 <b>Bord na Móna</b> ~with nature	<b>Procedures Manual</b>		<b>Document No. EP 5.0-ERP-01</b>	
	<b>Emergency Response Plan</b>		Revision No. 0	Pages: 1 of 2
	<b>General Emergency Preparedness and Response</b>		Issued By: CG	Date:

**Purpose:** To identify the potential for, and to respond to, accidents and emergency situations, and to prevent and mitigate the environmental impacts that may be associated with them.

**References:** [EP 5.0 Emergency Preparedness and Response](#)  
[EPL 5.1 Emergency Contact List](#)  
[EP 6.0 Environmental Incident Investigation and Reporting](#)  
[EP 7.0 Non Conformance Procedure](#)  
[EP 8.0 Corrective and Preventive Action Procedure](#)  
[Emergency Plan](#)  
 Safety Statement  
 Material Safety Data Sheets

**Incident Contact List:**


See Emergency Contact list available on Site notice boards

**Procedure:**

1. An Emergency Plan is prepared and maintained by AES. This Plan details any emergency situation which could occur on site and the proposed response should this emergency occur. The Emergency Plan details procedures for the following occurrences:

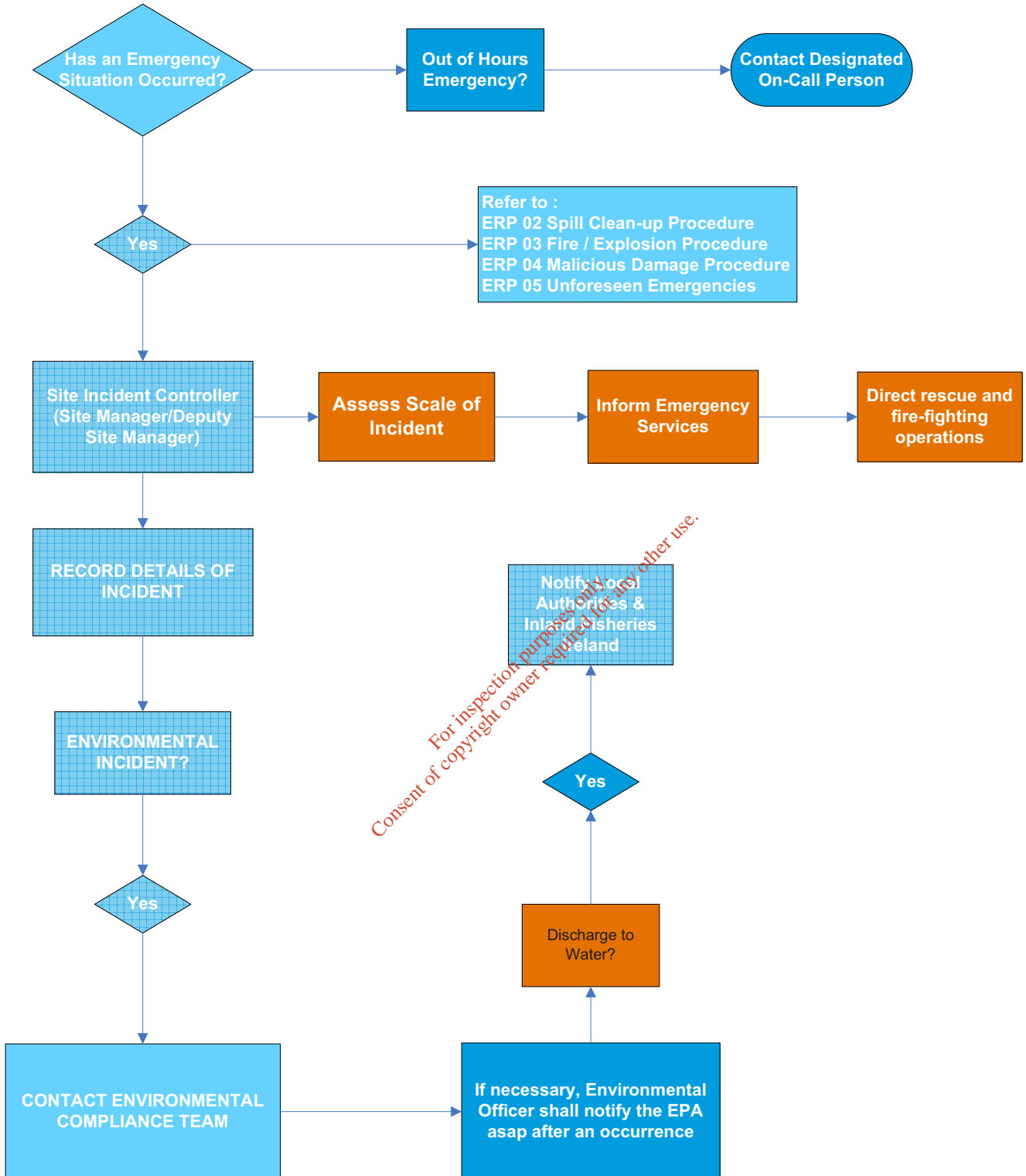
Reference	Description
ERP 02	Spill Clean-up Procedure
ERP 03	Fire / Explosion Procedure
ERP 04	Malicious Damage Procedure
ERP 05	Unforeseen Emergencies

