

Attachment J.1
Cognis Ireland Ltd Emergency Response Plan (ERP)

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OBJECTIVES OF EMERGENCY COMMUNICATIONS PLAN

OBJECTIVES:

The objective of the communications' procedures is to complement the operating procedures of the Fire and Emergency Plan in the event of an incident in the plant, to cater for the communications requirements which would arise with the company's employees, parent company, the statutory authorities, complementary sections of the emergency services, representatives of the local community including residents' associations and local politicians, business associates and suppliers and the mass media.

These objectives are achieved as follows by:

1. Implementation of a set of defined communications procedures appropriate to the scale of the incident, under the control of the Incident Control Group - ICG.
2. Instructions and procedures for managers and staff to be followed in all foreseeable emergency situations.

These instructions are broken down as follows:

- a. General communications guidelines to complement procedures and instructions in the Fire & Emergency Plan.
- b. Communications' roles and responsibilities of senior managers and their deputies.
- c. Action Checklists in respect of emergency scenarios.
- d. Support materials, including draft statements as a guideline for use in the event of an emergency.

Footnote:

The success of the Emergency Communications Plan is dependent on the following:

1. An awareness by all managers, staff and employees of their respective roles in the communications process and familiarity with the communications procedures.
2. An audit of the contemporary information in this manual at the end of each quarter, particularly as regards names, addresses and contact numbers.
3. Regular training of senior management (six monthly update) in media skills.
4. The co-operation of staff at all levels.

INTRODUCTION

This section covers the company's Fire & Emergency Plan - i.e. the procedures which would be followed in the event of a fire or emergency situation arising in the plant, which can either be controlled by plant personnel or which would operate prior to the arrival of the emergency services to take control of the situation.

The structure to handle all emergencies is envisaged as follows:

- o The Incident Control Group (ICG), comprising the senior management group, led by the Managing Director, or in his absence, his designate;
- o The Senior Plant Controller (the Manufacturing Manager / Deputy) co-ordinating procedures and staff resources controlling the emergency situation, and reporting to the ICG;
- o The Media Communications Team, comprising, Human Resources and public relations representatives and supporting resources, operating under the direct control of the ICG and co-ordinating the dissemination of information to external audiences, to the media, on behalf of the company.

In the case of a minor plant incident, i.e. where the situation is contained on site and it is not necessary to alert the emergency services or where the emergency services are alerted as a matter of form but no direct action by them is required; the full media communications team may not be required and will only be convened on the direction of the Managing Director or his designate. It is envisaged that the communications procedures and general rules to be observed by all personnel and staff in an emergency situation will be sufficient to cater for such minor incident.

In a major incident, i.e. fire/explosion or other major emergency in which there is a risk posed to the plant personnel, environment, or community at large which may require full or partial involvement of the emergency services, the media communications team will be established on the direction of the ICG and the procedures, as set out in this document to cover specific scenarios, will be implemented.

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ANTICIPATED CRISES - FORWARD PLANNING

In a number of situations, particularly in areas such as planning permission, industrial relations, legal actions, a more long term approach is required. A major task for the Incident Control group is to provide a working communications plan. It should be constructed along the following line:

1. Produce an agreed position paper describing accurately what is being done, why and how it is being done. This will constitute a core document and will be a source of information for all future communications.
2. Identify potential issues which might arise over the period of the crisis.
3. Identify groups who will be affected by those issues.
4. Identify contact personnel within those groups.
5. Develop messages to address the issues.
6. Assign roles and responsibilities for communications among management team.
7. Appoint company spokesman.
8. Prepare anticipated questions and appropriate answers.
9. Specify procedures for handling media and other enquiries.
10. Develop bank of materials for use with media, including key messages for use in holding statements.
11. Develop contingency plan scenarios in respect of potential developments.

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ASSEMBLY Point Procedures

Assembly Point	Location	Personnel	Marshall
1	Reception door	Admin/Lab/HR/Canteen	E. Heaney Murphy/K. Daly/ L. Kerins
2	Think Safety Sign	Contractors	S. O. Connell/ B. Patterson
3.	Engineering Building	Eng. Personnel	T. Purcell
4.	Warehouse	LIX/TAED/Warehouse/in process Tech	In process tech

In the event of designated marshals not being available, the most senior assembled person should act as marshal and roll call against the headcount report from security

INSTRUCTIONS FOR ASSEMBLY POINT 1

LOCATION: Outside Reception Area

**FIRE MARSHAL EILEEN HEANEY-MURPHY , deputy Katherine Daly or most senior person assembled
Outside Office Hours -Security Officer**

1. Proceed to **YOUR** designated assembly point **Assembly Point 1** and collect the staff list available from **security**.

Note: Don't endanger yourself when en route to the assembly point.

2. Once in position, take control of assembly point Commence roll call and check off names against list.
3. If a Visitor reports to you that he/she discovered the Fire/Emergency, ensure that he/she is brought to the attention of the Team Leader with responsibility for the Emergency area i.e. the Fire Team Leader (so that all vital information can be obtained).
4. Report missing persons to Emergency Site Co-ordinator, Security or Senior Fire Brigade Officer.
5. Report Results to Security and liaise with Security to ensure that all Visitors & Staff are accounted for. (Use Security print-out of visitors, staff and Canteen staff).
6. Ensure that First Aid is rendered to injured personnel reporting to the Assembly Point.
7. Prohibit staff from obstructing road way and ensure that clear access is maintained for emergency services.
8. In the event of Fire/Emergency situation threatening your position, move evacuees to a safe alternative site and inform Emergency Site Co-ordinator once in position.

