

# BRITANNIA REFINED METALS

## Emergency Recovery Procedure



### 1. Purpose

- 1.1. In the event of certain major emergencies there will be a requirement to re-instate the plant, buildings and infrastructure safely and effectively. This will be accomplished via the Emergency Recovery Process.

### 2. Scope

- 2.1. This is a site wide procedure.
- 2.2. The Emergency Recovery Procedure forms part of the Secondary Response section of the Emergency Response Guide and falls under "R - Commence Contingency Plans".

### 3. Responsibility

- 3.1. The Site Main Controller will initiate this procedure if required.
- 3.2. The Site Main Controller will notify the Recovery Controller in the event of an emergency.
- 3.3. The Site Main Controller will inform the Recovery Controller that the implementation of the Emergency Recovery Process is required.
- 3.4. The relevant support employees that have specific discipline knowledge, such as operations, electrical, mechanical etc, will support the Recovery Controller as required.
- 3.5. Any of the Operational Superintendents can deputise for the Recovery Controller.
- 3.6. Deputies will need to be made aware of this procedure.
- 3.7. The expectation is that this team will understand its limitations and resource itself from internal or external sources to be able to make informed decisions to allow the recovery of the site to progress, as the team may not have all of the necessary knowledge/skills required.

### 4. Procedure details

- 4.1. Initiation of Emergency Recovery Support.
  - 4.1.1. If deemed necessary, the Emergency Recovery Procedure will be initiated by the Site Main Controller, who will inform the Recovery Controller of the need for the implementation of the Emergency Recovery Process.
  - 4.1.2. In the event of a major emergency, the support members of staff will have been notified and assembled, the plant should have been isolated, and the scene of the incident will probably be under the supervision of the Senior Fire Officer from the Emergency Services.
- 4.2. Recovery Controller Taking Control of Site
  - 4.2.1. As the situation is brought under control, the Senior Fire Officer will hand back sections of the Plant to the Site Main Controller. This will only be done when the Senior Fire Officer is satisfied that BRM personnel are competent to take over the area.
  - 4.2.2. The Recovery Controller should be present at these discussions to get the full picture and be able to ask any necessary questions to expedite the recovery.

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- 4.2.3. The Plant will need to have been given back to the Site Main Controller by the Senior Fire Officer. The Site Main Controller will then hand the necessary Plant to the Recovery Controller before any inspections or work is carried out.

**NB: A risk assessment should be carried out before entering any damaged building.**

### 4.3. Creating the Recovery Plan

- 4.3.1. The Plant will need to be in a safe state before inspections can be undertaken. Some pre-planning and implementation can be done during the emergency, but this will need to be confirmed at the meeting with the Senior Fire Officer and then at the Initial Meeting.
- 4.3.2. The Recovery Controller will be responsible for undertaking a brief investigation or sufficient fact finding to contact the relevant Recovery Support required forming the relevant Recovery Team for the emergency.
- 4.3.3. The Recovery Controller needs to establish the affected areas on site. See Appendix A for checklist.
- 4.3.4. An initial investigation will be carried out by the Recovery Controller is in their field of expertise to ascertain the extent of the damage and possible hazards. Exclusion zones need to be set up where the Recovery Controller deems necessary, to restrict access to areas of concern. See Appendix B of this procedure for the checklist.
- 4.3.5. Before the Initial Meeting, the Recovery Controller needs to complete the Emergency Response Checklist (ref R) from the Emergency Response Guide.
- 4.3.6. An Initial Meeting, chaired by the Recovery Controller, will be held to ascertain Plant status, initial risks, damage and dangers. A decision will need to be taken as to whether other internal or external resources will be required to assist with a full investigation.
- 4.3.7. Consideration for the requirement of having to liaise with regulatory bodies – e.g. HSE, EA, etc., and whether any work will fall under specific regulations – e.g. CDM, needs to occur.
- 4.3.8. An Initial Plan needs to be developed on how to bring the sections of the Plant back on line as soon as possible. This Initial Plan needs to be confirmed by the Site Main Controller before implementation.
- 4.3.9. A brief needs to be compiled by the Recovery Controller and authorised by the Site Main Controller. This should be communicated to employees by the Site Main Controller to inform them of current recovery plans and areas of concern/restricted areas.
- 4.3.10. The Recovery Controller will contact the relevant internal and external resources and arrange for a comprehensive inspection; or undertake the inspection themselves.
- 4.3.11. The procedure for the inspection will need to be discussed with the resources to decide the correct methodology.
- 4.3.12. The inspection needs to be more specific and comprehensive than the proformas in Appendix A and B of this procedure should be used as this needs to be a documented inspection – with photographs, where possible.