2. Should an emergency situation occur; the relevant response procedure documented within the Emergency Plan is implemented. Each procedure details the emergency situation, the proposed response should this emergency occur and the potential environmental impacts of this occurrence.
3. The Site Manager shall assume the role of Site Incident Controller, with responsibility for;
  - i) assessing the scale of the incident
  - ii) informing emergency services
  - iii) directing rescue and fire-fighting operations.
4. In the absence of the Site Manager, the Deputy Site Manager shall assume the role of Site Incident Controller.
5. Following an emergency, the Site Manager (or in his absence Deputy Site Manager) shall record the details of the incident as per the AES *Environmental Incident Investigation and Reporting Procedure* (EP 6.0). Following the environmental incident, appropriate procedures shall be implemented accordingly i.e. *Environmental Non-Conformance Procedures* EP 7.0 and *Environmental Corrective and Preventative Action Procedure* EP 8.0.
6. The Environmental Officer will then complete an *Environmental Incident Investigation Report Form* (EPF 6.1) or submit an Environmental Incident Notification through the EPA /ALDER webportal (if reportable to EPA or any relevant authority). Any Corrective Action is detailed in the *Environmental Corrective Action Form* (EPF8.1).


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7. This procedure shall be reviewed by the Environmental Management team, annually or after the occurrence of an emergency situation. Additional procedures may be prepared as identified by environmental reviews/audits, environmental compliance monitoring reports, personnel during routine working hours or other communications which bring potential emergency situations to the attention of the Environmental Management Team.
8. The Site Manager shall notify the Environmental Protection Agency as soon as possible after the occurrence of an incident as per *EPL 5.1 Emergency Contact List* (by phone and via ALDER). To determine the significance of an incident the EPA requires all reported incidents to be categorised into one of the rankings listed below:
  - (i) An emergency;
  - (ii) Any emission which does not comply with the requirements of this licence;
  - (iii) Any exceedance of the daily duty capacity of the waste handling equipment;
  - (iv) Any trigger level specified in this licence which is attained or exceeded;
  - (v) Any indication that environmental pollution has, or may have, taken place.
9. In the case of any incident which relates to discharges to water, the Site Manager shall notify the Local Authorities and Inland Fisheries Board as soon as practicable after the incident
10. On a weekly basis all emergency response equipment shall be checked to ensure it is provided in agreed quantities and in suitable working order.
11. In the case that an emergency situation arises outside the hours of operation, the contact details for the designated person on call are displayed on the Facility Notice Board at the entrance to the site.

