

**EMERGENCY RESPONSE**

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IMPLEMENTATION DATE: 11/04/24

REV: 14

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***ENVIRONMENTAL PROCEDURE: No. 03***

**REASON FOR NEW REV LEVEL (OR REASON FOR NEW PROCEDURE):**

Revise procedure for event of electrical outage

**PURPOSE:** To ensure that all incidents are handled in a control and documented manner.

**SCOPE:** This procedure applies to the environmental impact of Grant Engineering Ireland

**RELATED DOCUMENTS:**

MSDS Folder

Incident Report (ED004)

In the Event of Fire (QD419)

GRT-INST-115 BOC gas safety

**RESPONSIBILITY:**

Environmental Officer

All personnel.

**CIRCULATION LIST**

Floor Copy

Master Copy

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### PROCEDURE:

In the event of Fire see Quality Document QD419.

**The following Drill are to be performed once per year**

#### Liquefied Petroleum Gas (LPG) Fire:

1. Raise the alarm and ensure no electrical of fire ignition sources are turned off/on.
2. In the event of a serious fire, sound fire alarm and evacuate all persons immediately.
3. Assess the situation promptly and if possible to do so safely, take action to control the leak by shutting off all fuel dispenser isolating valves and isolate using the electrical master switch.
4. Assess the situation promptly and if possible to do so safely, take action to control the spread of the fire. Dry chemical, carbon dioxide, or foam fire extinguisher is recommended.
5. Inform emergency services: Fire service on **999** or **112**.
6. Remain available to emergency and fire services to provide information necessary for the control of fire.
7. Ensure Calor Gas **Office Hours: 1850 812 450, After Hours 01 291 6229** and the Commission of Energy Regulation (CER) is notified of the incident.
8. Initiate measures to ensure there is no reoccurrence.

#### Autodiesel Fire:

1. Raise the alarm.
2. In the event of a serious fire, sound fire alarm and evacuate all persons immediately.
3. Assess the situation promptly and if possible to do so safely, take action to control the spread of the fire.
  - Cut off diesel supply by turning “OFF” the diesel pump.
  - Dry chemical, carbon dioxide, or foam fire extinguisher is recommended. The nearest extinguisher to the bulk storage tank is stored inside the emergency exit door located directly beside the bulk tank.
4. Inform emergency services: Fire service on **999** or **112**.
5. Remain available to emergency and fire services to provide information necessary for the control of fire.
6. Initiate measures to ensure there is no reoccurrence.

#### Electrical Fire:

1. Raise the alarm
2. In the event of a serious fire, sound fire alarm and evacuate all persons immediately.
3. Assess the situation promptly and if possible to do so safely, take action to control the fire by;
  - Cut off electrical supply by turning “OFF” the main distribution board.
  - CO<sub>2</sub> or Dry Powder extinguisher is recommended. The nearest extinguisher to the bulk storage tank is stored inside the emergency exit door located directly beside the bulk tank.
3. Inform emergency services: Fire service on **999** or **112**.
4. Remain available to emergency and fire services to provide information necessary for the control of fire.
5. File an incident report.
6. Contact ESB Networks to notify of any damage to the electrical network. Contact ESB Networks at; **1850 372 999**
7. Initiate measures to ensure there is no reoccurrence.

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### Autodiesel Spill:

1. Ensure appropriate preventative/remedial action is taken to control and limit the spill, on its occurrence.
2. Notify the Environmental Officer immediately.
3. Permit access to emergency supplies, if necessary, to ensure the production can continue uninterrupted.
4. Prepare an incident report to be given to the Environmental Officer and file in accordance with the accidental release procedure outlined below.
5. Contact Envva to collect used spill kits and provide replacement.
6. Initiate measures to ensure there is no reoccurrence.

### Liquefied Petroleum Gas (LPG) Leak:

1. Sound alarm and evacuate the area.
2. Ensure that no engine or electrical system is operating nearby.
3. Ensure to evacuate any areas where gas could accumulate.
4. Assess the situation promptly and if possible to do so safely, take action to control the leak by shutting off all fuel dispenser isolating valves and isolate using the electrical master switch.
5. Contact Calor Gas immediately and the emergency services if the leak persists and presents a significant risk. Contact Calor Gas at; **Office Hours: 1850 812 450, After Hours 01 291 6229**
6. Notify the Environmental officer as soon as possible.
7. File an incident report form to the Environmental Officer and ensure the Commission of Energy Regulation (CER) is notified of the event.
8. Initiate measures to ensure there is no reoccurrence.
9. Permit access to emergency supplies, if necessary, to ensure that production can continue uninterrupted.