9. In the event of a false alarm do not allow staff leave assembly point and re-enter building until "ALL CLEAR" is given by Emergency Site Co-ordinator.

INSTRUCTIONS FOR ENGINEERING BUILDING ASSEMBLY AREA FIRE MARSHAL

THE ENGINEERING WORKSHOP (ASSEMBLY POINT NO 3)

FIRE MARSHAL IS: TOM PURCELL

Deputy Barry Patterson or most senior assembled person

**** IN THE EVENT OF A FIRE/EMERGENCY SITUATION IN THE PLANT ****

1. Collect the Contractor List available from the Security Building and proceed to **YOUR** designated assembly point **FRONT OF ENGINEERING BUILDING**.

Note: Don't endanger yourself when en route to the assembly point.

2. If a contractor reports to you that he/she discovered the Fire/Emergency ensure that he/she is brought to the attention of the Team Leader with responsibility for the Emergency area i.e. the Emergency Team Leader (so that all vital information can be obtained).
3. Once in position, take control of assembly point and ensure evacuees line up in groups of 5 and remain in position. Commence roll call and check off names against the list.
4. Report missing persons to Emergency Site Co-ordinator, Security or Senior Fire Brigade Officer.
5. Report Evacuation Results to Security.
6. Ensure that First Aid is rendered to injured personnel reporting to the Assembly Point.
7. Prohibit staff from obstructing road way and ensure that clear access is maintained for emergency services.
8. In the event of Fire/Emergency situation threatening your position, move evacuees to a safe alternative site and inform Emergency Site Co-ordinator once in position.
9. In the event of a false alarm do not allow staff leave assembly point and re-enter building until "ALL CLEAR" is given by Emergency Site Co-ordinator.

INSTRUCTIONS FOR CONTRACTOR ASSEMBLY AREA FIRE MARSHAL

THINK SAFETY SIGN (ASSEMBLY POINT NO 2)

FIRE MARSHAL IS: FACILITIES ENGINEER:- S.O'CONNELL

Deputy E. RICE or most senior assembled person

**** IN THE EVENT OF A FIRE/EMERGENCY SITUATION IN THE PLANT ****

1. Collect staff list from Security and proceed to the Assembly point located between security hut and Eng. Building

Note: Don't endanger yourself when en route to the assembly point.

2. Once in position, take control of assembly point and ensure evacuees line up in groups of 5 and remain in position. Commence roll call and check off names against list.
3. Report missing persons to Emergency Plant Controller, Security or Senior Fire Brigade Officer.
4. Report Evacuation Results to Security.
5. Ensure that First Aid is rendered to any injured personnel reporting to the Assembly Point.
6. Prohibit staff from obstructing road way and ensure that clear access is maintained for emergency services.
7. In the event of Fire/Emergency situation threatening your position, move evacuees to a safe alternative site and inform Emergency Site Co-Ordinator once in position.
8. In the event of a false alarm do not allow staff leave assembly point and re-enter building / plant until "ALL CLEAR" is given by Emergency Site Co-ordinator.

INSTRUCTIONS FOR OPERATIONS ASSEMBLY POINT NUMBER 4 FIRE MARSHAL

Located outside warehouse office

FIRE MARSHAL IS: In process Technician
Deputy as delegated by Production supervisor

1. Proceed to **YOUR** designated assembly point Number 4

Follow the **Emergency Site Co-ordinators** duties (Reference FEP-0007.1) once you have accounted for your own people AND have delegated responsibility to an Operator for the following:

- (a) Reporting Evacuation Results to Security (including missing persons).
- (b) Ensuring that First Aid is rendered to any injured personnel reporting to the Assembly Point.
- (c) In the event of Fire/Emergency situation threatening the assembly position, move evacuees to a safe alternative site.
- (d) Liaise with Fire Team Leader regarding the deployment of LIX Operating Personnel as Emergency Support.

Follow instructions For Emergency Response Team

Note 1. Assume role of Fire team leader.

Note 2. LIX Shift operators to form emergency team.

RESOURCE REQUIREMENTS

PERSONNEL

FIRST AIDERS

- 1 trained first aider minimum per shift

EMERGENCY RESPONSE TEAM (Shift Supervisor as Fire Team leader plus 3 operators minimum depending on shift manning).

Emergency Site Co-Ordinator (Shift Supervisor - LIX or TAED).

SENIOR PLANT CONTROLLER (on call arrangement).

Allocated on callout matrix –Manufacturing manager or TAED Production manager

ELECTRICIAN (shift).

EQUIPMENT

At LIX Building

- 1 Ex. hand portable radio transmitter / receiver. (Permanently on charge).
- 7 Decontamination Showers.

Tank Farm

- 1 Decontamination Shower.

Lix Scrubber Area

- 1 Decontamination Shower.

At TAED 7000 Building

- 1 Ex. hand portable radio transmitter / receiver. (Permanently on charge).
- 7 Decontamination Showers.

At Boiler House

- Up-to-date staff list - (To be collected from Security).