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Refer to :  
 EP 6.0 Environmental Incident Investigation and Reporting  
 EP 7.0 Environmental Non-Conformance  
 EP 8.0 Corrective Action Procedure  
 EP 8.1 Corrective Action Form

	Procedures Manual		Document No. EP 5.0-ERP-02	
	Emergency Response Plan		Revision No. 0	Pages: 1 of 2
	Spill Clean up Procedure		Issued By: CG	Date:26/08/14

**Purpose:** This procedure details the steps to be taken when dealing with a spillage of a hazardous substance on site. It is required in order to:

- Protect Employees
- Protect the Environment
- Prevent Fugitive Emissions

**Procedure:**

**Note:**

This procedure should be followed for all small, large and massive spills, which may occur.


*Definitions:*

Small Spill: Less than 5 litres


Large Spill: Greater than 5 litres and less than 250 litres.

Massive Spill: Greater than 250 litres

1. Hazardous materials shall be handled (loaded, unloaded and moved) by a competent person using the correct equipment and appropriate protective clothing. Appropriate precautions should be taken at all times to minimise the risk of accidental spillage.
2. In the event of a spillage occurring the Site Manager or the Deputy Site Manager shall initially investigate the following issues:
  - How long it has been since the incident occurred.
  - Consult the relevant data sheets (Material Safety Data Sheets or otherwise) for the method of spill containment and fire control of the affected material.
  - Contact the relevant emergency response number (local fire service, police, hospital and Environmental Protection Agency telephone numbers which are detailed on the Emergency Contact List.
  - Locate the nearest fire suppression system as appropriate;
  - Dry powder extinguishers for ABC fires [wood, paper, textiles, liquid fuels and gases]
  - Foam extinguishers for AB fires [wood, paper, textiles and liquid fuels]
  - Carbon Dioxide [liquid fuel fires and electrical equipment].
  - Note the wind direction and any possible sources of ignition i.e. naked lights, machinery, electrical fittings, and combustible material and remove them from the area.
3. Evacuate the area (for large spills if necessary)

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	<b>Spill Clean up Procedure</b>	Issued By: CG	Date:26/08/14

- The Facility Manger or any other designated person from the Emergency Response Team shall ensure that all personnel are evacuated in a calm, efficient manner. Staff should be instructed to walk briskly to their designated evacuation locations.
  - If flammable material is involved in the spill, isolate equipment and materials that may be affected.
  - If deemed necessary, the Site Manager or any other designated person from the Emergency Response Team shall instruct for the appropriate emergency services to be contacted.
4. The spillage must be contained using absorbent material, socks, booms or absorbent granules to create a secure dike. The Site Manager or any other designated person from the Emergency Response Team shall ensure that all appropriate personal protective equipment is worn [as detailed in the Material Safety Data Sheet for the spilled material(s)].
  5. If the spillage emanated from a drum, position the drum so that the ruptured section is in an upwards direction, thereby preventing a further leakage.
  6. If the spillage flows into or is likely to flow into the surface water drainage network, the manual shut-off valve shall be shut off to contain the spillage and prevent release to surface water.
  7. Once the spill has been contained the liquid shall either be pumped, or removed into a container using non-spark shovels and labelled appropriately (contents, name and date).
  8. Clean up Operation.
    - Use non-sparking shovels and brushes to sweep the spilled material into containers.
    - Start on the outside and work in towards the centre of the spill.
    - Do not mix different types of waste.
    - Drum the waste and seal the container or bag and double bag.
    - Label the waste with the destination name, appropriate hazard label and name of waste giving as much information as possible on contents, plus concentrations of constituents, etc.
    - If the spill occurred due to a damaged drum, place the ruptured drum into a salvage drum container, until disposal is arranged.
    - Decontaminate personnel by using the washing facilities.
  9. Any waste material resulting from a spillage clean-up shall be dispatched to an appropriate facility for disposal and/or recovery. The disposal/recovery method will depend on the nature of the spillage. If the affected material is considered hazardous, it is stored in a container and collected as soon as possible by a certified hazardous waste disposal contractor.

