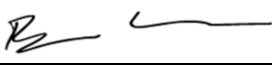
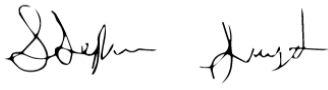
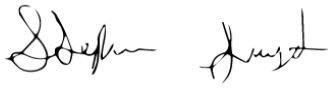




Facility EGF 06
Emergency & Evacuation Plan
QEHS Facility EGF 06 (V2)

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	15/06/2022
Reviewed by		Director	01/07/2022
Approved by		Director	01/07/2022

COMPANY PROPRIETARY INFORMATION

This document is an uncontrolled copy of a controlled document held by the Quality Management System. Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request changes, submit a Document Change Request to the Document Control Representative.

Date	Version	Context	Initial
24-05-2021	1	Procedure implemented into Management System	KR
01/07/2022	2	Cover page changed and ISO logos added. Some changes to wording and format. New numbering system	BG

QEHS Facility EGF 06 Emergency & Evacuation Plan

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1.0 Introduction/Purpose

This procedure outlines the procedure for Emergency Response & Evacuation at EGF 06 sludge storage facility

2.0 Scope/Application

This covers all Evergreen Fields activities within EGF 06 Sludge Storage Facility and applicable land. This also extends to any vehicles and trailers which are on site. The following headings are used to classify the types of possible spills or leaks:

Leak/Spill Classification

Shed:

Leak/spillage of sludge from the shed in an uncontrolled manner.

Leak/spillage of sludge from the shed, outside the designated sludge hardstand area.

Run-off Holding Tank:

Leak from the runoff holding tank.

Leak from the run-off tank pipework.

Leak during emptying of the tank.

Fuel:

Fuel leak from power washer tank.

Oil/fuel/hydraulic leak from Front End Loader.

Oil/fuel/hydraulic leak from delivery/collection vehicles.

Consumables:

Leak of consumables such as oil/grease.

The above list is not exhaustive and also includes items for which Evergreen Fields are not directly responsible for supplying (e.g. oil/grease)

Levels of PPE Protection:

Level 1

Safety Glasses, Tyvex Suit/Boiler Suit, PVC Gloves, Safety Boots

Level 2

Face Visor, Full PVC Suit, PVC Gloves, Breathing Apparatus c/w Carbon Filter, Wellington Boots.

3.0 Reference Documentation

Reference	Document Title	version
P 016	Accident / Incident reporting procedure	2
F 016	Accident / incident report form	2

4.0 Terms and Definitions

Term	Definition

5.0 Responsibility

The Management System Manager is responsible for implementing the plan.
 Top management is reasonable for ensuring this happens.

6.0 Process

6.1 Emergency Procedure

SLUDGE/LIQUID LEAKS/SPILLS

1. Assess the situation.
2. Identify the liquid of the spill or leak.
3. If spillage/leak is thought to be flammable, check for and remove ignition sources, **ONLY IF SAFE TO DO SO.**
4. If necessary, evacuate and seal off the area and initiate a roll call to identify if anyone is missing.
5. Locate the nearest available fire extinguishers.
6. Locate the nearest spill kit.
7. Locate the nearest first aid kit & eye wash.
8. Don the appropriate level of Personal Protective Equipment (PPE) – if material/risk is unknown then don the highest level of protection.
9. If liquid is free flowing from pipe, prevent further leakage by shutting off flow if safe to do so. Place container under leak to catch any residual flow.
10. If spill or leak has the possibility of running into surface water drains, the drain cover must be covered to prevent contamination using sandbags.
11. If spill or leak is over 1m³, utilize the loading shovel to clean up. If under 1m³ then using correct PPE, squeegee, buckets, and shovels clean up spill and put contents into dedicated sludge area.
12. Any other liquid, clean up spillage using correct PPE and spill kit.
13. Place all used spill pads, socks and any other absorbents used into the disposal bags inside the spill kit and seal.
14. Place sealed bags in dedicated area [to LHS of shed door].
15. **DO NOT** dilute any leaks/spills with water.
16. If a spillage occurs on the local road adjacent to the facility, then Evergreen Fields Management and Galway County Council must be contacted, and the relevant procedure and reporting followed.

6.2 Evacuation Procedure

1. The Assembly Point for Emergency Evacuation of the site is located at the site signage, as per the site plan (see *Appendix 2*).
2. Follow directions from authorized personnel or Emergency Services as required.
3. If safe to do so, all personnel should be taken to the Assembly Point while the incident is taking place and until such a time as the area is deemed safe by an authorized/qualified person.
4. Emergency contact details are included in *Appendix 1* of this procedure and also located on the wall beside the Assembly Point.

6.3 Reporting

1. Report the leak/spill to Evergreen Fields management/supervisor and relevant Local Authority as soon as practically possible after it is discovered (*See Appendix 1*).
2. Report to Evergreen Fields management/supervisor and relevant Local Authority any incident which occurs as a result of facility operations, and which:
 - a. Has the potential for environmental contamination of surface water or ground water, or
 - b. Poses an environmental threat to air or land, or
 - c. Requires an emergency response by the Council.
3. Document the incident in the Accident/Incident report form (*QEHS F 016*). The completed Accident/Incident report is to be forwarded to Galway County Council.

7.0 Review

This document is to be reviewed on an annual basis or as required.

Appendix 1 – Emergency Contact Details

Organization	Name	Position	Telephone	Email
Evergreen Fields	Kevin Regan	Manager	(087)9405836	kevin@evergreenfields.ie
Evergreen Fields	Stephen Smyth	Operations Director	(087)2541720	stephen@evergreenfields.ie
Evergreen Fields	Head Office		(094) 964205	
Evergreen Fields	Billy Smith	Farm Manager	(086)2973960	
Emergency Services			999 / 112	
Galway University Hospital			091 524222	
Galway Garda Station			(091) 538000	
Roscommon Fire Brigade			999	
Galway Co Co Environment			091 509510	
Environmental Protection Agency			(053) 916 0600	
Bord Gais	24Hr		1850 20 50 50	
ESB Networks	24Hr		1850 372 999	
Irish Water	24Hr		1890 278 278	

Appendix 2 – Site Plan

Need site plan