At Emergency Equipment Room

- 20 full fire fighting suits

- 6 BA SETS

At Warehouse

- 2 BA SETS SOUTH EAST CORNER OF RAW MATERIALS WAREHOUSE.
- 5 CHEMICAL SPLASH SUITS, RUBBER BOOTS, GLOVES AND GOGGLES.
- 4 HAND PORTABLE TORCHES (HEAVY DUTY)

AT GATE SECURITY BUILDING

- 2 spare DECT phones
- 1 dedicated telephone line for use in the event of an emergency only (outgoing calls only).
- Set of master keys.
- 2 Hand Portable Torches (heavy duty).
- Up-to-date list of all visitors on site.
- Up-to-date layout drawing of plant showing ...
 - a) All services including location master isolation switches
 - b) All fire hydrants
 - c) Radiation sources.
- Up-to-date telephone list for emergency services and all senior personnel who may require to be contacted in the event of an emergency.
- Up-to-date list of Fire Marshals, Senior Plant Controller.
- Up-to-date set of MSDS sheets.
- Back up pencils, note pads.
- 2 radios. 2 DECT phones
- 2 mobile phones, for use in Communications, one of which is carried by Manager on call.

AT LABORATORY

- Emergency Eye Wash Shower off mains water supply.
- Emergency First Aid Kit and Combi bag. Spare Blankets and Stretcher (Located at the Medical Centre).

AT MAINTENANCE STORES

- Selection of lifting and cutting gear, ropes, slings, ladders, wedges, crowbars, valve keys, lifting bags & compressed air cylinder/hand pump.
- Portable lighting equipment.

Direct Lines

1. In addition to the existing two direct lines, accessible to the ICG and the Media Communications Team, the Managing Director will have access to two specially designated lines for outgoing calls only.

Managing Director's Direct Telephone Number: 4354284 / 4354175

2. A further 'outgoing calls only' line is located in security for access by permission of the Manufacturing Manager (Senior Plant Controller) or the Managing Director.

3. A mobile phone will be held in security for use for external communications purposes in an emergency situation.

Mobile Phone Number: 087 - 6995517

4. The Manager on call will carry a mobile phone in addition to the 'bleeper'. The bleeper is to be handed on to his successor when his "on-call" period is completed.

Each Manager on the 'Manager on call' rota has their own mobile phone, the numbers of which are outlined in Section ECP-0002.1.

Fax Lines

Fax lines, will be allocated for external media communications.

Fax Lines Available:

Purchasing/Shipping Fax	-	021-4354268
Reception	-	021-4353559
Human Resources	-	021-4354267
Engineering	-	021-4353540

Work Stations

Work stations and printers located in media communications office, and as required, adjacent to that office will be utilised for materials preparation.

Disc, Label

Disc, label (Emergency Response - External Communications Materials) x 1, on which copies of external communications materials are stored will be held by the Managing Director's secretary, with a further copy by the H.R. Department/Security Safe. A hard copy of the contents of this disk is held with the disks at the above named locations.

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PROCEDURES FOR PRESS CONFERENCES

1. Rationale for Press Conferences as means of media communication:

- * Press may have assembled at the plant, demanding information and interviews
- * Press Conference provides a forum to express concern and regret about what has happened
- * Provides filmed footage which will create balance to external footage scenes

Will help company seize the initiative and manage the flow of information about what is happening

2. Guidelines:

- * Arrange seating theatre style
- * Decide in advance on duration of Press Conference
- * Always put people before property in opening and subsequent statements. Express regret as appropriate
- * Open Conference for questions and take only one question at a time. Involve colleagues e.g. the Technical Services Manager in answering questions where this is appropriate to the nature of the information being requested
- * Ensure that likely questions have been anticipated in consultation with public relations consultant and key messages prepared
- * Do not lie. If stuck, give an acceptable reason as to why at this time it is not possible to answer the question in detail.
- * Speak only on behalf of the company. Do not speculate on behalf of the role or actions of other parties, e.g. the emergency services e.g. apportioning blame or responsibility.
- * Bring conference to a close at the designated time and ensure that there is an escape route.
- * Hold conferences as often as necessary for the duration of the crisis - once a day, if required.

**GENERAL INSTRUCTIONS
ON COMPANY POLICIES
ON COMMUNICATIONS PROCESS**

A. Communications Responsibilities

1. Function heads/deputies will assume specific roles in the communications process in respect of their function on the Incident Control Group in a major emergency situation. See relevant section referring to responsibilities of Function Managers / Deputies.

B. Company Policy on Appointment of Spokesman

2. The Managing Director will be Chairman of the Incident Control Group which has overall responsibility for co-ordinating the management of all aspects of a major emergency. In his absence, the function and duties of chairman will devolve to his designate.
3. The Managing Director will be the media spokesman for the Company. In his absence, this function will devolve to his designate. In the case of a Limited Response (see Section ECP-0004.3), the Manager on Call assumes full responsibility for any communications arising, using the draft materials available to him as laid out in Appendix C.
4. No other person will be authorised to speak to the media on the behalf of the company unless prior authorisation and clearance has been received from the Managing Director and/or his designate.
5. Media enquiries directed to any employee, member of staff, security, reception or management will be immediately referred on to the Company spokesperson i.e. MD or his designate.

C. Company Policy on Statements to Media

6. All employees of Cognis Ireland Limited will be fully informed of the Company's policy on statements to the media. It is the responsibility of the relevant Function Manager to facilitate this Communication Process.
7. In the event of an employee being approached by the media for a statement or any information related to the incident:
They should say that they would prefer not to say anything as there is an information centre at the plant where all the most up to date information is available.