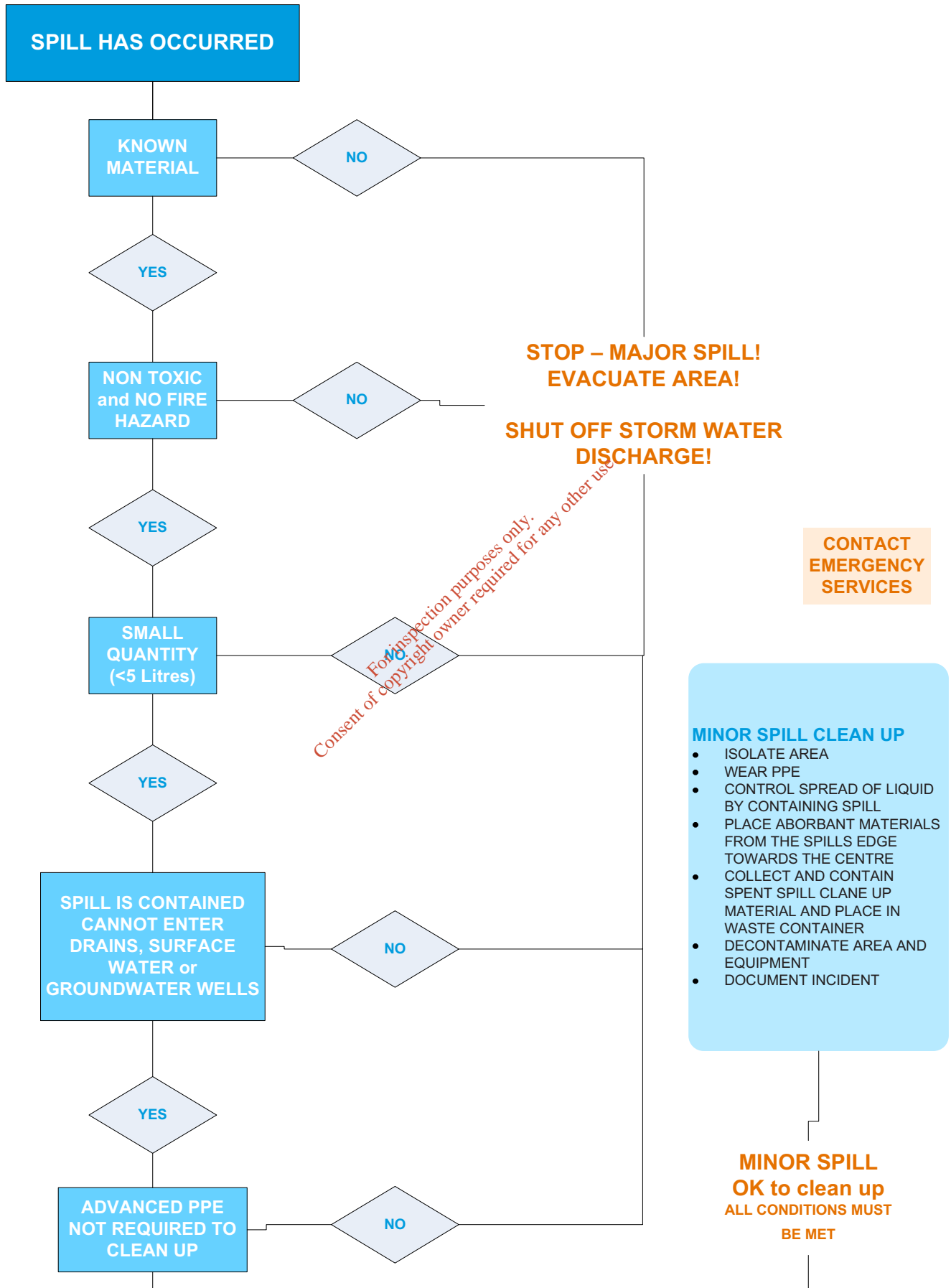
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	<b>Spill Clean up Procedure</b>	Issued By: CG	Date:26/08/14


