

HESPIN WOOD MBT - OPERATING PROCEDURE FIRE, EMERGENCY, SITE DISASTER RECOVERY AND INCIDENT CONTROLLER PLAN

Denotes change - new document

PURPOSE

- ✓ To ensure that Incident Controllers are aware of the procedures to follow in the event of an emergency, disaster or major incident on site
- ✓ To ensure that Shanks sites and operations recover from potential disasters in a timely manner consistent with legal requirements and risk management

MAJOR INCIDENTS, EMERGENCIES AND DISASTERS

The following have been identified as potential “incidents/disasters” which could occur:

- ✓ Fire
- ✓ Fire system failure/impairment
- ✓ Release of gasses, vapours etc
- ✓ Spillage of liquids
- ✓ Bomb threat
- ✓ Protestors / mass trespass
- ✓ Major injury – one requiring assistance of emergency services
- ✓ Break in, theft and similar
- ✓ Power cut
- ✓ Other event, such as flooding, which may prevent the site from operating

This procedure considers both the emergency itself (section 1), via emergency planning, and disaster recovery (section 2) following a major incident, emergency etc.

1, DEALING WITH THE EMERGENCY

All Incident Controllers must have attended a Shanks incident controller training course or similar.

CONTACTING THE EMERGENCY SERVICES

The decision to alert the Emergency Services will, in most cases, be taken by an Incident Controller. Out of hours incidents may dictate the decision is made externally: Either way this plan is to be adhered to. The most important thing to remember when contacting the Emergency Services is to give as much information/detail about the incident as you can; this should include;

- ✓ Speaking clearly and slowly **DO NOT PANIC**
- ✓ The information that you give at this stage is critical, therefore try to obtain as much information about the incident as you can prior to making the call
- ✓ The full postal address including postcode is essential, (see Emergency Services Information sheet attached which has the full and correct address). Once this information is given machines/appliances will be mobilised. Any additional information will then be passed on whilst en route to the incident
- ✓ Tell the operator what has happened and the nature of the incident
- ✓ What is involved
- ✓ Whether people are unaccounted for or missing (if known at this stage)
- ✓ Any hazards associated with the incident (take into account the surrounding area of the site)

- ✓ Any restrictions on access to the premises

If you feel that after you have made the initial call you have forgotten to give a vital piece of information to the Emergency Services - call them back as this information may be vital.

Once the Emergency Services have been called the Incident Controller must always take the control of any incident and ensure that the relevant:

- ✓ Shanks personnel as per the site contact list attached (phone Admin office first)
- ✓ CWM weighbridge & Jenkinson's if applicable
- ✓ Network Rail if applicable
- ✓ Regulators such as the Environment Agency/Health and Safety Executive

Are contacted in accordance with the contact checklist sheet appended to this procedure. This task may be delegated to allow the incident controller to concentrate on the emergency.

Note – Shanks SHE Department must be contacted for advice before contacting any regulator. If the site's usual SHE Department contact is not available the SHE Department contact list (on the intranet) should be used to contact an alternative SHE Department member.

ARRIVAL OF EMERGENCY SERVICES

It is vital that the Emergency Services are met at the main entrance to the site where by a formal hand over of the incident can take place. You will need to have with you the following:

- ✓ Emergency Services information and site plans/drawings
- ✓ Signing in books/sheets for visitors and staff
- ✓ Keys, security card or other access device to give to the Emergency Services (for access to offices/buildings which may still be secured)
- ✓ A notebook or similar to record any instructions given by the Emergency Services, to record the timings at which events occurred and any other relevant information which may need to be passed over should a replacement Incident Controller take over the role

On arrival the Emergency Services will ask you a series of questions which could include;

- ✓ Are all persons accounted for
- ✓ If people are missing where they were last seen
- ✓ The location of any casualties
- ✓ What has happened
- ✓ What's involved
- ✓ What has been done prior to the Emergency Services arriving

The Incident Controller will assume responsibility, command and liaison with the Emergency Services at all times. Make sure you tell the Emergency Services that you are the incident controller.

