

Southampton to London Pipeline Project

Construction Environmental Management Plan
(CEMP)

Appendix A: Emergency Action Plan

Revision No. 2.0

June 2021

East Hampshire District Council





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1 Project Description

- 1.1.1 Esso Petroleum Company, Limited (Esso) has been granted a Development Consent Order (DCO) by the Secretary of State to replace 90km (56 miles) of an existing pipeline with 97km of new pipeline to transport aviation fuel between Boorley Green in Hampshire and the Esso West London Terminal storage facility in Hounslow. The replacement pipeline is 97km long, taking into account that it cannot follow the line of the existing pipeline along its whole length due to new developments and environmental constraints.
- 1.1.2 Esso has already replaced 10km of pipeline between Hamble and Boorley Green in Hampshire. The replacement pipeline starts near Boorley Green at the end point of the previously replaced pipeline. The route runs generally in a northeast direction via Esso's Pumping Station in Alton. It terminates at the Esso West London Terminal storage facility. The areas of land to be permanently or temporarily used for the project are known as the Order Limits.
- 1.1.3 It is anticipated that works to install the pipeline will start in 2021 and be completed in 2023. The installation of the pipeline is planned to be completed within a two-year construction period. On completion of the installation works the contractor will hydrotest the pipeline and any post-construction monitoring required will be carried out.
- 1.1.4 This Emergency Action Plan (EAP) is standardised across all of the discharging authorities.



2 Purpose of Emergency Action Plan

- 2.1.1 This EAP includes procedures to be implemented in case of unplanned events to demonstrate how such events should be managed during installation. These are:
- flooding;
 - pollution; and
 - fire.
- 2.1.2 Annex 1 contains details of the procedures to be followed in the case of such an event.
- 2.1.3 This plan must be read in conjunction with the overarching Construction Environmental Management Plan (CEMP) and its subsidiary plans, in particular the Water Management Plan (WMP) which outlines how measures have been incorporated into the design to manage flood risk and the risk of pollution to water.

3 Preparation and Prevention

3.1 Introduction

- 3.1.1 As a responsible operator, Esso is committed to safe operations that include those associated with the installation of pipelines.
- 3.1.2 Esso has an existing Emergency Preparedness Plan and Response Procedures that would support this EAP.
- 3.1.3 The primary objectives in responding to any incident are as follows:
- preserve and protect life;
 - prevent or mitigate damage to the environment; and
 - prevent or mitigate losses to property.

3.2 Measures to Reduce the Risk of Emergencies

Health and Safety

- 3.2.1 Esso operates its activities in accordance with the Health and Safety at Work Act 1974, and other health and safety legislation, such as The Pipeline Safety Regulations 1996. Site-specific methodologies and risk assessments will be produced in accordance with the current legislation prior to any activities taking place. These will identify potential risks, assess their likelihood and significance, then identify mitigation measures to reduce the risk.
- 3.2.2 Esso will ensure that adequate arrangements are in place to discharge its duties under the Construction (Design and Management) Regulations 2015 (CDM Regulations).
- 3.2.3 The contractor will be responsible for the production and implementation of the project Health and Safety Plan in accordance with CDM Regulations. This will set out how health and safety matters are managed, risks are identified and reduced in accordance with the current best practices, legal requirements and the DCO. The project Health and Safety Plan will provide a framework for the management of the health and safety of the contractor's staff and workforce and any visitors to the site and its compounds, and members of the general public in the vicinity of construction activities.
- 3.2.4 The contractor will be regularly audited on its health and safety performance. All procedures and processes will be periodically reviewed internally by the contractor(s) and by Esso.
- 3.2.5 Task-specific method statements will include details of control measures required to manage the health and safety of staff involved in the task. These will also include environmental protection measures as appropriate to the task.

Flooding

3.2.6 Esso has made a number of good-practice measures which would reduce the impacts of flooding, such as the identification of Flood Zone 3 and areas at risk of flooding from surface water (RoFSW), where they affect construction areas including when on potentially contaminated ground. All associated commitments are included in the WMP. Further details can also be found in the WMP.