10. Following an emergency, the Site Manager shall record details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated as per EP 8.0
11. The Local Authority and the EPA shall be informed if hazardous chemical or firewater infiltrates the drainage network. In the event of a fire, the surface water drainage system will be isolated and all firewater retained onsite pending removal by an appropriately qualified wastewater contractor.
12. Spill kits are located as follows:

Number	Location	Description
1.	Garage	Labelled Wheelie Bin
2.	Diesel Fuelling area	Labelled Wheelie Bin
3.	Outside Shed 1	Labelled Wheelie Bin
4.	Outside Shed 3	Labelled Wheelie Bin
5.	Beside the Weighbridge	Labelled Wheelie Bin

13. The Site Manager must ensure that the resultant depleted spill kit (s) is /are replenished without delay. He/She must also ensure that replenishment stock is re-ordered straightaway.
14. On a weekly basis all spill response equipment shall be checked to ensure it is provided in agreed quantities and in suitable working condition.

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	Procedures Manual	Document No. EP 5.0-ERP-03	
	Emergency Response Plan	Revision No. 0	Pages: 1 of 2
	Fire / Explosion Procedure	Issued By: CG	Date: 26/08/14


**Purpose:** A procedure to deal with fire/explosion emergencies is required for the following reasons:

- To protect Employees.
- To protect the Environment.
- To prevent fugitive emissions.