### Accident Release- Liquid or Gas:

1. Consider personal safety first.
2. Assess risk to others, and act accordingly.
3. It is important to assess the extent and nature of the contamination before proceeding with any course of action.
4. Wear necessary protective clothing.
5. Avoid contact with the skin.
6. Avoid contact with the eyes.
7. Avoid inhalation of fumes.
8. Contact a member of the Environmental Team.
9. An incident record is to be completed and passed to the management representative.

### Accident Release- Liquid only:

1. Limit any further contamination.
2. Absorbents may be used to prevent the flow of the contaminant (absorbent stored in the paint store and available inside the spill kit located beside the autodiesel tank in the outgoing stores area).
3. Prevent the contaminant from entering sewage system or ground course.
4. Once the source of accidental release has been located and remedial action has been taken, the absorbent should be cleaned up and placed into the spill kit container for correct disposal.

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### Accident Release- Gas only:

1. Evacuate the immediate area.
2. Extinguish/remove any possible source of ignition.
3. Under no circumstances approach the source of the leak, while any risk of combustion remains.
4. For internal leaks of Argon, CO<sub>2</sub>, Nitrogen turn off valves outside of laser hall

### Fire Water:

1. Limit any further contamination.
2. Absorbents may be used to prevent the flow of the contaminant (absorbent stored in the paint store).
3. Prevent the contaminant from entering the sewage system or ground course. In nearly all cases fire water will be directed towards the groundwater interceptor.

### Electrical Network/Infrastructure Damage:

1. Assess the situation promptly and if possible to do so safely, take action to ensure no personal danger can occur by isolating the area and preventing any persons/property from access to this area.
2. Cut off supply to the electrical infrastructure/appliance.
3. Contact ESB Networks immediately and the emergency services if a significant risk presents. Contact ESB Networks at; **1850 372 999**
4. File an incident report.
5. Initiate measures to ensure there is no reoccurrence.

### Accidental Electrical Shock:

1. Raise alarm.
2. Consider your safety first before entering an area where an employee has potentially received an electric shock. Turn off electricity to isolate the area before touching the person affected.
3. Ensure any victim is administered first aid.
4. File an incident report.
5. Initiate measures to ensure there is no reoccurrence.

**NOTE:** Any Contaminated absorbents used during an emergency response to an accidental release are to be disposed of safely.

### Bulk Gas blowing off (Bulk CO<sub>2</sub>, Nitrogen, Argon):

Raise alarm.

Look up GRT-INST-115

Consider personal safety first.

Assess risk to others, and act accordingly.

It is important to assess the extent and nature of the contamination before proceeding with any course of action.

Wear necessary protective clothing.

Avoid contact with the skin.

Avoid contact with the eyes.

Avoid inhalation of fumes.

Contact a member of the Environmental Team.

An incident record is to be completed and passed to the management representative.

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### **Incident Reporting**

The Environmental Officer is responsible for dealing with incidents and will take the following steps:

1. Prepare an incident report, include the category ranking (detailed explanation of ranking available in EP004) of the incident and forward it to the EPA in Kilkenny by telephone (056-7796700) (After office hours 053-60600, see page 6 of this procedure), and through LMA (Licensing Management Application) <https://www.edenireland.ie/> as soon as practical.

In the event that the Environmental Officer is not available on-site to immediately notify LMA, a document containing the password and username to submit information to this website can be found in an excel file at the following location: Y:\Environmental\EMS>Password. Any incident occurring on the late or night shift, when the Environmental Officer is unavailable, shall be recorded via a shift report and reported by the foreman or day-shift supervisor to the Environmental Officer at the earliest opportunity.

It may also be necessary to contact the local authority; Birr Urban District Council (057-9121087), Birr Fire Service (they have a pre-fire plan), Gardaí, and HSA (Health and Safety Authority).