3.2.7 The commitments that relate to emergency incidents are listed in Table 3.1.

Table 3.1: Project Good Practice Commitments on Flooding Relevant to the EAP

Commitment Number	Commitment
G28	Construction workers would undergo training to increase their awareness of environmental issues. Topics would include but not be limited to: <ul style="list-style-type: none"> • dust management and control measures; • location and protection of sensitive environmental sites and features; • adherence to environmental buffer zones; • noise reduction measures; • working with potentially contaminated materials; • flood risk response actions; and • agreed traffic routes, access points etc.
G123	All works within or adjacent to watercourses would be carried out in accordance with the requirements of permits and licences agreed with either the Environment Agency or the relevant Lead Local Flood Authority or in accordance with the provisions of the DCO.
G124	All construction activities within Flood Zone 3 would be undertaken in a manner that reduces any significant increase in flood risk. This may include providing suitable breaks within spoil piles.
G127	The contractor(s) would subscribe to the Environment Agency's Floodline service which provides advance warning of potential local flooding events, and subscribe to the Met Office's Weather Warnings email alerts system and any other relevant flood warning information. The contractor(s) would implement a suitable flood risk action plan which would include appropriate evacuation procedures should a flood occur or be forecast.
G130	The Water Management Plan would set out the water mitigation and management measures and where they would need to be used. These measures would include, but not be restricted to, the following: <ul style="list-style-type: none"> • measures to segregate construction site runoff from natural catchment runoff; • details of measures to attenuate runoff rates before discharging at controlled rates to receiving watercourses; • details of mitigation measures for all work or compound areas located within flood risk areas; and • where construction activities would be located, preferably outside of the floodplain.
G198	The project would incorporate appropriate surface water drainage measures into its final design for the haul roads and access tracks so that they do not lead to a significant increase in flood risk.
W1	The extent of Flood Zone 3 and areas of RoFSW would be identified and marked where appropriate.
W2	Screening and fencing within logistics hubs and construction compounds would be designed to reduce the impedance of flood water. This would be subject to any commitments regarding great crested newts.
W5	Topsoil and subsoil would be stockpiled for as short a duration as practicable within Flood Zone 3 and areas of High and Medium RoFSW.

Commitment Number	Commitment
W6	Stockpiles in Flood Zone 3 or areas of High or Medium RoFSW would not exceed 10m between breaks. Breaks in between stockpiles would be at least 1m. Breaks would be located opposite each other on either side of the excavation where practicable.
W7	Stockpiles would not be stored within Ively Brook Flood Zone 3, east of A327.
W8	Works in the Cove Brook flood storage area would be scheduled taking advantage of long-term forecasts making use of dry weather conditions.
W15	Construction Compound 33 (DCO Works No CO5A) would be sized and located so that it does not sit within FZ3 or within 8m of the top of bank of the watercourse.
W16	The project would raise temporary buildings to a maximum of 1m above ground level which is above the 1%AEP (1:100 year) event at the Mead Lane Construction Compound DCO (Works No 5N)
W17	The project would locate any temporary buildings outside of FZ3 at the Shepperton Road North Construction Compound (DCO Works No 5P).
W19	There would be no land raising undertaken in locations identified as Flood Zone 3.
W20	No excavated material will be stored within the Cove Brook Flood Storage Area.

Pollution

- 3.2.8 Pollution prevention design measures related to watercourses and groundwater, such as storage of chemicals and management of silty water, are included in the WMP.
- 3.2.9 Esso has made a number of good practice commitments which would reduce the risk of pollution incidents. The commitments that would relate to emergency incidents are listed in Table 3.2.

Table 3.2: Project Good Practice Commitments on Pollution Relevant to the EAP

Commitment Number	Commitment
G122	For open cut watercourse crossings and installation of vehicle crossing points, mitigation measures would include to: <ul style="list-style-type: none"> only use a 10m working width for open cut crossings of a main or ordinary watercourse whilst still ensuring safe working; install a pollution boom downstream of the works; use and maintain temporary lagoons, tanks, bunds, silt fences or silt screens as required; have spill kits and straw bales readily available at all crossing points for downstream emergency use in the event of a pollution incident; place all static plant such as pumps in appropriately sized spill trays; prevent re-fuelling of any plant or vehicle within 15m of a watercourse; and inspect all plant prior to work adjacent to watercourses for leaks of fuel or hydraulic fluids.
G142	Fuels, oils and chemicals would be stored responsibly, away from sensitive water receptors. They would be stored >15m from watercourses, ponds and groundwater dependent terrestrial ecosystems (GWDTE).
G144	As part of negotiations with landowners within the Order Limits which are affected by the project, active private water supplies (PWSs) would be identified with the landowner. Appropriate mitigation would be considered during construction.