**Procedure:**

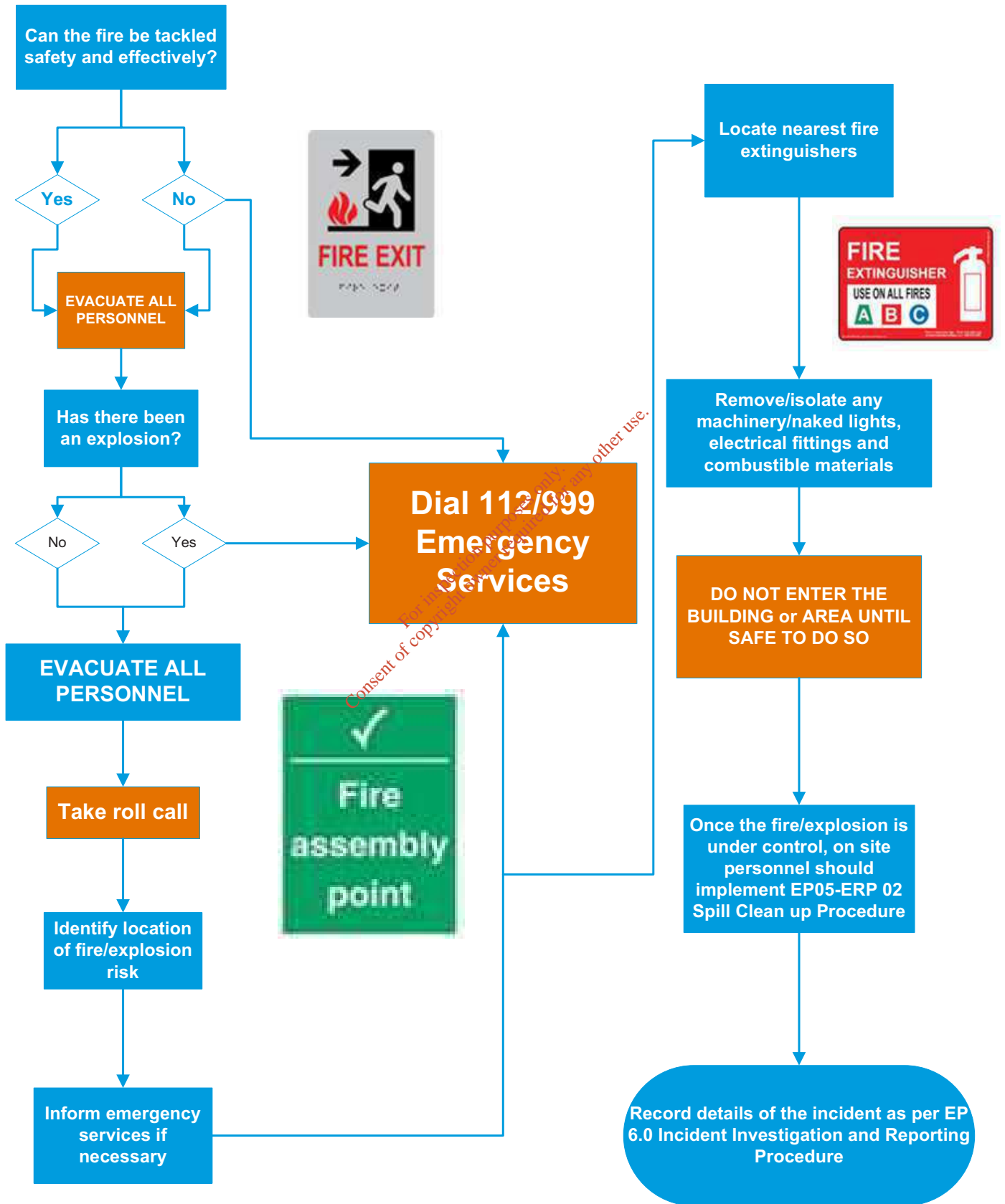
1. Employees shall only attempt to fight a fire if safe to do so. If an employee feels that they cannot tackle a fire safely and effectively, **EVACUATION OF ALL PERSONNEL IS THE PRIMARY PRIORITY.**
2. The Site Manager or Deputy Site Manager shall evacuate the area in a calm, efficient manner. All staff and contractors shall be instructed to walk briskly to the designated evacuation point.
3. In the event of a fire/explosion occurring, the Site Manager shall complete a roll call to account for all employees and contractors that may be present on-site.
4. The Site Manager shall identify the location of the fire/explosion risk through dialogue with the individual who discovered the fire and shall take one of the following actions:
5. Determine whether the fire can be **SAFELY** isolated utilising the available fire fighting equipment.
6. If the fire is not controlled with the fire fighting equipment available, the local fire brigade shall be notified immediately. Local fire, police and hospital telephone numbers are detailed on the Emergency Contact List. These details are displayed within the Main Site Office and the Weighbridge Office. The Site Manager or any other designated person from the Emergency Response Team should;
  - a. Dial 112 for emergency services
  - b. Request emergency service
  - c. Give details of type of emergency and phone number in case call is inadvertently disconnected
  - d. Provide information requested by call recipient
  - e. Determine estimated time of arrival to site and communicate this information to the relevant member of ERT.
  - f. Hang up only when told to do so by call recipient
  - g. Fill out details required by emergency contact log as soon as it safe to do so.
7. If the fire can be safely isolated, locate the nearest fire suppression system as appropriate; Dry powder extinguishers for ABC fires [wood, paper, textiles, liquid fuels and gases] Foam extinguishers for AB fires [wood, paper, textiles and liquid fuels] Carbon Dioxide [liquid fuel fires and electrical equipment]. Only small localised fires should be extinguished in this manner.
8. Note the wind direction and any possible sources of ignition i.e. naked lights, machinery, electrical fittings, and combustible material and remove them from the area.




