

RISK ENGINEERING PROCEDURE

REP 07 – Incident Planning
For external use

Risk Engineering Procedure - Incident Planning



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PURPOSE

The purpose of this document is to detail a method for the development of incident response plans for any industrial or commercial facility. The document will aid in the development of key site information which should be available to the local fire brigade in the event of a fire or major incident. However, the procedure does not aim to define site specific emergency procedures.

INTRODUCTION

In the event of a fire incident or other major incident at any industrial or commercial facility, it is important that the local fire brigade or the site fire brigade or the site emergency response team, have immediate access to all relevant site data to enable them to commence initial fire fighting operations, or other emergency service operations.

If fire fighting data is not readily available to the emergency services, this will result in a delay in the commencement of fire fighting operations and is likely to result in an increased probability of fire spread and development.

This procedure includes a checklist to ensure that adequate information is available to the emergency services to assist in swift fire fighting action in the event of an incident. The procedure should not replace routine familiarisation visits undertaken by the local fire brigade.

Furthermore, this procedure does not cover the preparation of detailed emergency operating procedures which will need to be prepared on each individual site or plant area based on a risk assessment to identify possible events and consequence analysis. Furthermore, this procedure is aimed at the initial period post a fire, but does not include business contingency planning and business recovery operations which is covered in REP10.

For any additional advice on Incident Planning, please contact the Liberty Commercial Property team.

BACKGROUND

The primary aim of this procedure is to minimise the impact to a company's property assets and gross profit generation in the event of a fire incident at the site level, by ensuring all relevant data is available to the fire brigade in the event of an emergency (e.g. fire or flood). Furthermore, in the United Kingdom, there is relevant Health and Safety legislation which is important for life safety, which companies must work in accordance to including:

1. Fire Safety Order (2005), which came into effect in 2006, puts a duty of care on the employer to ensure that employees and others (e.g. contractors) who have a legitimate right to be on business premises, are protected against the risks and consequences of fire, see reference 1.
2. The Health and Safety at Work (1974) which applies to all work activities, establishes basic principles for ensuring the safety and health of people liable to be affected by work activities (see references 2 & 3).
3. The Management of Health and Safety at Work Regulations 1999, which applies to all work activities, require employees and the self employed to identify all hazards arising from their activities and to make suitable arrangements to ensure that they are properly controlled. The Regulation requires the establishment of procedures to be followed in the event of serious and imminent danger.

The Buncefield event highlighted the off-site hazards associated to sites located near to COMAH sites. Furthermore, Reference 4 following the Buncefield Incident comments that 'If there is a serious incident then everybody, including the public, the company in the same or similar sectors, suffers consequences to a greater or lesser extent'.

INCIDENT PLANNING PREPARATION

On the following pages is a checklist which will aid in the generation of incident plans for a site. The aim of the checklist is to ensure that appropriate data is available for the fire brigade in the event of an incident. The incident plan should form part of the individual sites emergency procedures, which will cover additional areas such as how to raise an alarm, contact numbers and the actions personnel on-site are to take in the event of an incident.

For some sites, the output from the completion of the checklist will be a single A4 plan (which should be laminated for protection), whereas for larger or higher hazard sites, the output maybe an emergency response file with a paper or CD format.

LOCATION OF THE INCIDENT PLAN

The incident plan output from this exercise should be located either at the main fire alarm panel(s) or at the security gatehouse. Furthermore, a copy of the incident plan should be discussed and shared with the local fire brigade at routine familiarisation visits.

REVIEW FREQUENCY

The incident plan should be reviewed on an annual basis, or more frequently if there is a significant modification, see REP11. The date of the previous audit should be entered into the checklist.

INCIDENT RESPONSE PLAN PREPARATION CHECKLIST			Page 1 of 3	
Site / Plant Name		Date of Previous Checklist Completion		
Author		Date of Current Checklist Completion		
Review if the items detailed in the checklist below are present at the site and if they need to be added to the plan.	Present at Site?	Add to Plan?	Further Comments / Actions	
1. General Review				
Has the local fire brigade undertaken familiarisation visits?	Yes/No	Yes/No		
Are detailed Emergency Procedures in place?	Yes/No	Yes/No		
Has a formal incident plan review process been established?	Yes/No	N/A		
Has adequate training on Incident Planning been provided to all site personnel?	Yes/No	Yes/No		
2. Site Description				
Site Organisation Structure Chart	Yes/No	Yes/No		
Main Site Contacts, including titles and current contact numbers	Yes/No	Yes/No		
Description of what is being manufactured	Yes/No	Yes/No		
Description of how products are being manufactured	Yes/No	Yes/No		
Description of main site hazards e.g. flammable, highly flammable, explosive, aerosols, self-reacting, pyrophoric, toxic materials or 'Named dangerous substances'	Yes/No	Yes/No		
Detail if this is a COMAH site (low or upper tier)	Yes/No	Yes/No		
Detail if there is any combustible construction in buildings	Yes/No	Yes/No		
Detail if this is a SSSI (Site of Special Scientific Interest) site	Yes/No	Yes/No		
Detail if the site is located within a flood plain	Yes/No	Yes/No		
Details of any third parties – off-plot hazards and contacts	Yes/No	Yes/No		
Communication protocols in place for off-site incidents	Yes/No	Yes/No		
Details of any current major projects / ongoing modifications	Yes/No	Yes/No		
Details of any Dangerous substances using CLP - the Classification, Labelling and Packaging Regulation 2008.	Yes/No	Yes/No		