- 3.2.10 There are design measures and good-practice measures implemented as part of the detailed design and planning of the works which help to reduce the risk of pollution incidents. The project would also implement additional mitigation measures in or around sensitive receptors and is committed to ways of working around these to reduce risk, such as working in and around watercourses.
- 3.2.11 The contractor will follow a control procedure for refuelling and fuel storage. This procedure will establish the minimum requirements for protecting sensitive water receptors. The procedure will identify steps to reduce the risk of occurrence of a spill, release or leak. The following points will be addressed in the procedure:
- safe storage and security of fuel bowsers;
 - use of appropriate plant nappies and location of refuelling away from drains and watercourses;
 - site setup including identification and provision of appropriate re-fuelling areas, located >15m from watercourses and protected either by double-walled tanks or a bunded area with capacity of 110% of the maximum stored volume;
 - equipment is not to be left unattended during refuelling;
 - training for plant drivers and operatives;
 - spill kit requirements; and
 - appropriate storage areas for small plant and equipment.
- 3.2.12 The contractor will follow a control procedure for using hazardous products in accordance with the Control of Substances Hazardous to Health Regulations 2002. The minimum requirements for the handling, storage and disposal of all hazardous materials will be identified. The following points will be addressed in the procedure:
- safe and appropriate storage including appropriate signage;
 - provisions for disposal in the form of a secure hazardous waste storage area; and
 - training for operatives.
- 3.2.13 A dedicated Emergency Response Crew will be nominated for each worksite to respond in the event of a spill. Regarding minor spills, spill operations training will include hands-on, field-level training on operating spill response equipment and deployment and operation of technical devices. Some classroom learning will be required, but the emphasis is on practical use of equipment. Spill response training will be frequently reinforced during briefings and toolbox talks to promote immediate and adequate spill response.
- 3.2.14 In the event of a major spill incident, a specialist emergency response contractor will be available. This can be called upon for 24-hour response to an incident where containment and clean-up is not possible with the site resources. The number and procedure for mobilising this contractor will be included in method statements, briefings, during training, and displayed within welfare/office facilities.



3.2.15 The contractor will locate appropriately sized spill kits, for the activities being undertaken, at the following locations:

- where refuelling is undertaken;
- at all water crossings;
- trenchless and open cut worksites; and
- at all construction compounds.

Fire

3.2.16 The commitments that relate to emergency incidents are listed in Table 3.3.

Table 3.3: Project Good Practice Commitments on Emergency Incidents Relevant to the EAP

Commitment Number	Commitment
G18	Bonfires and the burning of waste material would be prohibited.
G195	Stored flammable liquids such as diesel would be protected either by double walled tanks or stored in a bunded area with a capacity of 110% of the maximum stored volume. Spill kits would be located nearby.

3.2.17 Construction workers will undergo training to increase their awareness of health, safety and environmental issues including fire risk.

3.2.18 Training will be provided on materials storage, the use of appropriate fire extinguishers including location and site evacuation procedures.

3.2.19 General housekeeping on site will include proper storage and disposal of waste on site and designated smoking areas. Smoking, including e-cigarettes, will only be permitted in designated areas.

3.2.20 There will be no bonfires or burning on site.

3.2.21 Hot Works, such as welding and metal grinding, will be carried out under a Permit to Work system wherever applicable.

4 Incident Response

- 4.1.1 Annex 1 of this EAP identifies incident response procedures that detail the roles and responsibilities aligned with the delivery strategy for construction. The reporting procedures for environmental incidents are included. Details and close out actions of incidents that have been reported to the local authorities will be provided as soon as practicable.
- 4.1.2 All site staff will receive site inductions which will cover the response and procedures for emergencies.
- 4.1.3 The incident response and procedures would be initiated in conjunction with Esso's Emergency Response Plan.
- 4.1.4 All relevant organisations will be contacted as part of the incident response, these include but are not limited to the Environment Agency, Lead Local Flood Authority, Environmental Health, Natural England, gas/water/electricity providers, the Ministry of Defence, the local authorities and the relevant emergency services.

4.2 Flooding

- 4.2.1 The contractor(s) will subscribe to the Environment Agency's Floodline service which provides advance warning of potential local flooding events, and subscribe to the Met Office's Weather Warnings email alerts system and any other relevant flood warning information.
- 4.2.2 In the event that a flood event is forecast, the project would implement a response proportionate to the event in the area at risk. This plan includes the following and is provided in Annex 1:
- evacuating personnel;
 - briefing site staff on areas at risk;
 - clearing areas at risk, of personnel, vehicles and equipment;
 - cancelling planned works in areas affected; and
 - marking out areas that would remain clear of personnel, vehicles and equipment for the duration of the event.

4.3 Pollution

Response to Pollution Incident

- 4.3.1 In accordance with commitment G8, the EAP includes proactive actions and measures to control pollution risks due to external factors such as extreme weather. Measures would include appropriate storage and handling of fuels and other substances hazardous to the environment. These have been described in previous sections.
- 4.3.2 In the event of a pollution incident, the project would implement the relevant incident response procedures (included in Annex 1) which include the following steps:

- stop work;
- make area safe, i.e. use appropriate spill kit;
- contact Environmental Clerk of Works (ECoW) to provide initial assessment and advise on further action;
- deploy Emergency Response Crew if appropriate;
- as appropriate, contact relevant enforcing authority, e.g. Environment Agency for incidents affecting rivers, groundwater and major emissions to atmosphere; and
- inform works supervisor to initiate the formal reporting process.