It is important that an Incident Controller remains with the Emergency Services throughout the duration of the incident to provide information as and when it may be required. This may mean, in the case of a large incident, that you remain in the Incident Command Unit.

If the Shanks' representative, acting as Incident Controller, changes (such as on the arrival of a more senior Shanks employee) a formal hand-over and communication with the Emergency Services will be necessary. This will include handing over the above documents, notebook or similar and any identifying clothing such as hi-vis with Incident Controller marked on such.

EMERGENCY RECORDS

The Incident Controller must ensure that a log (as mentioned above via a notebook or similar) of events is kept from start to finish of the incident and the timing of events.

2. DISASTER RECOVERY

Once the immediate threat has passed and the Emergency Services have left the scene the Incident Controller will hand over management of the site to the Nominated Manager for the site, or if not available, most senior Shanks employee present.

If the nature of the emergency/disaster has resulted in the complete or partial closure of the site/operation the Nominated Manager, or most senior Shanks employee present, will initiate the site disaster recovery plan as given in synopsis in the appended disaster recovery synopsis sheets.

The Nominated Manager, or most senior Shanks employee present, will commence the first line actions identified in the site disaster recovery plan (see disaster recovery plan synopsis appended). This will involve delegating issues such as customer contact etc to available Shanks staff as required.

If the emergency/disaster is such that the site/operation will be closed for less than 48 hours then, at manager discretion, only the first line actions identified in the disaster recovery synopsis appended to this procedure need be completed. However, if the emergency/disaster is such that the site/operation will obviously be closed for more than 48 hours, or closure extends beyond 48 hours unexpectedly, the actions listed in the continuing closure section of the disaster recovery synopsis must also be carried out.

For disasters entailing site closure of more than 48 hours key to this is, once the first line actions identified in the site disaster recovery plan synopsis have been initiated, that the Nominated Manager will convene a 'Disaster Recovery Group' consisting at the least of:

- ✓ The Nominated Manager
- ✓ The Senior Operations Manager or Director
- ✓ A sales person
- ✓ A member of Shanks ICT Department
- ✓ A member of Shanks SHE Department
- ✓ A member of Shanks HR Department

The members of this group are recorded in the site emergency contact list as appended.

The group need not meet physically and may be brought together by conference call, video conference etc. The aim of this group will be enact the site disaster recovery plan synopsis as given on the appended sheets. The group will meet within 24 hours of the emergency/disaster (or as soon as practical) and will continue to meet as required until the site/operation has returned to normal running.

DISASTER RECOVERY RECORDS AND REVIEW

All records pertaining to disaster recovery and any interim arrangements during the period that a site/operation is closed will be retained. These will include at the least:

- ✓ Legally required records such as relating to the transfer/movement of wastes
- ✓ Assessment reports of damage and repairs required
- ✓ Any communication with Shanks insurers, loss assessors and similar
- ✓ Disaster recovery group meeting notes

Once the site/operation has returned to normal operation the disaster recovery group will meet with the specific aim of a review and, if required, revise the site disaster recovery plan synopsis.

