide suitable forms of emergency lighting
- You must make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked
- Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)
- Decide which other key people you need, such as a nominated incident controller, someone who is able to provide technical and other site-specific information if necessary, or first-aiders

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- Plan essential actions such as emergency plant shutdown, isolation or making processes safe. Clearly identify important items like shut-off valves and electrical isolators etc
- You must train everyone in emergency procedures. Don't forget the needs of people with disabilities and vulnerable workers
- Work should not resume after an emergency if a serious danger remains. If you have any doubts ask for assistance from the emergency services

### 7.0 Clean-up of fire damaged waste & Fire water

#### Fire Water

Fire water runs to nearby drains  $\implies$  drains lead fire water to the Reed bed  $\implies$  reeds remove impurities from the fire water leaving it safe to release  $\implies$  water released into the lagoon for storage.

#### Clean-up of fire damaged waste

- ❖ Fire damaged/wet waste recycling to be sent to landfill if safe to do so.
- ❖ Fire damaged equipment will be stripped down & recycled as much as possible with unrecyclable components sent for appropriate disposal.
- ❖ Fire damaged areas will be cleaned & efforts made to redesign/redecorate to original layout.
- ❖ Area will be inspected after redesign/redecoration/clean-up to ensure it is safe for staff to return to work.

#### **Reference:**

“Guidance Note: Fire Safety At Non-Hazardous Waste Transfer Stations” created by

Environmental Protection Agency, Ireland 2013

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**Translation**

If you have any problems understanding the content of this standard operating procedure or have any difficulties with understanding the language, please tell this to the manager or the person that issued this document to you, so assistance in the form of a translator may be used to help translate the document into your dialect or help you with understanding the content of this document.

**Tłumaczenie**

Jeśli masz jakiegokolwiek problemy ze zrozumieniem treści tej standardowej procedury operacyjnej lub mieć żadnych trudności ze zrozumieniem języka, należy powiadomić o tym kierownika lub osoby, która wystawiła ten dokument do Ciebie, więc pomoc w postaci tłumacza może być używana, aby pomóc przetłumaczyć dokument na swoim dialekcie lub pomóc w zrozumieniu treści tego dokumentu.

**Перевод**

Если у вас есть какие-либо проблемы с пониманием содержания этой стандартной операционной процедуры или какие-либо трудности с пониманием языка, пожалуйста, сообщите об этом менеджеру или лицу, выдавшим этот документ для вас, поэтому помощь в виде переводчика может быть используется, чтобы помочь перевести документ в свой диалект или помочь вам понять содержание этого документа.

**Překlad**

Máte-li jakékoli problémy s porozuměním obsahu tohoto standardního operačního postupu nebo pokud máte nějaké obtíže s porozuměním jazyku, prosím, sdělte to manažerovi nebo osobě, která vydala tento dokument na vás, takže pomoc v podobě překladatele může být použit na pomoc přeložit dokument do svého dialektu nebo pomůže s pochopením obsahu tohoto dokumentu.



### Attachment A: Declaration

Once you have finished reading and understanding this procedure, please sign and remove the attachments section of this SOP before returning all signed documents to the KWD Recycling Office. In signing below you confirm that you understand and accept the content of this procedure, and all health & safety policy and procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## Appendix A

### Emergency Response Procedure

(Waste Transfer Station)

#### When the Fire Alarm Sounds

1. Evacuate the building immediately via the **NEAREST AVAILABLE FIRE EXIT**.
2. Comply with all directions given by Fire Wardens.
3. Where possible assist less able bodied persons / visitors to evacuate to safety.
4. Proceed to the Fire Assembly Point for the building.
5. Remain outside the building until the all clear is given.



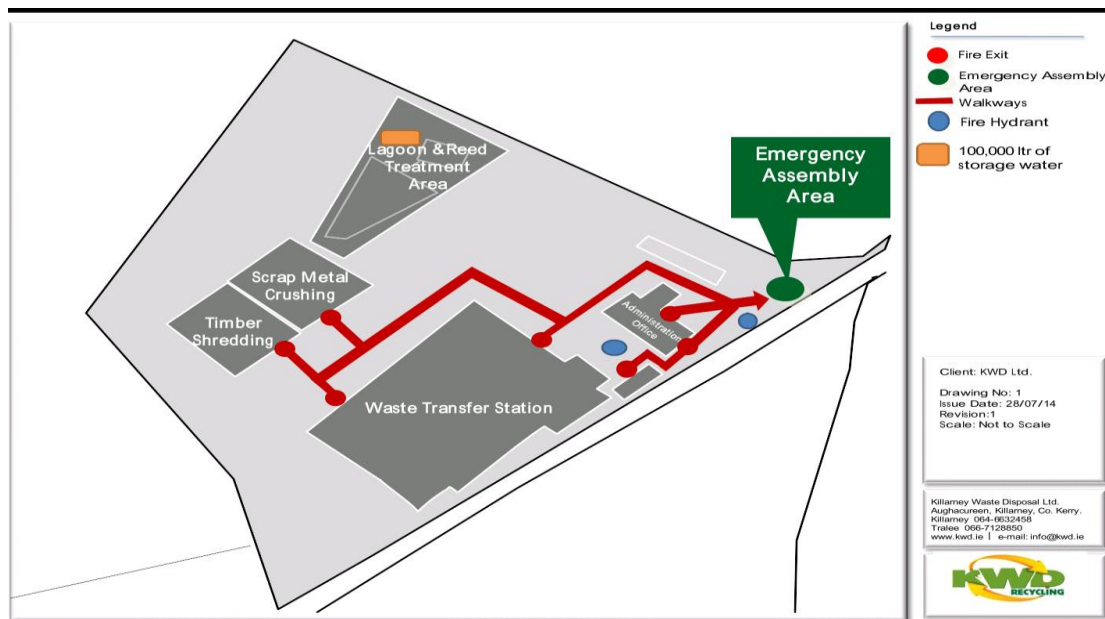
#### If You Start a Fire or Observe a Fire

Activate the nearest Fire Alarm by breaking a Break Glass Unit **IMMEDIATELY**.  
Leave the Building. Call Security.

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## Appendix B

### Site Plan







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Appendix C

Emergency and other Contacts

Name		Contact No.
Sean Murphy	Managing Director	0876673839
Brian Bruton	EHS Manager	0866036309
Niall Jordan	Process Manager	0879120090
DJ Gleeson	H&S Officer	0872530864
Rinalds Berzins	Head Maintenance	087 674 4933
Donal Kavanagh	Doctor	064-6632988
Emergency Services	Fire / Ambulance / Police	999 OR 112
EPA	Environment	021-4875540
Kerry County Council	KCC	066-7181686
Tralee General	Hospital	066 7126222

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Appendix D

Sprinkler/alarm system layout with break glass units, strobe/sounder unit and heat detectors