4.3.3 In accordance with commitment W12, in the event of a pollution incident with the potential to affect PWSs the following procedure would be in place:

- all landowners/tenants within 250m of the spill would be contacted within 24 hours to determine if there are any PWSs that might be affected;
- an assessment of the likelihood of groundwater contamination supplying identified PWSs would be undertaken;
- monitoring of nearby boreholes and well water would be undertaken (within 3 days of discovery of the incident) for a determined period of time, taking into account pollution travel time in groundwater, to determine whether pollution has occurred; and
- where appropriate, an initial remediation plan would be discussed and agreed with the relevant regulatory authorities.

4.3.4 Upon discovery of a pollution incident that impacts controlled waters / ground water, the Environmental Manager will notify the Environment Agency as soon as practicable via the incident hotline (0800 807060).

4.4 Fire

4.4.1 All staff will be briefed on the muster points (which will be clearly identified with signage) and procedures to follow in the event a fire is discovered.

4.4.2 The measures within paragraphs 3.2.16 to 3.2.20 will be implemented and adhered to, to reduce fire risk and increase awareness of response actions.

4.4.3 In the event of a fire, site staff will:

- proceed to the assembly point; and
- dial 999 and ask for the appropriate emergency service.

4.5 Wider Communication of Incident

4.5.1 Any incident will be notified to the local authority as soon as practicable. As part of, or following notification of the local authority, the project will work with the local authority to identify the appropriate community contacts that require notification of the incident. This will ensure appropriate and proportionate notification specific to the nature of the incident. The project will then directly notify the agreed community



contacts. For further details of emergency engagement with the community please refer to Annex 3.

5 Roles and Responsibilities

5.1 Project Responsibilities

- 5.1.1 The contractor's organisational structure and the individual responsibilities for implementation of the measures at each stage of the project are detailed in Annex 1 to this EAP. Responsibilities have been provided in Table 5.1.
- 5.1.2 The responsibilities below do not supersede or replace statutory responsibilities of individuals in relation to health and safety or the environment. These roles and responsibilities will also be covered in the task-specific method statements for the works, where the appropriate names and contact details will be provided.

Table 5.1: Overall Roles and Responsibilities

Roles	Responsibilities
Senior HSSE Lead	Responsible for all health and safety processes and procedures for the project.
Environmental Manager	The Environmental Manager will be responsible for the maintenance of all environmental plans and registers including monitoring that the environmental measures and mitigations are implemented onsite and as recorded within the CEMP. They will be the main point of contact for all environmental matters on the project. They will also develop good working relationships and key external stakeholders such as the Environment Agency, Natural England and the local authorities.
Works Site Supervisor	Responsible for delivering the site works in accordance with the requirements of the CEMP and implementing good environmental practices required by the Environmental Manager. They are responsible for managing operatives, plant and their areas of work in accordance with the principles of good environmental practice.
Construction Manager	Responsible for the management of the construction of the project.
Environmental Clerk of Works (ECoW)	The ECoW will monitor that the works proceed in accordance with relevant environmental requirements in the Development Consent Order and adhere to the required mitigation measures. The ECoW will be supported as necessary by appropriate specialists (G3, G41).
Communications Lead	The Communications Lead will be the point of contact for, and responsible for responding to, any communications regarding environmental issues or complaints.
First Aiders	Those identified in site inductions and method statements as people to contact in the event of minor injuries or incidents.



Annex 1: Emergency Action Plans

- EAP 01 – Flooding of worksite
- EAP 02 – Fuel, oil or chemical spill to watercourse or drainage system
- EAP 03 – Silty runoff to watercourse or drainage system
- EAP 04 – Fuel, oil or chemical spill to ground
- EAP 05 – Fuel, oil or chemical spill to highway
- EAP 06 – Discovery of potential asbestos-containing material
- EAP 07 – Uncontrolled release of dust
- EAP 08 – Uncontrolled release of drilling fluid during Horizontal Directional Drilling (HDD) operations
- EAP 09 – Discovery of fire
- EAP 10 – Third-party utility strike
- EAP 11 – Unexpected discovery of unexploded ordnance (UXO)
- EAP 12 – Unexpected discovery of contaminated land



