



---

---

## Quality and Environmental Procedure

### 8.2. Emergency Preparedness Response

#### 1. Purpose

To establish, implement and maintain where appropriate test all emergency procedures.

#### 2. Scope

This procedure applies to the situations detailed below.

More details can be found in the Business Continuity Plan, or support documents relevant to the situation described.

#### 3. General

All action is to be completed by competent individuals only.

Testing is to be completed periodically where appropriate with records kept by the HSQE Team.

Emergency Evacuation drills must be completed twice annually with records kept in the site Fire Logbook.

#### 4. Reference

BS EN ISO 14001: Clause 8.2

BS EN ISO 9001: Clause 8.2

#### Fire

##### On Discovering a Fire

Raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call point (small red box, close to major exits).

Dial 9999 to call the Fire Brigade.

If safe to do so and if trained, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.

##### On Hearing the Fire Alarm

Leave the building by the safest route, close all doors behind you, and report to your line manager / supervisor at the assembly point.

#### Flood

Flooding could occur naturally from storm water or from a burst water main.

On sites next to a river or brook the level rising above safe limits, should be known in advance (visually), then measures must be taken to monitor the flood water and where necessary move any stock and equipment that may be damaged by any flooding.

If this action is necessary, the Directors and Senior Managers must be informed.

#### Refrigerant Leak

On discovering a refrigerant leak, and refrigerant handling accredited:  
C & G 2079 fluorinated gas and ozone depleting substances or C & G 2079 Ammonia shut all necessary stop valves to limit the loss of refrigerant and remove the remaining refrigerant from the system into suitable recovery bottle(s). Pressure test the system.

#### Oil Spill, Leak & Response

##### On Discovering an Oil Spill, Leak

Determine if the spill is safe to attempt alone (Minor) or if it requires assistance (Major).

For every spill, including minor spills an incident report should be filed with the HSEQ team, as HSQE may need to report it to Environment Agency. Refer to JEH-E1-011 Procedures Spill Control

## Emergency Preparedness Response

---

### **Wind Damage**

In the event of wind damage occurring to the fabric of the building the Senior Manager on site will assess the damage and shall take appropriate steps to evacuate personnel and call the emergency services if required.

### **Gas Leak (Explosion Risk)**

In the event of a gas leak, extinguish all sources of naked flames, isolate the gas at the meter, do not use any electrical power switches, light switches, mobile phones. Call 0800 111 999 and give the details to the operator. Ventilate the property by opening windows and doors.

### **Electrical Fault or Failure**

A major electrical failure is one which makes part or a full evacuation necessary, either because of possible danger or the loss of power and light.

If this action is necessary, the Directors and Senior Managers must be informed.

### **Information and Communications Technology Fault or Failure**

The Information Technology department in the Dartford Office deals with information and communications technology issues. Refer to JEH-E1-009.

*This page intentionally blank.*