

<b>STREET FUEL Ltd</b>	DOCUMENT NO <b>MS RDF - Chatham -001</b>	
	<b>Emergency response Plan</b> Prepared by Global Waste Technical Services Ltd	
	DATE: 01/05/2013	Issue 2

<b>Content</b>	<b>Page</b>
INTRODUCTION.....	2
EMERGENCY CONTACT NUMBERS.....	2
FIRE PROCEDURES.....	7
Chatham MRF – FIRE SAFETY RISK ASSESSMENT .....	10
FLOOD PROCEDURES .....	14
Hazardous Spillage Containment Plan .....	17
Sickness Pandemic Procedure .....	19
IMMEDIATE RESPONSE ACTION PLAN TRAINING AND DRILL TESTING.....	20
Review of Procedures .....	20

<b>Revision History</b>			
Section	Revision Date	Issue No.	Description of Change
All	01/01/2013	1	First issue

# Global Waste Technical Services Ltd

## INTRODUCTION

Emergency Preparedness Plan (EPP) is a quick reference guide to other; more detailed emergency procedures documentation, in which key information has been extracted to create a single Emergency Response/Preparedness Plan.

### Purpose and Scope

EPP is an Emergency Plan that takes into account Street Fuel Limited (SFL) responsibilities as a company to safeguard employees and contractors operating on site (RDF Production Plant) during any foreseeable emergency situation, and to so far as is reasonably practicable, put in place procedures and arrangements for the protection of the surrounding environment (flora, fauna air and soil) that may be adversely affected by substances, materials and articles stored on the premises or any work based activity.

EPP sets out the geographical scope of the area where RDF Production Plant (RDFPP) is situated and the schematic layout of the building. EPP also provides a quick reference guide as to how to get first hand warning of impending floods, illness epidemic and emergency evacuation as well as a brief direction as to the arrangements already in place to tackle such potential emergencies and the procedures which are to be implemented during these emergencies, along with the reporting lines of communication for getting these procedures initiated.

Elements of EPP will be tested on a scheduled basis and recorded on inspection forms to identify shortfalls or suggestions for improvement.

## EMERGENCY CONTACT NUMBERS

Emergency Service Operator		999
European Fire Service Emergency Number		112
Kent Fire and Rescue	Gillingham Fire Station	01634 578 453
Kent Police	Medway Police Station	01634 891 055
Medway Hospital (nearest A=E)	Medway Maritime Hospital	01634 891 055
Environmental Agency	Incident Hotline	0800 807 060
Environmental Agency	Flood Preparedness	0845 988 188
Meteorological Office	Weather Warning	0870 900 010
Peel Ports Marine Department	River Protection	01795 596596
Peel Ports Security	Gatehouse	01634 827 130
Fire Alarm and Emergency Lighting	Jim Kelly	07747 658366
Fire Extinguisher	Jim Kelly	
Sprinkler System	Jim Kelly	
Fire Alarm Monitor	ADT	0844 800 1999 (contract BTS 2356)
H&S Advisor	Stephen Cooper	07766421378
Street Fuel General Manager	John Smith	07810825557
RDF Manager	Gez Goodwin	07500450694
Emergency Electrician	Jim Kelly	07747 658366
Emergency Plumber	Jim Kelly	07747 658366
Group Insurance Manager	Head office	01324 668 458

## EMERGENCY PREPAREDNESS CONTACT E-MAIL/WEBSITES

Meteorological Office	Weather Warning	<a href="http://www.metoffice.gov.uk/weather/uk/uk_forecast_warnings.html">http://www.metoffice.gov.uk/weather/uk/uk_forecast_warnings.html</a>
Environment Agency	River Flood Warning	<a href="http://www.environment-agency.gov.uk/subjects/flood/floodwarning">http://www.environment-agency.gov.uk/subjects/flood/floodwarning</a>
OCCUPATIONAL HEALTH	Hinkcroft Transport Ltd	020 8691 3074

# Global Waste Technical Services Ltd

## INDIVIDUALS RESPONSIBILITIES

You have a responsibility for the health and safety of yourself and others at work and failure to observe simple precautions such as listed in this document can have tragic consequences.