EAP 01	
Incident:	Flooding of worksite (refer to Annex 2)
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Consider personal and personnel safety before attempting to access flooding worksite to undertake the next steps. Do not put anyone at risk. Evacuate site if considered necessary and brief staff of hazardous areas. 3. Mark out areas that would remain clear of personnel, vehicles and equipment for the duration of the event. 4. Remove potentially polluting materials from worksite e.g. fuel, oils, chemicals, cement. 5. Remove floating materials from work area e.g. timber. 6. Remove plant and equipment from work area. 7. Use floating booms to contain and absorb any floating pollutants. 8. Do not pump contaminated water out of area as flooding recedes, contain and use spill kit to absorb pollutants before pumping or removal by vacuum tanker. 9. Call in SLP Emergency Response to provide vacuum tanker/gully gulper if required to remove pollutants. 10. Record incident.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] WSS --> EM[Environmental Manager] CM --> CL[Communications Lead] CM --> EM CL --> LAL[Local Authority Lead (if required)] EM --> EA[Environment Agency (if required)] </pre>
Notification parameters:	Local authority/Environment Agency notification required if flooding event: <ul style="list-style-type: none"> • impacts safe running of local authority road network; • impacts local residents/landowners; and/or • causes pollution event that requires use of SLP Emergency Response (step 8 of action list).



EAP 02	
Incident:	Fuel, oil or chemical spill to watercourse or drainage system
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Establish nature of substance spilled, considering personal safety before beginning any action to stop or clean up spillage. Use appropriate personal protective equipment (PPE) e.g. gloves. 3. Identify the source of spillage and stop flow immediately. Switch off sources of ignition. 4. Prevent spillage spreading by diverting the flow, creating a dam with earth or blocking drains. 5. Locate the nearest spill kit and use absorbent booms, pads and granules as appropriate to soak up the spillage. 6. Do not wash spillage into drains and do not use detergents, as this will make things worse. 7. Call in SLP Emergency Response to provide vacuum tanker/gully gulper if required to remove spillage. 8. Collect all used spill kit materials and contaminated soil for disposal as hazardous waste. 9. Record incident. 10. Replace any spill kit used.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] CM --> CL[Communications Lead] CL --> LA[Local Authority Lead (if deemed necessary)] WSS --> EM[Environmental Manager] CM --> EM EM --> EA[Environment Agency (if required)] EM --> BCA[Basingstoke Canal Authority (if event is adjacent)] EM --> LSO[Local sewer owner (if adjacent event)] </pre>
Notification parameters:	<p>Local authority notification required if spill event:</p> <ul style="list-style-type: none"> • impacts local residents/landowners; and/or • causes pollution event that requires use of SLP Emergency Response (step 7 of action list). <p>Environment Agency notification required if spill event:</p> <ul style="list-style-type: none"> • is likely to enter controlled water or large spillage in groundwater protection zone.



EAP 03	
Incident:	Silty runoff to watercourse or drainage system
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Identify cause of silty runoff and stop flow where it is possible and safe to do so, e.g. dewatering of excavations. 3. Block drains, create settlement areas to enable settlement of solids, establish silt fence and/or place straw bales to filter runoff. 4. Establish controlled discharge allowing for settlement of solids and filtration using straw bales or silt fencing as appropriate. 5. Record incident.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] CM --> CL[Communications Lead] CL --> LA[Local Authority Lead (if deemed necessary)] CM --> EM[Environmental Manager] EM --> EA[Environment Agency (if required)] CM --> BCA[Basingstoke Canal Authority (if event is adjacent)] CM --> LSO[Local sewer owner (if event is adjacent)] </pre>
Notification parameters:	<p>Local authority notification required if runoff event:</p> <ul style="list-style-type: none"> • Impacts local residents/landowners. <p>Environment Agency notification required if:</p> <ul style="list-style-type: none"> • Runoff has entered or is likely to enter controlled water.



EAP 04	
Incident:	Fuel, oil or chemical spill to ground
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Establish nature of substance spilled, considering personal safety before beginning any action to stop or clean up spillage. Use appropriate PPE for the substance spilt. 3. Identify the source of spillage and stop flow immediately. Switch off sources of ignition. 4. Prevent spillage spreading by diverting the flow, creating a dam with earth or blocking drains. 5. Locate the nearest spill kit and use absorbent booms, pads and granules as appropriate to soak up the spillage. 6. Do not wash spillage into drains and do not use detergents, as this will make things worse. 7. Call in SLP Emergency Response to provide a vacuum tanker/gully gulper if required to remove spillage. 8. Collect all used spill kit materials and contaminated soil for disposal as hazardous waste. 9. Record incident. 10. Replace any spill kit used.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] WSS --> EM[Environmental Manager] CM --> CL[Communications Lead] CM --> LSO[Local sewer owner (if event is adjacent)] CL --> LA[Local Authority Lead (if deemed necessary)] EM --> EA[Environment Agency (if required)] EA --> LSO </pre>
Notification parameters:	<p>Local authority notification required if spill event:</p> <ul style="list-style-type: none"> • impacts local residents/landowners; • impacts public or private water supply owners; and/or • causes pollution event that requires use of SLP Emergency Response (step 7 of action list). <p>Environment Agency notification required if spill event:</p> <ul style="list-style-type: none"> • is likely to enter controlled water or large spillage in a groundwater protection zone.