Approved by:	NAME	Regional Manager
.....	REDACTED	

Quality Check by	NAME	Regional SHE
(SHE Dept.):	REDACTED	Manager-North

FIRE

INCIDENT CONTROLLER'S ACTIONS

- ✓ If there is a break glass/fire alarm point in the vicinity sound it immediately
- ✓ If contacted or on hearing the alarm take control of the situation and organise an evacuation of the area/building
- ✓ If a fire can not be tackled quickly and safely with the use of a fire extinguisher then it is deemed to be a major fire and the Emergency Services must be called to deal with the incident
- ✓ In the event of an evacuation of the building personnel must be directed to the Fire Assembly Points located as shown on the site emergency plan map
- ✓ Pick up the "signing in" book on exiting the building, if they have not already been collected by another employee
- ✓ Also pick up any required keys, security card etc to allow access to buildings
- ✓ Inform operational staff in the Admin Office of the emergency situation
- ✓ An assessment will need to be carried out, by an Incident Controller, at a very early stage as to the suitability of the Assembly Point
- ✓ Depending on the type/size of the incident, wind direction etc. personnel may need to be moved to another safer Assembly Point
- ✓ Once a suitable Assembly Point has been found a roll call of all staff and visitors should take place so that the fire brigade can be told on arrival if there are any people unaccounted for and may still be on site/in the building
- ✓ Check with employees that everyone is out of the building and obtain any information on specifics of the fire that could be passed to the Emergency Services
- ✓ Personnel must be instructed to remain at the Assembly Point until it is safe to return or the need arises to move them to another location
- ✓ If necessary inform neighbours of any risk, including CWM landfill manager, Network Rail and Jenkinsons
- ✓ Commence writing a log of the incident noting down times and any significant events

NOTE – if during fire fighting fire water (which may be contaminated) escapes the site or enters a drainage system please follow the below actions as for liquid spillage.

FIRE SYSTEM IMPAIRMENT/FAILURE

INCIDENT CONTROLLER'S ACTIONS

Fire detection, alarm and other fire protection systems such as sprinkler systems etc can and do fail or become impaired, such as a fault on a fire detection system leading to the system failing to work. All such failures **MUST** be repaired as soon as possible and in the interim:

- ✓ Assess which system/part of a system is impaired and record this in writing. A copy of this note will be placed in the site's emergency services information pack and left there until the system has been repaired
- ✓ If relevant, such as if part of a system is impaired, place a clear note on that part of the system as relevant (for example, a note on a fire break glass call point stating that it is out of action)
- ✓ All site employees must be informed that the fire detection, protection system or part of the system is not operating and that they must be extra vigilant in terms of spotting and reporting fires and potential fire hazards
- ✓ Any hot work being undertaken on site **MUST** cease until the fire detection, protection etc system can be repaired and put back into service
- ✓ All site employees must be instructed to enforce site rules as regards fire precautions strictly and 100% such as smoking rules

In the event of a fire protection or detection system impairment or failure **for a period greater than 12 hours**, the incident controller must also follow the procedure below in addition to the above actions:

- ✓ Contact the company used for fire system repairs and maintenance in writing (e-mail is sufficient) stating the urgency of the need for repair and keep a record of such
- ✓ Notify the local fire brigade, security provider (if relevant), Shanks Insurance Manager, relevant senior manager/director and Shanks Safety Advisor for the site

Please note that the above impairment procedure applies to all fire protection or detection installations, but not minor parts of a system such as single fire extinguisher. In the case of such minor failures the faulty item shall be taken out of service and replaced as soon as possible. In such cases the site's Safety Advisor should be contacted for advice on how to proceed.

TOXIC, IRRITANT, FLAMMABLE OR ASPHYXIAN GAS OR VAPOUR RELEASE

INCIDENT CONTROLLER'S ACTIONS

Even waste management sites which do not accept hazardous wastes may find such wastes arriving on site as non-conformances. Some non-conforming wastes can result in the release of irritant, toxic or asphyxiant gasses, vapours or fumes, although this is rare and any fumes, gasses etc tend to disperse quickly. For example, bottles of acid placed in a skip in error which are broken when tipped resulting in acid vapour being released.

In the case of any such release:

- ✓ **ALL** persons (Shanks employees and third parties) must clear the affected area immediately – **DO NOT** stop to collect belongings, clothing etc
- ✓ Any Shanks employee suspecting a release **MUST** once clear of the area use the fire alarm to evacuate the site and then contact the site manager and/or incident controller
- ✓ The site manager and/or incident controller will contact the emergency services
- ✓ In addition to the above the relevant senior manager, Safety Advisor and, if required by site licence/permit, the EA should be contacted

NOTE that the normal fire assembly point may not be suitable dependant on wind direction and the site manager or incident controller may need to move evacuated persons to a greater distance