The number to ring is 4354277/ 4517100

All such enquiries will be immediately referred to:-

- The M.D. personally or acting chairman of ICG or
- The Media Emergency Communications Team

D. Notifying Security of Unauthorised Media on Site

8. In the event of any employee discovering an unauthorised reporter/photographer from the media on site; the person so identified will be escorted to the assembly point at the main gate and security will be immediately informed. Security will inform the ICG Chairman and/or the P.R. Consultant of the incident.

E. Quarterly Audit of Contact Information

9. The Safety Officer will have overall responsibility to ensure that telephone contact numbers, names and addresses in this manual are up-to-date generally and a quarterly check of the accuracy of the contact information will be carried out.

Background Information

(Materials on Cognis Ireland Ltd)

Background information packs should be located and readily accessible to Emergency Media Communications Team for use, as required. These information packs would be of assistance in providing reporters/journalists with an accurate understanding of the company's business. Ideally, they would contain:

- * Up to date company brochure
- * Black and White photographs of the plant
- * Plant layout diagrams
- * One page 'FACT SHEET' describing activities, numbers employed, economic contribution, products and processes of Cognis Ireland Limited.

ESTABLISHMENT OF MEDIA EMERGENCY COMMUNICATIONS TEAM

1. **The Incident Control Group** (ICG) will be located in the Conference Room, and will co-ordinate all communications activities with external audiences, including the media.
2. **The Media Emergency Communications Team** will be convened by decision of the Managing Director or in his absence, his designate, and will additionally comprise access to:
 - * Human Resources Manager
 - * Public Relations Consultant (called in)
 - * Secretarial Support
 - * Switchboard Operators
3. **The Media Communications Team** will be located in the Conference Room. The media emergency communications team will liaise with the ICG through the HR Manager

CONTACTS:

P.R. CONSULTANTS:

O'Sullivan PR.
Robin O'Sullivan
(021) 4271759 (W)
(021) 4543518 (H) - Mobile: - 087 - 572607

A.Marie O'Sullivan

(021) 4271759 (W)
(021) 4895982 (H) - Mobile:- 086 - 8188163

Media List

A. CORK BASED

News Desk, **The Irish Examiner**,
1-6 Academy Street,
Cork.
Tele:- 021-4272722
Fax:- 021-4275477
email:- news@examiner.ie

News Desk, **Evening Echo**,
1-6 Academy Street,
Cork.
Tele:- 021-4802142
Fax:- 021-4802135
Email:- echo.ed@examiner.ie

News Desk, **96 FM**,
Broadcasting House,
St. Patricks Place,
Cork.
Tele:- 021-4392317
Fax:- 021-4551516
Email:- news@96fm.ie

Paschal Sheehy, **RTE Cork**,
Southern Editor,
Father Matthew Quay,
Cork.
Tele:- 021-4272922
Fax:- 021-4805835
Email:- sheehyp@rte.ie

Ralph Riegel, **Irish Independent**,
Regional Correspondent,
24, Marlboro Street,
Cork.
Tele:- 021-4272494
Fax:- 021-4278231
Mob:- 087-2741672

Ms. Jenni O'Sullivan, **RTE Cork**,
Reporter,

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Fr. Matthew Quay,
Cork.
Tele:- 021-4805805
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Email:- osullivanj@rte.ie

Mr. Eddie Lyons, **Inside Cork**,
Editor,
Broadcasting House,
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Email:- editor@eircom.net

Imokilly People,
57, Main Street,
Midleton,
Co. Cork
Tele:- 021-4613333
Fax:- 021-4632500
Email:- imokillypeople@eircom.net

News Desk, **Carrighoun Weekly**,
Wylie House,
Main Street,
Carrigaline,
Co. Cork.
Tele:- 021-4373557
Fax:- 021-4373559
Email:- carrighoun@eircom.net

News Desk, **Red FM**,
University Technology Centre,
Curraheen Road,
Cork.
Tel:- 021-4865500
Fax:- 021-4865567
Email:- iana.oconnor@redfm.ie

B. NATIONALS

News Desk, **Today FM**,
124 Upper Abbey Street,
Dublin 1.
Tele:- 01-8049068
Fax:- 01-8049069
Email:- news@todayfm.com

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News Desk, **Irish Independent**,
Middle Abbey Street,
Dublin 1.
Tele:- 01-7055710
Fax:- 01-8731787
Email: - pmolloy@unsion.independent.ie

News Desk, **Irish Times**,
D'Olier Street,
Dublin 2.
Tele:- 01-6792022
Fax:- 01-6772130 / 6793910 (after 5pm)
Email:- intemail@irish-times.com

News Desk, **RTE Dublin**,
Donnybrook,
Dublin 4.
Tele:- 01-2082177
Fax:- 01-2083086
Email:- newsdesk@rte.ie

News Desk, **Sunday Business Post**,
80, Harcourt Street,
Dublin 2.
Tel:- 01-6026000
Fax:- 01-6796496
Email:- sbpost@iol.ie

News Desk, **Sunday Tribune**
15, Lower Baggot Street,
Dublin 2.
Tel:- 01-6615555
Fax:- 01-6766552
Email:- newsdesk@tribune.ie

News Desk, **I.N.N.,**
(Independent Network News)
62, Lower Mount Street,
Dublin 2.
Tel:- 01-6629555
Fax:- 01-6629556
Email:- newsdesk@eircom.net

News Desk, **TV3**,
Westgate Business Park,
Ballymount,
Dublin 24.
Tele:- 01-4193333