EAP 05	
Incident:	Fuel, oil or chemical spill to highway
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Establish nature of substance spilled and risk of road traffic accident, considering personal safety before beginning any action to stop or clean up spillage. 3. If necessary, establish traffic management under instruction from the Traffic Safety and Control Officer (TCSO) to prevent vehicles coming in contact with the spill and allow the clean-up to be undertaken safely. 4. Use appropriate PPE for the substance spilt and implement temporary traffic management. 5. Identify the source of spillage and stop flow immediately. Switch off sources of ignition. 6. Prevent spillage spreading by diverting the flow or blocking drains. 7. Locate the nearest spill kit and use absorbent booms, pads and granules as appropriate to soak up the spillage. 8. Do not wash spillage into drains and do not use detergents, as this will make things worse. 9. Call in SLP Emergency Response to provide a vacuum tanker/gully gulper if required to remove spillage. 10. Collect all used spill kit materials and contaminated soil for disposal as hazardous waste. 11. Remove any temporary traffic management installed. 12. Record incident. 13. Replace any spill kit used.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] CM --> CL[Communications Lead] CL --> LA[Local Authority Lead / private land owner / Local highway authority (if necessary)] WSS --> EM[Environmental Manager] CM --> EM CM --> LSO[Local sewer owner (if event is adjacent)] EM --> EA[Environment Agency (if required)] EA --> LSO </pre>



Notification parameters:	<p>Local authority notification required if spill event:</p> <ul style="list-style-type: none">• impacts safe running of local authority road network;• impacts local residents/landowners; and/or• causes pollution event that requires use of SLP Emergency Response supplier (step 9 of action list). <p>If spill is on a private road then the relevant landowner is to be contacted.</p> <p>Local highway authority (LHA) notification required if event affects LHA asset.</p> <p>Environment Agency notification required if spill event is likely to enter highway drainage network.</p>
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EAP 06	
Incident:	Discovery of potential asbestos-containing material (ACM)
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Fence off the affected area off and signpost to indicate 'Contaminated Area – No Unauthorised Access'. 3. Record incident. 4. Call in licensed asbestos contractor to sample potential ACM. 5. Develop method statement for removal with licensed asbestos contractor and disposal to licensed facility if confirmed to be asbestos. 6. Only re-enter the work area when it has been authorised by the licensed asbestos contractor.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] WSS --> EM[Environmental Manager] CM --> CL[Communications Lead] CM --> LAC[Licensed asbestos contractor] CL --> LA[Local Authority Lead (if deemed necessary)] LAC --> HSE[Health and Safety Executive (if notification is required)] </pre>
Notification parameters:	Local authority notification required if asbestos discovery event: <ul style="list-style-type: none"> • impacts local residents/landowners; and/or • requires Health and Safety Executive notification.



EAP 07	
Incident:	Uncontrolled release of dust
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Assess impact on road safety for any adjacent road network. If affected call 999. 3. Damp down working area before recommencing work. 4. Review working methods to confirm best practicable means is being used. 5. Review weather forecasts to confirm whether additional control measures are required. 6. Record incident.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] WSS --> EM[Environmental Manager] CM --> EM CM --> CL[Communications Lead] CL --> LA[Local Authority Lead (if deemed necessary)] </pre>
Notification parameters:	Local authority notification required if release of dust event: <ul style="list-style-type: none"> • impacts local residents/landowners.



EAP 08	
Incident:	Uncontrolled release of drilling fluid during Horizontal Directional Drilling (HDD) operations
Action:	<ol style="list-style-type: none"> 1. Stop works as long as it is safe to do so and contact supervisor. Consideration is to be given to the infrastructure above the HDD. 2. Consider personal safety before beginning any action to stop or clean up spillage. Use appropriate PPE e.g. gloves, and only access area above the HDD if safe to do so. 3. Advise affected asset owners and landowners that there has been an event and that clean-up operation has commenced. If close to a watercourse, establish silt fence and/or place straw bales to filter runoff. 4. Prevent spillage spreading by diverting the flow, creating a dam with earth or blocking drains. 5. Locate the nearest spill kit and use absorbent booms, pads and granules as appropriate to soak up the spillage. 6. Do not wash spillage into drains and do not use detergents, as this will make things worse. 7. Call in SLP Emergency Response supplier to provide a vacuum tanker/gully gulper if required to remove spillage. 8. Collect all used spill kit materials for disposal as hazardous waste. 9. Record incident. 10. Replace any spill kit used.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] CM --> CL[Communications Lead] CL --> LAL[Local Authority Lead] WSS --> EM[Environmental Manager] CM --> AO[Asset Owner (local authority, Network Rail, Highways England, Basingstoke Canal Authority, Environment Agency)] EM --> AO </pre>
Notification parameters:	Local authority, Environment Agency and any impacted asset owners must be notified.