- ✓ **NEVER** re-enter a building or area where a release may have taken place until sure that all gas, fumes or vapour has dispersed
- ✓ **NEVER** attempt to rescue any person in the area of a release even if they are unconscious or not moving unless you are sure that any gas, vapour or fume has dispersed - you may also become a victim
- ✓ **ALWAYS** stop persons re-entering a building/area where a release may have taken place
- ✓ If it is safe to do so – that is any release has definitely dispersed – any person rendered unconscious should be moved to the fresh air as soon as possible and, if not breathing, resuscitation started – do not stop resuscitation until the emergency services tell you to.
- ✓ If the release spreads the site manager/incident controller must contact neighbouring sites and if necessary instruct them to evacuate, including CWM landfill manager (contact through CWM weighbridge)

Unless you are trained to do so and have the correct equipment NEVER try to vent buildings or areas or attempt to disperse any release by opening doors etc – evacuate and DO NOT re-enter until it is safe to do.

LIQUID SPILLAGE

INCIDENT CONTROLLER'S ACTIONS

In the event of site staff discovering a leak or spill, site management shall be informed and the scale of the spill determined. If the spill is minor (less than 5 L) it shall be promptly cleaned and the contaminated material correctly disposed of at a suitably licensed facility. If the spill is medium (5-20 L) or major (>20 L) the emergency procedures detailed below shall be followed:

- ✓ Site management or a nominated representative shall isolate the affected area
- ✓ The source of the spill shall be identified and, if possible, stopped (note – an assessment should be made as to whether the spill was of a volatile liquid which may produce vapour – if this is the case the above actions as for a vapour release should also be taken)
- ✓ The spill shall be contained using absorbent material to prevent further spreading. Every effort should be made to prevent pollution from entering the foul and surface water drainage system
- ✓ If required any drains or similar should be blocked using drain covers and/or the spill contained using a mobile bund or similar
- ✓ If a spill has entered a drainage system the site drainage plan must be consulted to establish where the spill will travel to. SHE Department should be contacted to advise on any actions which may be required dependant on which drainage system a spill may have entered and where it is likely to travel to
- ✓ Once the spill is contained the affected area shall be coned or taped off where necessary by site management or a nominated representative
- ✓ The affected area shall be cleaned and the contaminated material disposed at a suitably licensed facility
- ✓ The Environment Agency shall be informed of the incident as soon as it is practical to do so
- ✓ The area shall not be reopened until it has been inspected and approved by site management or a nominated representative
- ✓ All leaks and spills and the remedial measures taken shall be entered into the site's Environmental Log

BOMB THREAT

INCIDENT CONTROLLER'S ACTIONS

- ✓ In the event of a telephone call relating to a bomb threat immediately instruct all personnel to leave the building via the nearest emergency exit taking their personnel belongings e.g. bags, briefcases etc (any bags etc left in the building may be deemed 'suspicious')
- ✓ Contact the emergency services immediately and inform the Admin Office.
- ✓ Contact neighbours at risk immediately, such as CWM landfill manager (contact through CWM weighbridge), Network Rail and Jenkinsons
- ✓ If the location of a bomb is known ensure the evacuation is not past this area
- ✓ In the event of an evacuation of the building personnel must be directed to the Fire Assembly Points located on the access road to the site
- ✓ An assessment will need to be carried out, by an Incident Controller, at a very early stage as to the suitability of these Assembly Points
- ✓ Depending on the type/size of the incident, wind direction etc. personnel may need to be moved to another safer Assembly Point. For a bomb threat it is likely that an assembly point further away than the existing one will be required
- ✓ Once a suitable Assembly Point has been found a roll call of all staff and visitors should take place
- ✓ Personnel must be instructed to remain at the Assembly Point until it is safe to return or the need arises to move them to another location

Note – if a bomb threat is received direct via telephone the person receiving the call should note down any details they can collect, such as any background noise on the other end of the phone, voice details, any statements made by the caller etc. These details should be passed to the Police.

PROTESTORS / MASS TRESPASS

INCIDENT CONTROLLER'S ACTIONS

NOTE – protestors/mass trespass may vary from a single protestor in reception to a mass 'sit-in' following forced entry. The emphasis in all situations must be on courteous behaviour and in no circumstances should any force be used by employees against protestors/trespassers.