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Fax:- -1-4193322
Emai:- news@tv3.ie

EMERGENCY CALL OUT PROCEDURE OUTSIDE OFFICE HOURS

1. Both the manager on call (MOC) and the senior site controller (SSC) start their week rota on a Monday at 09:00 hrs. It is the responsibility of either the MOC or the SSC on call to hand over the 'pager' to the next person on the rota on Monday. The MOC and SSC will carry a mobile phone and a pager with them at all times when they are on call.
In the event for whatever reason either cannot fulfill their ERT role it is incumbent on them to ensure that someone else take over that duty.
2. The procedure at 1. is tested on a daily basis to ensure its reliability. This will be done by Security calling the pager each evening at approximately 18:00 hrs. Alternatively, the MOC or SSC can arrange with Security that this call will be made at a time that is convenient to them.
On receiving the page call the MOC/SSC will ring Security to confirm receipt. If security does not receive confirmation within 20 minutes, they should then ring the MOC/SSC on the mobile. If contact is still not made the home number is rang. If contact is still not made then security rings the next person on the list until such time that a person is contacted that is available to fill the position.
3. On being alerted to an emergency situation in the plant by Security, the MOC will contact the SSC and after reviewing the situation, will decide on the level of response required (see Action Summary List at ECP-0002.4). In the event of a full response being required, the MOC will put the Call out Matrix into action (see Call out Matrix in this section) when the next on the List has responded, the MOC will then proceed to the plant.
4. If the MD of CIL is not available the MOC will assume responsibility as site spokesperson..
5. The SSC will call the Safety Officer and other Technical support people as required.
6. The Matrix will operate as per the Call out Matrix with each Manager being responsible for calling the next Manager (or his Deputy if the Manager is not available) on the list.
7. The objective of this procedure is to ensure that a core team of managers is alerted to the emergency situation within the shortest time possible and with the greatest efficiency:

As soon as a Manager has made the next contact as required, he/she will proceed to the plant immediately to take up position on the Incident Control Group and to assume role and responsibilities in the Emergency & Communications process.
8. Function Managers and/or their deputies will initiate the establishment of the Incident Control Group on arrival at the plant as at ECP-0002.5 above.

Call out Matrix

<u>TELEPHONE LIST</u>	<u>Telephone Numbers</u>	
01 Managing Director (CIL)	E.G. Quigley	021 - 4353544 / 087- 2423136
02 General Manager (HIDL)	P. Vaughan	021- 4831454 / 087- 2321687
03 Human Resources Manager	M. Long	021 - 4895719 / 087- 2314438
04 Technical Services Manager	D. Mc Sweeney	021 - 4516843 / 087 -2321686
05 Business Services Manager	L. Kerins	021 - 4823968 / 087- 2314439
06 Manufacturing Manager (CIL)	P. O'Driscoll	021 - 4863034/ 087- 9799492
07 Production Manager (HIDL)	B. O'Reilly	021 - 4812808/ 087- 2442022
08 Group Leader Maintenance Eng.	T. Purcell	021 - 4892986/ 087 -2442022
09 S.H.E. Manager	C. Mc Cabe	021 - 4863530/ 087-7522330
10 Logistics Controller	M. Ormond	021 - 4294390
11 Financial Analyst HIDL	J. O'Brien	021 - 4551339
12 Project/Process Engineer	Owen Sexton	021- 4968023
13 Process Support Manager	F. Mc Donnell	086- 2312365
14 Human Resources Co-Ordinator	E. Heaney-Murphy	021 - 4889030
15 Public Relations Consultant	R.O'Sullivan (office) <i>Home</i> <i>Mobile</i>	021 - 4891100 021 - 4543518 087 - 2572607
16 Assistant P.R. Consultant	A.Marie O'Sullivan (office) <i>Home</i> <i>Mobile</i>	021 - 4891100 021 - 4895982 086 - 8188163

ON-SITE TELEPHONE LIST.

LIX Supervisor	500/ 144
TAED Supervisor	501/177
Security	502
Senior Plant Controller	503
Incident Control Group Chairman	510 (in the conference room)

TELEPHONE LIST

In the course of normal working day, if an incident occurs, site telephone list applies.

1. Managers on list, who are absent from the plant, will be contacted.
2. Function Managers on list who are absent from the plant on leave or on business will leave a contact number/contact location with the Managing Director's secretary prior to departure.
3. The Managing Director's secretary will provide the updated information to Security as it occurs. Security will have this information available.
4. Contact numbers will be replaced as soon as update becomes available.
5. Regular contact numbers will be checked by the HR manager and any alterations required will be made, at six monthly intervals.

Telephone Communication Protocol

On Site communication in an Emergency

In the event of an emergency on site it is essential that certain personnel can have uninterrupted telephone conversations between each other in order to handle the emergency in an effective and professional manner.

The people involved are:-

The Fire Team Leader

(Production Supervisor LIX/TAED depending on location of emergency)

The Site Co-Ordinator

(LIX Supervisor or TAED Supervisor depending on location of emergency)

Security

The Senior Plant controller

(Paul O'Driscoll, Brendan O'Reilly or their deputy Tom Purcell)

Incident control Group Chairman

(Enda Quigley or the manager on call)

The Emergency telephone numbers to be used by these people are as follows:-

LIX Supervisor	500
TAED Supervisor	501
Security	502
Senior Plant Controller	503
Incident control Group Chairman	510 (in the conference room)

The following communication protocol should be observed during an emergency:-

- a. Two-way communication only, no open or conference calls.