EAP 09	
Incident:	Discovery of fire
Action:	<ol style="list-style-type: none"> 1. Stop work and raise the alarm. Contact supervisor immediately. 2. All personnel on the worksite must proceed directly to the notified assembly point. 3. Consider personal and personnel safety before undertaking the next steps. Do not put anyone at risk. 4. Firefighting equipment is only to be used by the site team if appropriately trained and it is safe to do so. 5. Remove, or turn off, plant and equipment. 6. Supervisor to call 999 and request Fire Brigade attendance. 7. Only re-enter the work area when it has been authorised by the appropriate authorities.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> FB[Fire Brigade (if required)] WSS --> CM[Construction Manager] WSS --> EM[Environmental Manager] CM --> CL[Communications Lead] CM --> EA[Relevant authority if in a protected landscape area] CL --> LA[Local Authority Lead (if deemed necessary)] EM --> EA </pre>
Notification parameters:	<p>Local authority notification required if fire event:</p> <ul style="list-style-type: none"> • impacts safe running of local authority road network; and/or • impacts local residents/landowners. <p>Relevant authority also to be notified if within a protected landscape area i.e. SSSIs</p>



EAP 10	
Incident:	Third-party utility strike (including water / river culverts)
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Evacuate the excavation of any personnel undertaking works. 3. Consider personal and personnel safety before undertaking the next steps. Do not put anyone at risk. 4. Remove, or turn off, plant and equipment. 5. Electricity: contact relevant supply company. 6. Telecoms: contact relevant supply company. 7. Gas: create an exclusion zone and ensure no naked flames or Hot Works are carried out anywhere near the area. Contact the relevant supply company and Fire Brigade. 8. Water: contact the relevant supply company. Block drainage infrastructure if the flow of water is likely to over-top the excavation. 9. Only re-enter the work area when it has been authorised by the appropriately authorised people.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> FB[Fire Brigade (if required)] WSS --> EM[Environmental Manager] WSS --> R3PU[Relevant third-party utility supplier/owner] CM[Construction Manager] --> EM CM --> R3PU CL[Communications Lead] --> LA[Local Authority Lead (if deemed necessary)] CM --> CL EM --> EA[Environment Agency (if required)] </pre>
Notification parameters:	<p>Local authority notification required if fire event:</p> <ul style="list-style-type: none"> • impacts safe running of local authority road network; and/or • impacts local residents/landowners. <p>Environment Agency notification required if strike involves</p> <ul style="list-style-type: none"> • a water / river culvert; • a sewer that has potential to contaminate a controlled water.



EAP 11	
Incident:	Unexpected discovery of unexploded ordnance (UXO)
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately and call 999. 2. Consider personal and personnel safety before undertaking the next steps. Do not put anyone at risk. 3. Remove plant and equipment from the area. 4. Establish an exclusion zone to prevent access around the UXO. Install 'Keep Out' signage. 5. Record incident. 6. Works on hold until suitably qualified people attend site to identify the nature of the UXO. 7. If discovered on Ministry of Defence owned land, then make contact to advise and agree responsibilities for disposal. 8. All follow-on instructions issued by the suitably qualified people will be followed.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] CM --> CL[Communications Lead] CL --> LA[Local Authority Lead] WSS --> EM[Environmental Manager] CM --> MD[Ministry of Defence (if required)] </pre>
Notification parameters:	Local authority must be notified.



EAP 12	
Incident:	Unexpected discovery of contaminated land
Action:	<ol style="list-style-type: none"> 1. Stop work and contact supervisor immediately. 2. Establish nature of contaminated material and risk to personal safety before implementing control measures to prevent the escape of contamination. Control measures may involve backfilling or covering the excavation or the use of absorbent spill kit materials. 3. Fence the affected area off and signpost to indicate “Contaminated Area –No Unauthorised Access”. 4. Record incident. 5. Agree requirements for continuing works in the surrounding areas with the Construction Manager and the Environmental Manager. 6. Notify the relevant planning authority in accordance with DCO Requirement 10.
Notification:	<pre> graph TD WSS[Work Site Supervisor] --> CM[Construction Manager] WSS --> EM[Environmental Manager] CM --> CL[Communications Lead] CL --> LAL[Local Authority Lead] CM --> LA[Local Authority (if required)] EM --> EA[Environment Agency (if required)] EA --> LA </pre>
Notification parameters:	Environment Agency and local authority Environmental Health Officer where potential for a significant risk of pollution from contaminated land

Annex 2: Weather and Flood Alerts

The project will receive official weather warnings. The project will have a Duty Manager rota to ensure that the project is contactable 24/7. The Duty Managers phone will be set up for flood alert contacts. Upon receiving a flood alert the Duty Manager will contact the Construction Manager, Environmental Manager or HSSE Lead depending upon the alert severity. The alert can then be cascaded through the organisation consistent with the actions required.