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Review if the items detailed in the checklist below are present at the site and if they need to be added to the plan.	Present at Site?	Add to Plan?	Further Comments / Actions
3. Site Plan including:			
Buildings and assembly points, including safe refuges and back-up assembly points.	Yes/No	Yes/No	
Back-up diesel generators and ratings	Yes/No	Yes/No	
Electrical transformers and locations of HV/LV network	Yes/No	Yes/No	
Mains gas houses and location of gas mains	Yes/No	Yes/No	
Storage and Process areas for combustible dusts	Yes/No	Yes/No	
Storage and Process areas for flammable or combustible liquids	Yes/No	Yes/No	
Storage and Process areas for gas cylinders or LPG storage tanks	Yes/No	Yes/No	
Fire Hydrants including pumps and any other firewater supply	Yes/No	Yes/No	
Fire-fighting foam supplies	Yes/No	Yes/No	
Roadways, Watercourses and Drainage routes	Yes/No	Yes/No	
Sprinkler protected areas, including if deluge or foam enhanced	Yes/No	Yes/No	
Sprinkler water storage tanks and associated sprinkler pumps	Yes/No	Yes/No	
Incinerators	Yes/No	Yes/No	
Third party locations and boundaries	Yes/No	Yes/No	
Wind direction indicators	Yes/No	Yes/No	
4. Special Hazards			
Biological hazards	Yes/No	Yes/No	
Chemical reaction hazards & Pyrophoric materials	Yes/No	Yes/No	
Molten metal	Yes/No	Yes/No	
Radioactive materials	Yes/No	Yes/No	
Self Ignition & Shock sensitive chemicals	Yes/No	Yes/No	
Temperature sensitive chemicals	Yes/No	Yes/No	
Are any materials handled above their AIT (auto-ignition temperature)?	Yes/No	Yes/No	

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Review if the items detailed in the checklist below are present at the site and if they need to be added to the plan.	Present at Site?	Add to Plan?	Further Comments / Actions
5. Key Site / Building Utility Isolations including:			
Mains Electricity isolation points	Yes/No	Yes/No	
Mains Gas isolation points, including remote shut off valves	Yes/No	Yes/No	
Pressurised Gas Cylinders - LPG / Welding Cylinders	Yes/No	Yes/No	
Mains Water isolation points	Yes/No	Yes/No	
Fuel (e.g. steam boiler fuel oil feed) isolation points	Yes/No	Yes/No	
Plant control rooms & labelled emergency shutdown points	Yes/No	Yes/No	
Refrigeration (e.g. Ammonia) isolation points	Yes/No	Yes/No	
Thermal / Hot Oil isolation points	Yes/No	Yes/No	
6. Individual building plans including:			
Each floor layout including basement and roof levels	Yes/No	Yes/No	
Building Materials of Construction	Yes/No	Yes/No	
Fire alarm and sprinkler protected zones	Yes/No	Yes/No	
Fire compartment walls, fire curtains and fire shutters	Yes/No	Yes/No	
Local fixed fire protection systems, e.g. water-mist or gaseous	Yes/No	Yes/No	
Key process equipment, e.g. oven, furnace, reactors	Yes/No	Yes/No	
Routing of hazardous pipelines - mains gas and relief systems	Yes/No	Yes/No	
Section / Area names	Yes/No	Yes/No	
Smoke Vents	Yes/No	Yes/No	
GENERAL COMMENTS			
Checklist Circulation			

SURVEY PROCESS – WHAT LIBERTY RISK ENGINEERS WILL REVIEW

The list below details what a Liberty Risk Engineer will routinely check during the survey process, either at the initial survey or at resurveys:

- a. Verifying if a current incident plan is in place, located in the main security gatehouse, or at the main fire alarm panel, or similar location.
- b. If there have been any significant changes (e.g. process, building, layout or personnel related) since the previous survey, which have not been captured and resulted in modifications to the current site incident plans.
- c. All key utility isolations have adequate labelling, and routine testing of the utility isolations has been undertaken.
- d. The timing of the most recent fire brigade familiarisation visit, and whether the incident plan has been reviewed with the fire brigade.
- e. The timing of the most recent firewater hydrants tests, and whether there is an adequate supply of firewater available and good access available for fire fighting operations.
- f. Additional advice on Incident Planning is available from the Liberty Commercial Property team.

REFERENCES

1. HSE website - <http://www.hse.gov.uk/fireandexplosion/workplace.htm>
2. Emergency Planning for Major Accidents, HSG191, reprinted 2009
3. Successful Health and Safety Management, HSG65, second edition, 2008
4. Safety and Environmental Standards for fuel storage sites, Buncefield Standards Task Group Final Report, (2007)

DISCLAIMER

Liberty and its Representatives shall not be liable to any person for any direct or indirect loss or damage of any kind arising from the reliance on anything contained in this procedure.

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