### UNDER THE HEALTH AND SAFETY AT WORK ACT 1974

- You are breaking the law if you intentionally misuse any equipment, means etc. provided by the Company to secure the health, safety and welfare of any employees or others;
- You must use any means of equipment provided under the H.S.W. Act for your health and safety;
- You are breaking the law if you intentionally and without reasonable cause do anything likely to endanger yourself or others;
- You shall co-operate with the Company to comply with any duty or requirement specified in law.

### PLAY YOUR PART

- Comply with all Company rules and regulations to ensure your safety;
- Don't attempt to carry out work of a dangerous nature, or operate machines unless you have been trained and authorised to do so;
- Learn only safe working methods and use at all times;
- You shall always question or report the use of equipment or systems that could lead to injuries;
- If in doubt about any instruction, regulations or rules, check them out with your Manager before starting work.

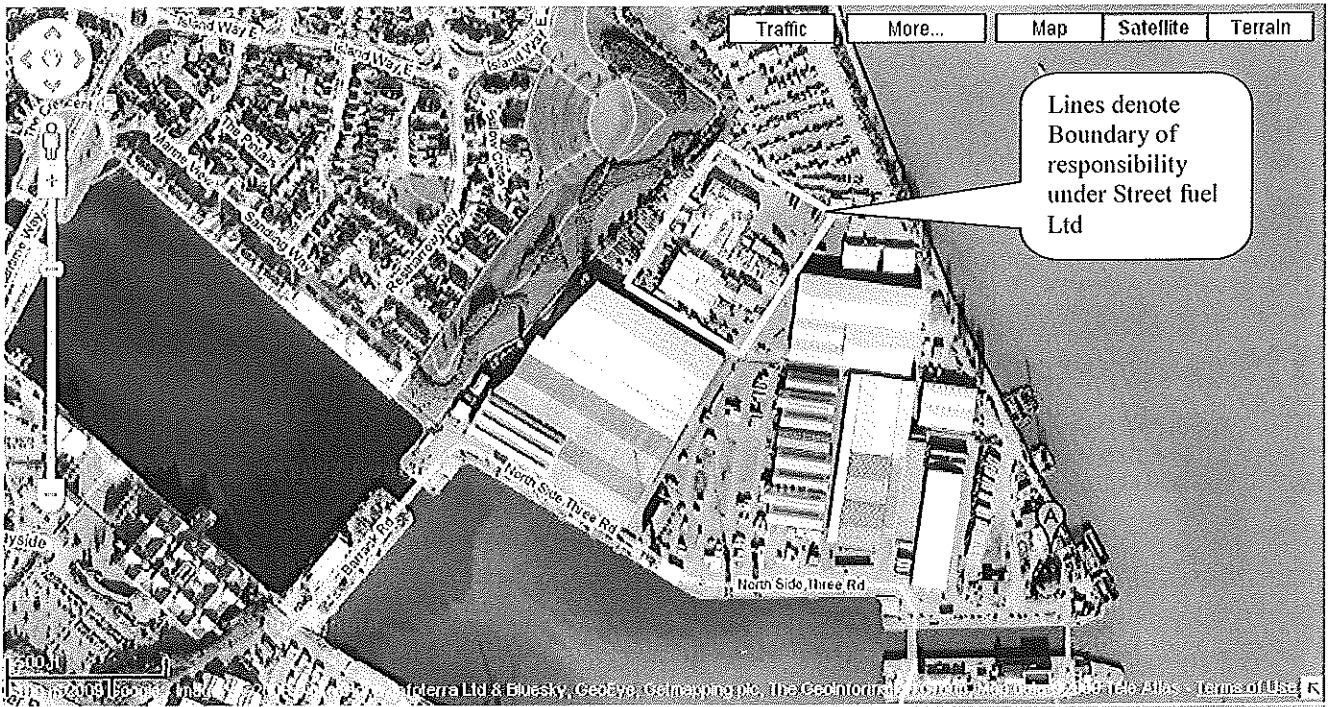
### MAKE SURE

- You have read and understood any health and safety notices, etc. posted at your place of work;
- You understand any emergency drill at your place of work;
- You know the location of any emergency equipment and how to use it;
- You know the exit route for emergency use and the location of the assembly point.
- You keep fire doors and exits clear and unobstructed;
- You don't hang clothing over or near heaters and electrical plant and equipment;
- You do not smoke in forbidden areas;
- You keep flammable materials at a safe distance from possible sources of ignition;
- You don't use the lift in the event of an emergency evacuation
- Keep walkways clear of rubbish, spillages and obstructions
- You switch off from the mains, any electrical equipment when not in use.