Weather Alert Levels and Action Required

Alert Level	Definition	Action	Responsibility
Yellow: Be aware	Severe weather is possible over the next few days and could affect site. Planning and thinking about possible disruption of day-to-day activities is required. Keep an eye on the latest forecast and be aware that the weather may change or worsen, leading to disruption of plans in the next few days.	Review of site mitigation measures.	Construction Manager
		Undertake actions required to ensure the site is prepared.	Works Site Supervisor
Amber: Be prepared	There is an increased likelihood of bad weather which could potentially disrupt plans and possibly cause road and rail closures, interruption to power and the potential risk to life and property. Amber means you need to be prepared to change plans and protect site from the impacts of the severe weather.	Review of site mitigation measures	Construction Manager
		Undertake actions required to ensure the site is prepared and mitigation measures have been implemented.	Works Site Supervisor
Red: Take action	Extreme weather is expected. Red means you should take action now to keep yourself and others safe from the impact of the weather. Widespread damage, travel and power disruption and risk to life is likely. You must avoid dangerous areas and follow the advice of the emergency services and local authorities.	Review of site required. Red Alert may need consideration of closing the site to protect the workforce.	Construction Manager/ Environmental Manager

The table below provides the relevant actions required following a flood alert and those responsible. The Environment Agency website will be checked to see what the risk of flooding is within the site while operations are underway.



Alert Level	Alert Meaning	Action	Responsible Person
Bad Weather	None	View Environment Agency flood warning website make a judgement on how to react. If no flood warning is in place, then no action is necessary	Works Site Supervisor responsible for works within the flood zone
Flood Alert	'Flooding is possible, be prepared'	Actively assess the site, know what plant, equipment and materials are present and what would be hazardous to the environment.	Works Site Supervisor responsible for works within the flood zone
		Consider removal of certain high-risk materials / plant	Construction Manager
Flood Warning	'Flooding is expected and immediate action is required'	Remove the vulnerable areas of plant, materials and equipment and anything that is hazardous to the environment from the flood zone.	Construction Manager
Severe Flood Warning	'Severe flooding. Danger to life'	Remove the vulnerable areas of plant, materials and equipment and anything that is hazardous to the environment from the flood zone.	Construction Manager
		Consult HSSE Lead and where required close affected areas of the site.	Construction Manager/ Environmental Manager

If any of the following incidents are observed within or in close proximity to the worksite, the Environment Agency incident hotline will be notified:

- main rivers blocked by a vehicle or fallen tree causing risk of flooding;
- flooding from any river, stream, canal or natural spring;
- unusual changes in river flow; or
- collapsed or badly damaged river or canal banks.

Environment Agency Incident hotline:

Telephone: 0800 80 70 60



Annex 3: Emergency Community Engagement Plan

This plan is limited to community engagement. It does not cover communications with professional or statutory bodies.

In the event of an incident/emergency, directions from emergency services (command) regarding public and community communications will supersede this plan.

Principles

- If an incident or emergency requires the fire or police services, all community communications will be coordinated and agreed with the relevant emergency services command (communications team).
- Community communications regarding an incident or emergency will take place to ensure the safety of individuals and the wider community, and/or if it requires restrictions to publicly accessible sites.
- Community communications plans/activity will be shared, and where appropriate, coordinated with local authorities.
- Community communications will:
 - Provide those affected with the information they need to keep themselves and others safe as soon as this is available.
 - Be clear, timely, and as simple as possible.
 - Focus on the facts and corrective actions.
 - Utilise community influencers such as Residents Associations to disseminate information, where relevant.
 - Communications must be co-ordinated across all those involved in the incident, including staff, stakeholders, and partner organisations.
 - Avoid alarming the public unnecessarily.
 - Ensure compliance with the General Data Protection Regulation (GDPR) and carefully manage sensitive information when detailing incident information in the public domain.
 - Be focused and adapted for target audiences.

The table below sets out the channels for communicating relevant incident/emergency information.

Channel	Description
www.slpproject.co.uk	The website will be used to communicate any restrictions to publicly accessible locations.
Community briefing notes	A briefing note emailed to community representatives and/or organisations within the vicinity of the incident/emergency.
Social media	Social media posts may be used to communicate safety information and/or if it requires restrictions to publicly accessible locations

Southampton to London Pipeline Project Emergency Action Plan



Channel	Description
Direct mail	Direct mail and/or door knocks to residents may be used to communicate safety information and/or if it requires restrictions to publicly accessible locations (including roads).
Door knocks	