- b. The Incident Control Group Chairman should speak only to the Senior Plant Controller, or in his absence to the Site Co-Ordinator he may also talk to Security.
- c. The Senior Plant Controller should confine his communication to the Incident Group Chairman, the Site Co-Ordinator and Security, but if necessary he may also speak to the Fire Team Leader.
- d. The Site Co-Ordinator should be in close communication with the Senior Plant Controller and the Fire Team Leader, he may also need to talk to Security.
- e. The Fire Team Leader should be in close communication with the site Co-Ordinator, he may also talk to the Senior Plant Controller if necessary.

- f. Security should follow the instructions in sections and should not call the Senior Plant Controller, the Site Co-Ordinator or the Fire Team Leader unless to announce the arrival of the Emergency Services - if unable to contact the Site Co-Ordinator contact should be made with the Senior Plant Controller. The Security Officer may be instructed by the Senior Plant Controller, the Site Co-Ordinator or the Fire Team Leader to call them in certain circumstances.

It is important that the above protocol is strictly adhered to so as to avoid conflicting or confusing messages hampering the efforts of the Fire Team.

The Emergency Telephone Numbers should be used only in an emergency and they should not be used during normal plant operation.

ESTABLISHMENT OF INCIDENT CONTROL GROUP

1. Function Managers on site to hold brief meeting in Managing Director's office to determine nature of incident and to agree initial action steps including:
 - Definition of incident
 - External communications responsibilities/extent to which these must be deployed
 - Content of fax/telephone message to external groups
2. The Function Managers, or their immediate subordinates, constitute the Incident Control Group (ICG)
3. Managing Director's secretary will act as secretary to ICG.
4. Switchboard alerted by ICG secretary to expect calls and to implement calls control procedure. (See section ECP-0003.0).
5. Function Managers or their Deputies who are not on site to be alerted by ICG secretary that incident has occurred.

INSTRUCTIONS FOR SENIOR PLANT CONTROLLER

The Senior Plant Controllers are Mr. P. O'Driscoll and Mr Brendan O'Reilly

DEPUTY:- T. Purcell

**** IN THE EVENT OF A FIRE/EMERGENCY SITUATION IN THE PLANT****

GO TO MAIN GATE SECURITY BUILDING AND OBTAIN INFORMATION ON EMERGENCY

1. Liaise with Emergency Site Controller and take responsibility for any areas requiring your input. Obtain updates on the emergency and tasks executed.
2. Ensure that outside Emergency Services have been called in and those arrangements have been put in place to cater for the safety and welfare of personnel.
3. Ensure that all personnel have been accounted for.
4. Ensure that Key Personnel have been called in.
5. Liaise with Emergency Services.
6. Liaise with Incident Control Group and Emergency Communications Team through the Managing Director/Director of Incident Control Group.

NOTE:

FIRE/EMERGENCY SITUATION PRIORITIES

1. SAFETY OF PERSONNEL - STAFF, VISITORS, COMMUNITY
2. PROTECTION OF ESSENTIAL SERVICES
3. MINIMISE DAMAGE TO PLANT, PROPERTY AND ENVIRONMENT
4. MINIMISE LOSS OF MATERIAL

NOTE:

The Emergency Site Co-ordinator will control all Emergency activities unless you directly relieve him of such responsibilities.

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COMMUNICATIONS LOG BOOK ENTRY BY SECURITY/SWITCHBOARD

LOG OF CALLS / DIRECT ENQUIRIES RECEIVED

DATE:

ENQUIRY TO SWITCHBOARD (Please tick, as appropriate)

ENQUIRY TO SECURITY

TIME ENQUIRY RECEIVEDAM / PM

NAME OF CALLER

TELEPHONE NO. OF CALLER

DETAILS OF ENQUIRY

.....

.....

.....

.....

RESPONSE GIVEN

.....

MESSAGE PASSED ON TO:

AT TIME:

INSTRUCTIONS TO VISITORS

General Communications on Safety.

- a. Employees receiving visitors to the plant will inform them of their assembly point in the event of an emergency.
- b. The Security Guard will instruct visitors on their assembly point in the event of an emergency.
- c. Where there are groups of visitors to the plant the group leader will be informed of their assembly point prior to commencement of visit/plant tour etc. by the individual assigned responsibility for the tour.
- d. Employees are responsible for any individuals received by them on the site. If an employee leaves the site before his/her visitor, he must ensure that another Cognis employee assumes responsibility for the visitor and that Reception or Security are notified.

MANAGING DIRECTOR / ACTING CHAIRMAN OF INCIDENT CONTROL GROUP

ROLE AND PRIORITY CONTACT LIST

- 1. In addition to his overall role as Chairman of the ICG, the Managing Director will have responsibility to convene an emergency media communications team.
- 2. The Managing Director will decide to initiate emergency media communications response and, with the support of a designated spokesman, will:
 - (a) co-ordinate emergency media response, including alerting switchboard to expect calls and to operate media calls procedures, (Section ECP-0003).
 - (b) alert public relations consultants,

- (c) prepare initial holding statement for issue to media,
 - (d) notify parent company i.e. Guido Wilhelms in Cognis in Germany by fax or telephone, also HIDL corporate personnel in the event of the Technical services Manager or his deputy not being present .
 - (e) prepare communication to local public representatives (TDs and local councillors),
 - (f) act as co-ordinator of all communications activities being pursued by other managers.
3. Depending on the incident that has arisen as outlined in section ECP-0006, the chairman of the incident control group will call on the corporate crisis team if the incident is deemed a corporate issue.
The CCT shall be in charge of managing a corporate crisis (as hereinafter defined), in particular making the strategic decisions in a corporate crisis.