# Global Waste Technical Services Ltd

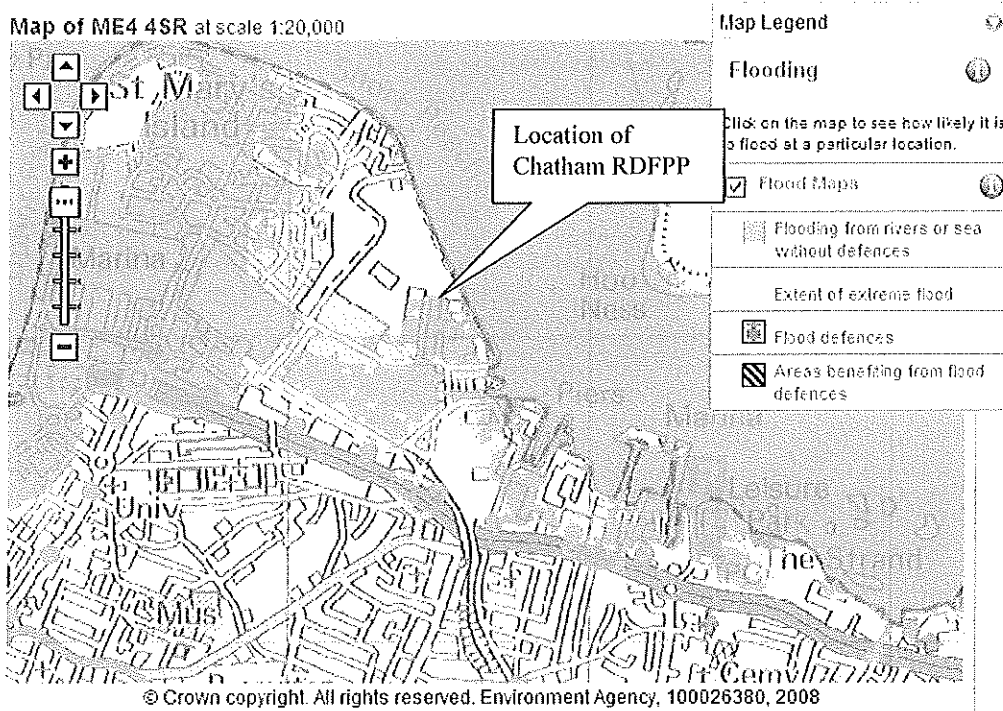
## LOCATION MAP

The MRFPP site located at Berth 6, Basin 3 and is situated amongst a parade of other businesses premises located within Chatham Dockyard.  
The land is owned by Peel Ports (Medway)