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- 4.3.13. At the Comprehensive Meeting, all information needs to be fed back and a full plan drawn up. Any outstanding information or confirmation needs to be highlighted, along with immediate resource requirements; if any specific regulatory bodies need to be contacted or specific regulations need to be adhered to. This plan then needs to be approved by the Site Main Controller.
- 4.3.14. A brief needs to be compiled by the Recovery Controller and authorised by the Site Main Controller. This should be communicated to employees by the Site Main Controller to inform them of the recovery plans and restricted areas.
- 4.3.15. The Fire Brigade have access to Structural Engineers and other services should BRM not be able to provide its own.
- 4.3.16. Contact details can be found in the Emergency Response Guide Contact List (B1).
- 4.3.17. Lists departments, areas, offices, and individual job titles for those who have the responsibilities in control and coordination of the procedure and the authority to approve exceptions to the procedure (if applicable).
- 4.3.18. List the responsibilities for any required electronic or written forms.
- 4.4. Executing the Plan
  - 4.4.1. The Plan needs to be executed with daily Progress and Planning Meetings. The Recovery Controller is responsible for all recovery work and activities.
  - 4.4.2. Daily feedback is to be sent to the Site Main Controller.
  - 4.4.3. The Recovery Controller is to issue regular, authorised updates to employees.
- 4.5. Completion
  - 4.5.1. The Site Main Controller will decide when the Recovery Process is complete.
  - 4.5.2. Arrange each stage in a statement form including who is responsible.
  - 4.5.3. To aid understanding a flow chart might also be included in this section.
  - 4.5.4. Where required, an explanation of how to complete the necessary forms or screens should be included or referenced to a WI.

## 5. Records

- 5.1. Plant Condition Initial Inspection (Appendix A)
- 5.2. Report for each Affected Building (Appendix B)
- 5.3. Initial Meeting
- 5.4. Comprehensive Meeting
- 5.5. Progress and Planning Meetings
- 5.6. All supporting performance data must recorded
- 5.7. The retention period, storage facility, disposal instruction and owner must be determined.

## 6. IMS Documents referred to in this document

- 6.1. None

|                                                             |                                 |                          |
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### 7. Other related relevant supporting tools, systems, and references

- 7.1. Emergency Response Guide
- 7.2. Emergency Recovery Process
- 7.3. Q – Commence Contingency Plans
- 7.4. Recovery Plan
- 7.5. Recovery Plan Flowchart
- 7.6. Emergency Response Checklist
- 7.7. Report for each Affected Building
- 7.8. Emergency Response Guide Contact List

### 8. Performance Measurements

- 8.1. This procedure must be reviewed at least every 3 years or if there is any material changes.
- 8.2. The Emergency response system will be audited via the internal audit programme.

### 9. Definitions

- 9.1. ERG – Emergency Response Guide
- 9.2. ERP – Emergency Response Procedure
- 9.3. SMC – Site Main Controller
- 9.4. RC – Recovery Controller
- 9.5. HSE – Health & Safety Executive
- 9.6. EA – Environment Agency
- 9.7. CDM – Construction (Design & Management) Regulations

**Note:** Only the electronic version of this procedure located on the BRM Intranet is the controlled document. Any paper copies of this procedure are not controlled documents and therefore are not considered valid documents.