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	<b>Fire / Explosion Procedure</b>	Issued By: CG	Date: 26/08/14

9. Personnel shall not re-enter buildings unless the Site Manager/Fire Officer deems it safe to do so.
10. Once the fire has been extinguished or the explosion controlled on site, personnel shall complete a clean-up operation as per EP05-ERP-02 using the available resources.
11. In the event of a fire or spillage to storm water onsite, all storm water will be retained onsite for appropriate disposal offsite in accordance with Conditions of the Waste Licence.
12. Effected areas shall be checked thoroughly in order to ensure that the fire is quenched. If the affected material is considered hazardous, it is stored in a container and collected as soon as possible by a certified hazardous waste disposal contractor.
13. Following an emergency, the Site Manager, or other designated responsible person shall record details of the incident as per EP 6.0 Incident Investigation Procedure

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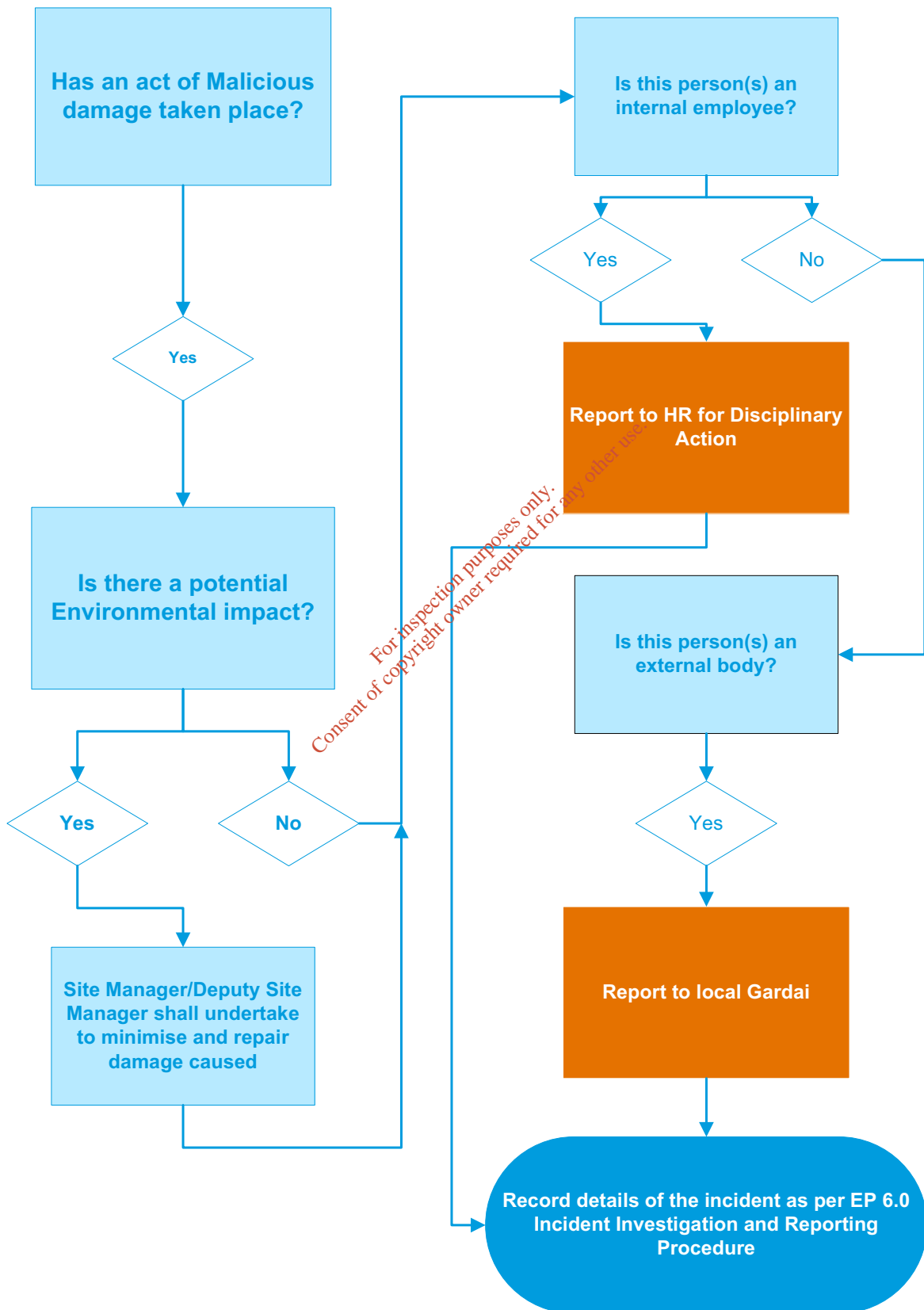
	Procedures Manual		Document No. EP 5.0-ERP-04	
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	Malicious Damage Procedure		Issued By: CG	Date: 26/08/14