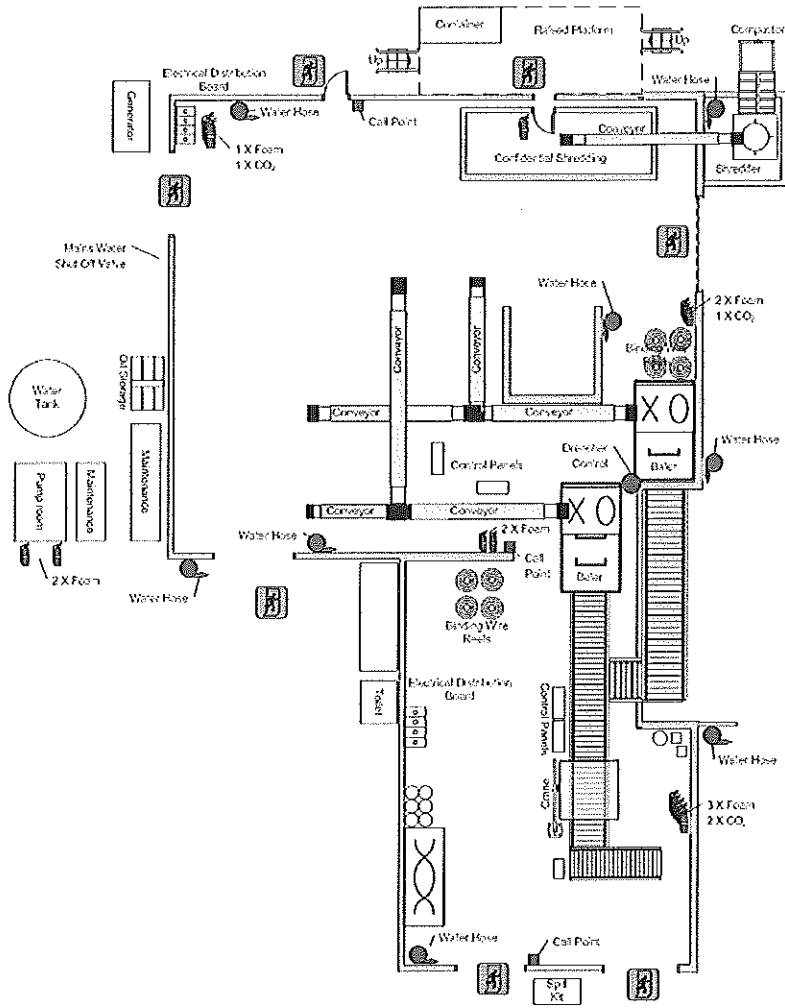


**FLOOD MAP**

The Flood Map illustrates that RDFPP is located not on a potential flood area, though does benefit from River Authority flood defences. However, the north elevation of the building slopes south towards the basin which could indicate surface water could run down north-to-south, through the RDFPP building. This suggests that SFL can not solely rely on the effectiveness of these protection systems, and therefore a flood emergency preparedness plan needs to be created.



**BUILDING SCHEMATIC LOCATION OF SERVICES AND FIRE EXITS**



# Global Waste Technical Services Ltd

## PROCEDURES

### GENERAL

If there is an emergency, the main priority is to ensure that everyone reaches a place of safety quickly. Putting out the fires or protecting property is secondary to this because the greatest danger from fire in a workplace is the spread of fire, heat and smoke through it, and sudden flooding may cause electrical power failures, which in turn may lead to panic, which in turn could increase the risk of casualties.

It is essential that the means of escape and other emergency precautions are adequate to ensure that everyone can make their escape to a place of safety before the fire or flood and there effects can trap them in the building or if people are trapped by flooding, that they are safely moved to the upper floors of the building and suitable provisions are made available until rescue arrives. All means of escape shall be kept free from obstruction and free from combustible storage at all times.

Doors with self-closing devices shall be maintained, kept closed at all times, and shall not be provided with any means of holding them open.

Written information about the action to be taken in the event of fire is prominently displayed to all persons reporting to the premises.

On those occasions when disabled or handicapped persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made, so as to enable all persons to leave the premises safely in the event of fire or flooding.

### FIRE PROCEDURES

#### FIRE WARDEN

The designated fire wardens shall be required to carry out a quick review of their designated area at the time of hearing the fire alarm. The names of any persons remaining in the building shall be notified to the duty receptionist maintaining the roll call at the fire assembly point. The fire warden shall not expose themselves to undue risk by performing this duty.

Fire wardens may also be required to carry out fire watch duties during hot work tasks based on risk assessment of the job.