The CCT shall consist of the following members:

Chairman	Chief Administration Officer (deputies)
Manufacturing	Group VP Manufacturing (deputies)
Regional Representative	Group VP Head of the region where the crisis takes place(deputies)
Legal	Chief Legal Officer (deputies)
Communication	VP Corporate Communications (deputies)

The names and contact details (e-mail, office and home phone numbers, mobile number) shall be set forth in a contact list ("Contact List CCT"). The Administrator of the CCT shall keep the Contact List CCT updated and inform all members of the CCT and the Chairmen and Administrators of the Local Crisis Teams about any changes.

- 4. The Managing Director will be the primary spokesman for the company. Media statements etc. must be authorised by him before issue.
- 5. In his absence, the role of spokesman and communications responsibilities will devolve to the Manager on Call

Guido Wilhelms

Tel: 0049 173 249 7760 (mobile)
Tel: 0049 211 794 06232 (Work)
Tel: 0049 211 794 06133 (Home)

The Henkel Ireland detergents corporate contacts will be contacted by the Technical Services manager or by his deputy. In the event of neither being present the manager on call takes over the responsibility of contacting the Henkel representatives

MANAGER ON CALL ROLE AND PRIORITY CONTACT LIST

1. The extent of the communications will be determined by the scale of the incident (refer to Action Summary List, section ECP-0002.4)
2. Based on information available to him regarding the incident the manager on call will:
 - (a) alert appropriate personnel using call-out procedure;
 - (b) alert selected personnel only, as required by scale of incident and advised by Senior Plant Controller.
 - (c) alert selected personnel, to be on 'stand-by' for convening of Incident Control Group;
 - (d) alert selected personnel to make contact with designated contact list;
 - (e) initiate full-scale Emergency Communications Response.

LIMITED RESPONSE

When Manager on Call decides to go for a limited response he then assumes full responsibility for the communication and personnel requirements of the situation.

He must therefore remain in contact with the plant for the duration of the incident and for as long as there is an outside interest in the incident.

All queries must be dealt with by him.

TECHNICAL SERVICES MANAGER

(or his Deputies C. Mc Cabe / M.Collins / F.McDonnell/O.Sexton

1. General Communications Responsibilities:

- (a) The Technical Services Manager, or his deputy, will have responsibility to make contact by fax or telephone, as soon as is practicable, with the following:

Little Island Residents Association

- Finbarr Twohig, St. Lappan's Place, Little Island.
Tel: 4354050
- Ann Kelly, St. Lappan's Place, Little Island.
Tel: (H) 4355329 (W) 4851423
- Pat Murphy, Island Cross, Little Island
Tel:- 4353597
- Diane Wakefield, St. Lappan's Place, Little Island.
Tel: 4353858
- Little Island National School
Tel: 4354087

North Esk Residents

- Matthew Nicholl - Tel:- 4354735

Casual residents

Travelling Community or campers adjacent to the site to be contacted by person.

Cork County Council

- Declan Daly, Acting Chief Environmental Officer, County Hall, Victoria Cross, Cork.
Tel: 4276891 / Fax: 4276321 - outside normal working hours:- 4821433
- Mary Stack, Acting Exec. Chemist, Air Laboratory, Inniscarra.
Tel: 4871759 Fax: 4872495

Environmental Protection Agency

- Tom Stafford, EPA, Ardcavan, Wexford, Tel. 053 47120 Fax: 053 47119
Cork Tel. 021 4875540 Fax: 021 4875545

IBEC

- Matt Moran - Tel: 01-6601011 / Fax: 01-6601717

HSA

- Tom O Sullivan (021) 4251212 Fax (021) 4251217

Henkel Contact Numbers

Liam Murphy Henkel Loctite Dublin tel:01-4046310 fax: 01- 4599298 mob:087-2324491

Anke Meier Henkel Ltd Hatfield UK tel: 0044 1707 635001 fax: 0044 1707 635090 mob: 0044 779 5120776

Alan Thomas Henkel Ltd Hatfield UK tel: 0044 1707 635005 fax: 0044 1787 635099 mob: 0044 7767 802013

Jochen Jacobs Henkel Thompson Siegal tel: 0049 211 797 2805 fax: 0049 211 797 9830 mob: 0049 170 9243850

Ingo Adler Henkel Thompson Siegal tel: 0049 211 7972545 fax: 0049 211 797 9380 mob: 0049 173 2982115

Otto Winkler Henkel Thompson Siegal tel: 0049 211 7352 335 fax: 0049 211 798 1130 mob: 0049 171 2167901

Wolfgang Weber Henkel Holthausen tel: 0049 212 797 9897 fax: 0049 211 798 19897 mob: 0049 172 2741504

Bob Ferneyhough Henkel Hatfield UK tel: 0044 1707 635003 fax: 0044 1707 644338 mob: 0044 468 644338

Ulster Bank South Mall Cork

Simone Gleumes in Corporate Communications. The phone number is ++49/211/797-33 50. This is a 24hr number. I believe it covers both on site emergencies and also product recall.