2. The environmental officer will be made available to receive calls regarding the incident from the EPA or emergency agencies.
3. The environmental officer must keep apprised of the situation to decide what action must be taken.
4. The environmental officer will provide and support the technical response to the incident.
5. The environmental officer will ensure that all safety precautions are taken during any response to the incident.
6. The environmental officer will advise on remedial action necessary including preventative action. (E.g. could potable water be contaminated?).
7. The environmental officer will initiate the appropriate preventative action to ensure there is no reoccurrence of the incident.

A record of all these incidents will be maintained for a period at least 7 years. A review of all incident reports will be made at the Environmental Meetings to ensure no further reoccurrence.

All chemicals used on site will have a corresponding Material Safety Data Sheet (MSDS), specifying procedures for accidental release. There is a folder of chemicals contained in the chemical store filed in that said store and the MSDS master copies are kept in the engineering department. If the material safety data sheet does not contain these measures then the following points may be observed:

### **Leaving a Phone Message Outside of Office Hours**

The licensee/COA holder is required to communicate the details of the incident by telephone and by fax. Notifications of environmental incidents outside normal works hours can be made by telephone to EPA headquarters on telephone number 053 9160600, or by telephoning any of the Regional Inspectorates. Callers are given the option to record a message or an urgent environmental pollution incident message.

If a caller dials HQ, or a \*Regional Inspectorate they will hear a standard greeting and are given options to record a message as follows:

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“Thank you for calling the Environmental Protection Agency. Our office hours are from 9 am to 5pm Monday to Friday. Please hold now to hear further options”

“If you wish to leave a message for the Environmental Protection Agency, which will not be dealt with until the following day, please dial 1 now”

“If you wish to report an urgent environmental pollution incident requiring immediate response please dial 2 now”

“To listen to this recorded message again, please dial 3 now”

If the caller selects Options 1 or 2 a further message is played as follows:

**Option 1:**

“After the tone please leave a message for the Environmental Protection Agency and your name and contact telephone number. Your message will be dealt with when our offices re-open” If you wish to return to the main menu press 0.

**Option 2:**

“After the tone please leave a message detailing the nature, extent and location of the environmental pollution and your name and contact telephone number. If you wish to return to the main menu press 0.

### **Severe Red Weather Warning**

#### **Secure the premises**

**Note: Consider your own safety and that of others in the event of severe weather conditions, where possible carry out checks and actions to ensure safety on the premises.**

1. Check the external areas of the premises to ensure that any items that could be uplifted are either secured in their current location or moved to a safe location. Bring in all waste bins where possible including blue 1100L recycling bins, organic bins etc. Ensure scrap steel is secured in the Hammond Lane scrap bins.
2. Place a restriction on any external work including all driving for work, consider prohibiting all external work before conditions become dangerous.
3. Print off a list of all employees on site in case of a power cut.
4. Ensure doors, exits and gates are securely closed.
5. If conditions are severe enough a decision is taken on whether to close the plant, this decision will be made by the general manager. Turn off all electricity to the factory. Isolate all gas including calor gas, cutting gases and welding shield gases.
6. If conditions have deteriorated to dangerous levels consider keeping employees on premises.
7. Before recommencing work, an internal and external inspection of the factory will take place. Once we are satisfied that the premises are safe we can recommence operations.

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### **Electrical Outage**

Grant Engineering have installed a 1400kVA generator on site which is synchronised to the incoming ESB power. If we loose power the generator will start and power will be restored. This will take 10-20 seconds so it is important not to panic and wait for the electricity to come back on. Supervision must inform management when this happens so that a) the reason for the power outage can be determined b) more fuel may need to be purchased to keep the generator running.

If for any reason the generator does not restore power please follow the following procedure:

1. Cease all work and congregate at the external emergency assembly points, if it dark outside or if a severe weather warning is in operation congregate internally near the clock in area.
2. Team leads are to take a list of all employees present and ensure everyone has been accounted for.
3. If it is during day light hours contact a Grant electrician to see if problem can be rectified. If the issue cannot be rectified within the organisation, works cannot continue until the power has been restored by the ESB.
4. Shutdown all electrical equipment such as desktops and printers during the outage.
5. Have an emergency preparedness kit, including the following; flashlight, batteries and a first aid kit.
6. If power outage is prolonged, the director will decide on whether employees will be dismissed for the remainder of the day.
7. A thorough inspection is carried out to ensure all electrical power has returned before it is safe to return to work.