#### IDENTIFICATION OF FIRE WARDENS

Fire Wardens names will be displayed against the fire escape route plans which will be posted in the canteen room and office reception area. They can be visually identified by the distinctive ORANGE high visibility vest which display the words FIRE WARDEN

#### KEY PEOPLE

Fire Receptionists MRF Supervisors  
MRF Manager Tel: 07810825557

Fire Wardens Listed Below

First Name	Second Name	POSITION
James	Gray	Supervisor
James	Lakeman	Operative
Lukas	Belko	Operative
Michael	Chorazeczewski	Operative

## IMMEDIATE FIRE RESPONSE ACTION PLAN

- **Discovering a fire.**

On discovery of a fire, the alarm shall be raised by breaking the nearest 'break glass'. Once activated proceed to leave the building by the nearest available exit and report to the Duty Receptionist at the fire assembly point. The locations of alarm call points are as indicated on the attached plan and as identified at induction.

- **Make safe power supplies**

All Machine Operatives will switch off power supplies to any machinery close to their position at the time of hearing the alarm **AS LONG IT IS SAFE TO DO SO!**

- **Tackling the fire**

Only tackle the fire if safe to do so and you have been trained to do so and have the correct equipment to hand.

- **Hearing the fire alarm.**

On hearing the alarm all personnel shall leave the building by their nearest available exit, not stopping to collect personal belongings, and make their way to the fire assembly point identified.

The Duty Receptionist shall leave by the nearest available exit together with the Register of Attendees and COSHH File. The Fire Wardens shall check their respective areas before leaving the building by the nearest available exit.

- **Calling the fire brigade.**

On hearing the alarm the Duty Receptionist shall call the Emergency Services Operator using the number **112 or 999** when using any telephone. Upon connection to the operator, the Duty Receptionist shall be prompted as to which service is required, The Duty Receptionist will request fire and if persons are injured ambulance as well once put through to the emergency service, calmly say **"This is Street Fuel Limited, there is a fire at RDF shed (or office) the address is Berth 6 Basin** The operator may ask further questions; try to answer them as clearly as possible.

The RDFPP Shed alarm system has a 24hr telephone link to UK Monitoring. In the event of a fire a distress signal will be sent from the alarm system to the UK Monitoring switchboard.

The switchboard will then alert the fire brigade before telephoning the RDFPP Manager or The RDFPP Senior Supervisor to alert them that the alarm system has been activated

- **Location and use of fire fighting equipment.**

You must familiarize yourself with the location of fire extinguishers on generally these are located at the main entrance exit points, corridor of the offices. The Paper yard has water fire hoses affixed to the RDFPP External wall. These are linked to the mains water supply. AFF and CO2 extinguishers are located at ext points of the RDFPP building and along the internal wall next to Baler Number 2. Additional mains, fed water hose is also located next to the saw machine

- **Escape routes.**

The nearest available escape route shall be used at all times. Fire Wardens shall marshal personnel to the safest escape route away from the fire. **FOLLOW THEIR INSTRUCTION AT ALL TIMES! DO NOT STOP TO COLLECT BELONGINGS!** Assemble at the Fire Assembly Point.

Complete evacuation of the building is required in all instances the alarm is activated unless there has been pre-announcement of a test.

Locations of escape routes are identified in the building schematic section of this document.

Particular attention needs to be given to unoccupied areas, any areas where the warning may go unnoticed and to people who may not be able to react quickly.

Ensure vehicular access is available in front and rear of the main entrance points for fire engines.

- **Role Call**

The Duty Receptionist shall take Register of Attendants to the Fire Assembly Point at the front main car park outside the front of the RDFPP Building. He/She will meet the RDFPP Manager or Shift Supervisor at the fire point who will use the clock cards to carry out role call of RDFPP operatives, then will take office staff and visitors role call using the Register of Attendees. Once all



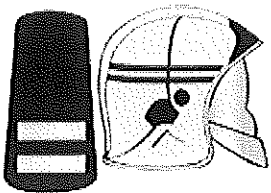
## Global Waste Technical Services Ltd

persons on site have assembled at the Fire Assembly Point, roll call shall commence. Everyone must gather in front of the Duty Receptionist, once their name has been called, they must walk over and stand behind the Duty Receptionist. These registers must be taken quickly to ensure full evacuation so talking or wandering from position is strictly forbidden.