For single or small groups of protestors the best option may be to sit them down in the meeting room, offer a coffee etc and summon a senior manager to discuss any issues.

For mass trespass and similar, specialist advice must be sought from the Communications Manager. The below is simply guidance and cannot be used as a strict list of actions to be carried out.

- ✓ The most senior member of staff available on site must be informed immediately of the situation and should take initial control
- ✓ If the situation can not be resolved with the protestors/trespassers or damage is being caused then the Police must be contacted immediately
- ✓ If protestors/trespassers have gained forced entry to the building the Police must be contacted immediately – no attempt must be made by employees to remove protestors by force or any other means other than persuasion
- ✓ Do not put yourself at risk in trying to resolve the situation
- ✓ At an appropriate time one of the Communications Managers must be contacted (see Incident Controllers' Contact List)
- ✓ In agreement with the senior member of staff or Communication Manager inform all members of staff of the situation and any actions they need to take.

MAJOR INJURY

INCIDENT CONTROLLER'S ACTIONS

In the event of a serious injury on site, the incident controller must follow the below procedure (if not done so already):

- ✓ Call a First Aider to administer first aid treatment
- ✓ Contact the Ambulance Service
- ✓ Contact the SHE Department (your usual Safety Advisor or use the SHE Department contact list) for advice to establish whether the Health and Safety Executive (HSE) need to be informed
- ✓ Contact CWM weighbridge to advise if ambulance has been called, and give information on location ambulance is to be directed to.
- ✓ Ensure the Human Resources Department has been contacted regarding the injured person's home contact
- ✓ Follow Shanks standard incident reporting and investigation procedure as laid down in the company's standard on this

POWER CUT

INCIDENT CONTROLLER'S ACTIONS

In the event of a power cut, the incident controller must follow the procedure below:

- ✓ Contact nearby sites/neighbours including CWM weighbridge to establish whether the power cut is widespread or confined to site
- ✓ Contact the Electricity board to check for updates on the fault or to report the incident
- ✓ Advise all staff verbally of status of incident and anticipated power return time if advised by Electricity board
- ✓ Check that no employees are stuck in any closed rooms, such as toilets etc
- ✓ On a 30 minute basis contact the Electricity board for updates and advise staff as necessary
- ✓ On an hourly basis patrol building ensuring welfare of staff and communicating any updates
- ✓ After 2 hours contact a Director for advice on sending staff home.
- ✓ Co-ordination on return of power may be required to ensure the surge of new users does not overload the system and trip the switch. The best course of action is to ask each department to log on to systems one by one.

Note –the above process should also be followed for other loss of services such as loss of water supply to a building. However, and obviously, the contact should be with the specific service provider, such as the relevant water company.

FLOOD

INCIDENT CONTROLLER'S ACTIONS

Floods at waste sites are fairly rare, although some site locations may be more prone to flooding than others. In addition, should the whole of a site flood there may be little a site manager can do until the flood water subsides.

Partial flooding of a site

Assess the degree of flooding and in particular:

- ✓ Does the flooded part of the site include any drainage systems which lead off site and which may enter a watercourse or groundwater
- ✓ Is flood water escaping off site by any other means than a drainage system, such as simply running off site
- ✓ Are there any substances in the flooded part of the site which may escape as the result of the flood into such a drainage system or by flowing off site (for example, wastes, derv from a tank, heating oil, stored substances etc)

If the answer to the above questions is yes then you must contact Shanks SHE Department for advice, Shanks Insurance department and the Environment Agency. You may also need to contact your local water services provider and/or sewage undertaker.