**Purpose:** This procedure is required in order to monitor and prevent malicious damage.

**Procedure:**

1. Where any occurrence of malicious damage is noted or where persons are observed causing malicious damage, the Site Manager shall be informed as soon as is practical.
2. Where malicious damage results in a significant environmental impact, or a potentially significant environmental impact, the Site Manager shall be advised who then undertakes to minimise and repair the damage caused.
3. Persons observed causing malicious damage shall be subjected to internal disciplinary action. The Site Manager, will report external persons to the Gardaí.
4. Following an emergency, the Site Manager, or other designated responsible person shall record details of the incident as per EP 6.0 Incident Investigation and Reporting.

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	Emergency Response Plan	Revision No. 0	Pages: 1 of 2
	Unforeseen Emergencies and Fugitive Emissions	Issued By: CG	Date: 26/08/14

**Purpose:** The purpose of this procedure is to outline the procedure to be adhered to in the event of an unforeseen emergency.

**Procedure:**

1. Following the occurrence of an incident requiring emergency action, the observant shall contact the Site Manager or in his/her absence the most senior representative of management on-site.
2. Assess the situation and its severity. Request emergency services where necessary. If calling for the emergency services, local Fire, police and hospital telephone numbers are detailed on the Emergency Contact List displayed within the Main Site Office and the Weighbridge Office.
  - a. Dial 112 for emergency services
  - b. Request emergency service
  - c. Give details of type of emergency and phone number in case call is inadvertently disconnected
  - d. Provide information requested by call recipient
  - e. Determine estimated time of arrival to site and communicate this information to the relevant member of ERT.
  - f. Hang up only when told to do so by call recipient
  - g. Fill out details required by emergency contact log as soon as it safe to do so.
3. Should the incident be determined to be capable of being addressed in-house under the guidance of the most senior representative of management on-site, the Environmental Emergency Response Team shall be mobilised paying due regard to the appropriate emergency response procedure (EP 05-ERP-1-5).
4. In the event the situation involves a Man Down, do not move the casualty until First Aid or Emergency Services give instruction.
5. Once ERT arrive at the incident, all contractors and visitors must be directed to the assembly point.
6. In the event the Emergency Services are called, ERT will cordon off the area and ensure emergency services access is clear to the incident site.
7. Move all machinery not involved clear of the incident and switch engines off.
8. Once the situation is under control and has been deemed safe by the Site Manager or most senior member of management on site then the relevant report forms must be completed and the HSA informed where relevant.
9. In the event that the incident gives rise to an emission the Site Manager and the Emergency Response Team shall immediately
  - Isolate the source of any such emission
  - Carry out an immediate investigation to identify the nature, source and cause of the incident and any emission arising there from

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	<b>Unforeseen Emergencies and Fugitive Emissions</b>		Issued By: CG	Date: 26/08/14

- Evaluate the environmental pollution if any caused by the incident
  - Identify and execute measures to minimise the emissions or malfunction and the effects thereof
6. Following an emergency, the Site Manager, or other designated responsible person shall record details of the incident as per procedure EP 6.0 Environmental Incident Investigation and Reporting. The Site Manger shall also identify and put in place measures to avoid reoccurrence and put in place any other appropriate remedial action. These corrective actions shall be documented as per procedure EP 8.0 Corrective and Preventive Action Procedure.
7. The Site Manager shall provide a proposal to the Agency for its agreement within one month of the incident occurring or as otherwise agreed by the Agency.

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