- **Re entry of the building**

Entry to the building shall only be on the express instruction of the Fire Warden after permission given to them from the most senior Fire Officer at the scene. They can be identified by the helmet worn and the epaulettes displayed. Below is a basic guide to ranks and responsibilities of fire brigade officials likely to be immediately encountered at a fire scene

### IDENTIFICATION OF SENIOR FIRE OFFICER RANKS

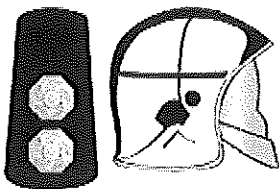


#### Crew Manager

Helmet: Yellow Fire Helmet. Two 12.5mm black bands with 12.5mm separation

Collar: Two 12.5mm silver bars with 12.5mm separation

A Crew Manager is likely to lead a small team on a specific task but can take charge of incidents involving up to 3 pumping appliances.

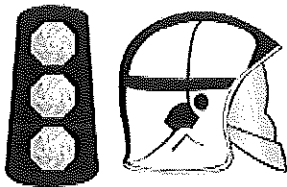


#### Watch Manager

Helmet: White Helmet with black comb. One 12mm black band

Collar: Two large impellers

A Watch Manager leads larger groups of personnel and in the Retained service will be in charge of a fire station. Will attend incidents as officer in charge of an appliance and will also take command of incidents involving up to 3 pumping appliances. Will also undertake specialist duties such as training or fire safety.



#### Station Manager

Helmet: White Helmet with black comb. One 19mm black band

Collar: Three large impellers

A Station Manager will manage one or more fire stations and is responsible for all service delivery matters for that station(s). Can also undertake specialist duties. Will take charge of an incident of up to 6 pumps or undertake specialist tasks as support at an incident.

# Global Waste Technical Services Ltd

## STREETFUEL RDFPP – FIRE SAFETY RISK ASSESSMENT

### STEP 1 – IDENTIFY HAZARDS

The following schedule identifies the principle areas of RDFPP together with their current usage – it identifies the possible risk (measured as high, medium or low risk) against sources of ignition, fuel and oxygen.

#### BUILDING TYPES

RDFPP SHED: Steel Framework Building with steel cladding

ADMIN & WEIGHBRIDGE OFFICES: Prefabricated static cabins approximately 13 years of age, timber and steel frame with wood panel cladding. Interior partition walls of double skin plaster board with cardboard hollow core, suspected of being supported by timber frame work.

Where a room has been identified as presenting a medium or high risk a further detailed assessment has been carried out and is attached. Escape Risk is based on an able bodied person's ability to escape. This assessment does not consider mental/physical disabilities or pregnancy.

FLOOR	AREA	USAGE	IGNITION SOURCE	FUEL SOURCE	OXYGEN SOURCE	ESCAPE RISK
Ground	Admin Offices	Contains various electrical equipment including computers, hard copy files. Also has a separate kitchen area that does not have a door between the kitchen and open area office. One exit points from office leading to site compound	Medium	High	Medium	Medium
Ground	Weighbridge office	Open plan cabin, which is suspected of previously having wall partitions similar to those in the adjacent cabin there are various electrical items located in the area with some loose paperwork. The office has two means of escape in opposite directions with a single exit point from the drivers reception area	Medium	High	Medium	Low
Ground	Office Windows	The windows are suspected of being aluminium framed construction with double glazing. These windows have a horizontal outward opening at the top. These windows would prove troublesome to use as an escape route	N/A	N/A	High (open) Medium (closed)	Medium
Ground	Macpresse Balers	The in feed hopper between the Macpress and hogger has a water hose permanently attached. This water hose is connected to the pump house water feed. The activation of the water hose is via a lever. These are located at the side of the Macpress conveyor feed for Baler No1 and behind Baler No 1 is the lever connection to Baler No2 smouldering materials entering the ram press chamber from the hogger may ignite material inside. With the chimney effect from the open top of the hoppers providing air circulation to the fire	High	High	High	High (maintenance activities)
Ground	Hoggers	Above both hoggers are sprinkler heads connected to the pump house these will automatically discharge. Within a hogger is a series of rotating metal hammers linked to the drive motors via drive shafts. Fire combustion could occur if a ferrous object were to enter the chamber which in turn could provide an ignition source to the paper	High	High	High	High (maintenance activities)