Total flooding of a site

In the case of a total flooding of a site the above actions should also, where practical, be carried out. However, once the flood waters have subsided a complete assessment of any damage will be required and in particular:

- ✓ Whether any potentially polluting substances were likely to have been swept off site, either via a drainage system or simply by flowing off site and what is the nature of these substances and their potential environmental and other impacts
- ✓ The extent of damage for insurance and disaster recovery purposes (note – complete records including photographs must be retained of any assessment of damage)

OUT OF HOURS CALL OUT

INCIDENT CONTROLLER'S ACTIONS

- ✓ An Incident Controller may be contacted out of hours, for example if an alarm is activated. This contact may not be via the police – it could be just someone passing the site
- ✓ Incident Controller should determine if they need to attend
- ✓ If the Incident controller needs to attend they must inform someone (preferably another Incident Controller or Shanks employee) that you are investigating the incident, ask them to act as your "Safety Buddy" and agree times you will be contacting them to inform of your whereabouts
- ✓ On arrival at the premises visually inspect the outside of the buildings for signs of forced entry. This must be done at a safe distance not putting yourself at any risk from intruders exiting the building

Signs of Forced Entry

- ✓ If there are signs of forced entry contact the Police immediately and give them your details (Emergency Services Information)
- ✓ Await their arrival before attempting any further actions
- ✓ Maintain a safe distance from the building inside your car with doors and windows locked to prevent risk of harm from intruders with your engine running
- ✓ Do not attempt to stop intruders, only take details e.g. car registration etc if safe to do so.
- ✓ Contact a member of the ICT department at an appropriate time

No Signs of Forced Entry

- ✓ If there are no signs of forced entry contact your "safety buddy" informing them that you are entering the building and maintain contact whilst in the building
- ✓ If at any time you are unsure as to whether there are intruders in the building leave immediately, **do not put yourself at risk**
- ✓ Check the alarm panel to see why the alarm has been activated
- ✓ De-activate the alarm
- ✓ Inspect the area for obvious causes for the alarm being activated
- ✓ If possible rectify the situation to prevent further false alarms
- ✓ Re-set alarm on leaving the building
- ✓ Inform "Safety Buddy" that you have left the premises
- ✓ Report incident to Manager following working day and record details on Incident Report form (remember to contact Insurance Department if any damage has been caused)

DISASTER RECOVERY PLAN SYNOPSIS

In the event of an emergency/disaster closing a site the below first line actions (section 1) must be completed as required. If the closure extends beyond 48 hours the continuing closure actions (section 2) must also be completed.

1. First line actions

- ✓ Secure any damaged or potentially dangerous or potentially required for evidence parts of site, buildings etc and prevent access/approach – contact SHE Department for advice
- ✓ Contact customers and advise of closure and delayed or diverted movements of waste – include details of likely period of closure and where waste is to be diverted to
- ✓ Check overtime and other arrangements for catch-up of delayed waste movements
- ✓ Arrange, if required, for the diversion of wastes to an alternative site and contact diversion site to ensure permit/licence requirements are adequate for such diversion
- ✓ Ensure diverted wastes are suitably noted on all waste movement/transfer documents including any hand-written documents during ICT system outages
- ✓ Make preliminary assessment of any damage and contact Shanks Insurance Department for advice and further actions as regards any loss recovery
- ✓ Where equipment has been damaged contact Shanks ICT and Fleet Departments to arrange for replacements and/or repair
- ✓ Ensure required contact with regulators carried out, such as with the EA, HSE etc as required by the law and/or permit/licence requirements
- ✓ Ensure Shanks Communications Manager informed and kept up to date
- ✓ Ensure site/operation employees communicated with and kept up to date

2. Continuing closure and Disaster Recovery Group

In addition to the above first line actions:

- ✓ Convene Disaster Recovery Group as above (members listed in attached contact list) and decide upon any additional members of the group required dependant on the specific of the disaster (such as Fleet Department for replacement equipment etc)
- ✓ In liaison with the Disaster Recovery Group members make arrangements for at least the following issues/areas:

Longer term waste diversion plans including:

- ✓ Contractual arrangements
- ✓ Changes to waste transfer/movement documents
- ✓ Permit/licence issues and inform EA of arrangements

Arrange, as required, for employees to be relocated including, in order of preference:

- ✓ Home working for those who can
- ✓ Relocation to a nearby alternative Shanks site
- ✓ Temporary/hired in accommodation such as cabins
- ✓ Temporary rented/replacement accommodation

Ensure all employees (both site/operation based and other relevant Shanks employees) kept informed of developments and likely duration of any temporary arrangements etc.