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### Appendix A

#### PLANT CONDITION INITIAL INSPECTION

Date: \_\_\_\_\_ Time: \_\_\_\_\_

| Description                                                     | Yes/No | Comments |
|-----------------------------------------------------------------|--------|----------|
| <b>Operating Plant</b>                                          |        |          |
| Isa Refinery operational?                                       |        |          |
| Ag Plant operational?                                           |        |          |
| Sb. Rotary operational?                                         |        |          |
| Secondary Kettle Floor operational?                             |        |          |
| Dust Plant operational?                                         |        |          |
| Water Treatment Plant operational?                              |        |          |
| Laboratory operational?                                         |        |          |
| Particulate monitoring equipment (PCME) operational?            |        |          |
| Drainage infrastructure operational?                            |        |          |
| Extraction systems operational?                                 |        |          |
| <b>Structures</b>                                               |        |          |
| Admin Building in order?                                        |        |          |
| Stores Building in order?                                       |        |          |
| Isa Kettle Floor Building in order?                             |        |          |
| Silver Plant Building in order?                                 |        |          |
| All other buildings in order? (Hygiene systems)                 |        |          |
| Structural failure?                                             |        |          |
| Other possible structural problems? (cranes, ground conditions) |        |          |
| Contaminated land/water to be remediated?                       |        |          |
| <b>Services</b>                                                 |        |          |
| Issues/concerns with the condition of the gas system            |        |          |
| Issues/concerns with the condition of the electrical system     |        |          |
| Issues/concerns with the condition of the water system          |        |          |
| Issues/concerns with condition of the air system                |        |          |

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### Appendix B

#### REPORT FOR EACH AFFECTED BUILDING

Building: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

| Description                                                                                                                                           | Yes/No | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| <b>Structures</b>                                                                                                                                     |        |          |
| Is there a concern for the structural integrity of the building?                                                                                      |        |          |
| Condition of cranes?                                                                                                                                  |        |          |
| Ground conditions in and around building?                                                                                                             |        |          |
| <b>Materials</b>                                                                                                                                      |        |          |
| Flammable gases?                                                                                                                                      |        |          |
| Flammable liquids?                                                                                                                                    |        |          |
| Flammable metals?                                                                                                                                     |        |          |
| Dangerous chemicals?                                                                                                                                  |        |          |
| Are there any substances that do not normal get mixed but can now be mixed with a hazardous effect?<br>Poisonous gas generation, excessive heat, etc? |        |          |
| Any asbestos in structure?                                                                                                                            |        |          |
| Potential for spills or emissions affecting the environment?                                                                                          |        |          |
| <b>Electrical Systems</b>                                                                                                                             |        |          |
| High Voltage systems affected?                                                                                                                        |        |          |
| Low voltage systems affected?                                                                                                                         |        |          |
| Can systems be isolated and earthed?                                                                                                                  |        |          |
| <b>Isolations</b>                                                                                                                                     |        |          |
| What isolations have already been applied?                                                                                                            |        |          |
| Do others need to be applied?                                                                                                                         |        |          |

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|                       |                                  |                         |  |
|-----------------------|----------------------------------|-------------------------|--|
| <b>MEETING TITLE:</b> |                                  | <b>DATE OF MEETING:</b> |  |
| <b>PRESENT:</b>       |                                  | <b>AREA OR SECTION:</b> |  |
| <b>Not invited:</b>   |                                  |                         |  |
| <b>ABSENT:</b>        |                                  |                         |  |
| <b>COPY:</b>          | All attendees, intranet and file | <b>DATE OF MINUTES</b>  |  |
| <b>MINUTE TAKER:</b>  |                                  |                         |  |

| <b>NEW ITEMS:</b> |               |                          |                 |               |
|-------------------|---------------|--------------------------|-----------------|---------------|
| <b>No:</b>        | <b>Action</b> | <b>Who's Responsible</b> | <b>Due Date</b> | <b>Status</b> |
|                   |               |                          |                 |               |
|                   |               |                          |                 |               |
|                   |               |                          |                 |               |
|                   |               |                          |                 |               |
|                   |               |                          |                 |               |

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| OUTSTANDING ITEMS: |        |                   |          |        |
|--------------------|--------|-------------------|----------|--------|
| No:                | Action | Who's Responsible | Due Date | Status |
|                    |        |                   |          |        |
|                    |        |                   |          |        |
|                    |        |                   |          |        |
|                    |        |                   |          |        |
|                    |        |                   |          |        |
|                    |        |                   |          |        |

| COMPLETED ITEMS: |        |                   |          |      |
|------------------|--------|-------------------|----------|------|
| No:              | Action | Who's Responsible | Complete | Note |
|                  |        |                   |          |      |
|                  |        |                   |          |      |
|                  |        |                   |          |      |
|                  |        |                   |          |      |
|                  |        |                   |          |      |
|                  |        |                   |          |      |

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| FOLLOW UP/REMINDER ITEMS |        |                   |          |        |
|--------------------------|--------|-------------------|----------|--------|
| No:                      | Action | Who's Responsible | Due Date | Status |
|                          |        |                   |          |        |
|                          |        |                   |          |        |
|                          |        |                   |          |        |
|                          |        |                   |          |        |

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