Linked to the above arrange for ICT/communications/record keeping arrangements:

- ✓ Connection and access to ICT systems for relocated employees
- ✓ Ensure legally required record keeping is not compromised, including hard copy documents and electronic storage
- ✓ Assess any legally required documents which may have been lost as the result of the disaster and record such loss with Legal Department
- ✓ Make arrangements for the diversion of post and other deliveries

Replacement of plant, vehicles and equipment, in order of preference:

- ✓ Better utilisation of surviving plant, vehicles and equipment through overtime, possible shift working and other flexible arrangements (note – ensure required regulatory permissions, compliance with law, permits and licences is maintained)
- ✓ Use of plant, vehicles and equipment underutilised at another Shanks site
- ✓ Short term hire of replacement where practical
- ✓ Longer-term replacement/lease

Insurance and loss control:

- ✓ Ensure arrangements for recording all forms of cost and loss associated with the disaster including any business interruption, time costs, hire-in/lease/replacement of accommodation, plant, vehicles or equipment etc
- ✓ Liaise with Insurance Department to ensure all possible losses are recovered
- ✓ Liaise with Finance Department to ensure all costs are recorded correctly

Security of site, equipment and records

- ✓ Ensure site is secure and not open to trespass, vandalism etc
- ✓ Ensure any temporary arrangements for mobile plant and vehicles are secure and not prone to vandalism, theft etc
- ✓ Ensure any legally required hard copy records recovered from a damaged site are transported to secure alternative storage

Return to normal operation

Once the site/operation has returned to normal operation, or when it is known when this will occur, ensure that:

- ✓ Customers, regulators, employees, internal departments etc as required are informed
- ✓ Revert documents associated with waste transfer/movement back to normal
- ✓ Revert all other temporary arrangements

HESPIN WOOD MBT- OPERATING PROCEDURE

FIRE, EMERGENCY, SITE DISASTER RECOVERY AND INCIDENT

CONTROLLER PLAN

INDUCTION RECORD

- ✓ This table is deemed to be an official training record and must be kept indefinitely.
- ✓ Please ensure that all relevant employees are made aware of the contents of the document within 6 weeks from receipt and sign the table.

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	TRAINER'S INITIALS	COPY ISSUED (✓)

EMERGENCY CONTACT LIST

In case of an emergency the below contact list **MUST** be used to inform the relevant people/organisations, both internal and external

Name	Duty/title	Contact details
NAME REDACTED	Nominated Manager *	TELEPHONE NUMBERS REDACTED
William Notman	Incident Controller 1	TELEPHONE NUMBERS REDACTED
Reg Rudden	Incident Controller 2	TELEPHONE NUMBER REDACTED
Austen Lees	Communications Manager	TELEPHONE NUMBER REDACTED
Sam Grant	General Manager D&G*	TELEPHONE NUMBER REDACTED
Ian Goodfellow	Operations Director *	TELEPHONE NUMBER REDACTED
Steve Bonellie	Senior SHE Advisor	TELEPHONE NUMBER REDACTED
Gail Orr	SHE Manager North *	TELEPHONE NUMBER REDACTED
Geoff Smallwood	UK SHE Manager	TELEPHONE NUMBER REDACTED
Police	999 (or 112 both work)	Local number 0845 6005701
Fire	999 (or 112 both work)	Local number 01387 252222
Ambulance	999 (or 112 both work)	Emergency number
Environment Agency/SEPA	08009 881188	Emergency Contact
Water Services	0845 600 8855	Scottish Water
Electrical Services	0845 272 7999	Scottish Power

DISASTER RECOVERY GROUP

In addition to those employees marked with an * as above:

Name	Duty/title	Contact details
David Skett	ICT Department person	TELEPHONE NUMBER REDACTED
Mark Cowan	HR Department person	TELEPHONE NUMBER REDACTED