Outside normal hours:-

- Dr. I Prat - (01) 8436620
- Mr. Michael Henry - (01) 8303128
- Mr. Brendan Neville - (01) 8680108
- Mr. Tom Walsh - (01) 2980610

Chamber of Commerce

Tel: 4509044 / Fax: 4508568

Loughmahon Community

Blackrock Garda Station - Tel:- 4357410 / Sgt. Office - 4357403

Ursuline Convent & School, Blackrock
Rev. Mother & Bursar - Tel: (021) 4358012
Community Blackrock - Tel: (021) 4358663

Cross Channel Tunnel Control

- (b) The Technical Services Manager or his Deputy will also provide technical support to the people dealing with the emergency.

If the incident is off site the Technical Services Manager or his Deputy should be contacted to give Technical Assistance to the emergency services i.e. Hospital, Fire Service, Local Authority etc.

BUSINESS SERVICES MANAGER – L. Kerins

(or his Deputies, M. Ormond , P. Kelleher , M. Kelly)

1. General Communications Responsibilities:

- (a) As soon as practicable the Business Services Manager, or his deputies, will contact, by fax or telephone:

- Marsh Ireland Ltd Insurance Brokers - Stephen Byrne/Jimmy Ward
Tel: 01- 6194600 / Fax: 01- 6785839
- Irish Pensions Trust, Pension Consultants, Tim Brosnan
Tel: 021 - 4317888 / Fax: 021 - 4314292
- Solicitors, Kennedy McGonagle Ballagh, Kevin Barry
Tel: 01-6609799 / Fax: 01-6609434
- Auditors, Stokes Kennedy Crowley, I.Young
Tel: 021 - 4270372 Fax: 021 - 4273230
- Ulster Investment Bank Ltd., Diarmuid O'Connell
Tel: 01-6084000 / Fax: 01-6084145
- Ulster Bank Limited, Philip Curran

Tel: 021 - 4274381 / Fax: 021 - 4275409

- Citibank, Pat Buckley
Tel: 021-4271953 / Fax: 021-4275477
 - Cognis KGaA, Gunter Klingen
Tel: 00.49.211.797.7248 Fax: 798.2485
 - Cognis KGaA, Werner Breitmar
Tel: 00.49.211.797.3638 Fax: 798.7939
 - Cognis KGaA, Insurance Department, Wilfried Simon/Rolf-Peter Suer
Tel: 00.49.211.797.9049 Fax: 8741
Tel: 0049.211.797.4579 Fax: 8741
 - IDA, P. Gallagher
Tel: 021 - 4343555
1. The Business Services Manager will check on any deliveries due to the plant and alert suppliers to halt/continue with delivery of materials etc. (List to be supplied and inserted)
 2. The Business Services Manager will also take responsibility for informing neighbouring plants of the situation.
 3. If the incident occurs off site, the Business Services Manager will provide assistance to the Technical Services Manager.
- Pharmacia upjohn, Gerry Cahill
Tel: 4354122 Fax: 4354037
 - Cara Partners, Michael Granville
Tel: 4353401 / Fax: 4354004
 - Warner Lambert, Josef Kochling
Tel: 4354254 / Fax: 4354235
 - Mitsui Denman, Robin Gill
Tel: 4354001 / Fax: 4353236
 - FMC, Pat O'Driscoll
Tel: 4354133 / Fax: 4353057
 - Janssen, Bryan Mohally
Tel: 4353321 / Fax: 4354162
 - Irotec, P.Burke
Tel: 4353706 / Fax: 4353589
 - Bord Gais, Philip Lynch
Tel: 4509199 / Fax: 4524240
 - Glanmire Industries, Liam Walley

Tel: 4353601 / Fax: 4354329

It is the function of the Cognis Agents to contact Cognis customers:-

COGNIS AGENTS

Brant Sudderth

Cognis Corporation
Minerals Industry Division,
2430 N. Huachuca Drive,
Tucson,
Arizona 85745-1273
U.S.

Tel No. 520 - 622 8891
Fax No. 520 - 624 0918
Home: 001 520 577 8586

Phil Crane,

Cognis Australia Pty Ltd.,
83 Maffra St.,
Broadmeadows,
Victoria 3047,
Australia

Tel No: 6141 8374842
Fax No: 9309 9492

Mr. Francisco Becerra.

Cognis B.V. y Compania Ltda,
Alonso de Codova no. 5151 of 703,
Las Condes,
Santiago,
Chile.

Jurgen A Picardo

Cognis Corporation,
Av. Ricardo Palma 1135,
O.F. 102,
Casilla 18 - 0959,
Lima 18,
Peru

Tel No: 445 - 6506
Fax No: 445 - 6506

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Mr. Angus Feather,

Cognis South Africa Pty Ltd.,
P.O. Box 15068,
Wadeville 1422,
South Africa,

Tel./Fax 27 116794312
Mobile 27 83 3247579

HUMAN RESOURCES MANAGER

(or her Deputies, Liam Kerins or F Mc Donnell.)

1. General Communications Responsibilities:

- (a) The Human Resources Manager/Deputy will have responsibility for notifying employees not on site at the time of the emergency and will telephone key employee contacts and the representative trade union, as soon as is reasonably practicable, per list below:
- (b) The Human Resources Manager will also have available the names and addresses and telephone numbers of families/next of kin of any employees injured in the initial emergency on foot of information available from security and co-ordinate contact procedures with these relatives.

Local Union Officials

- SIPTU - Eddie Mullins, SIPTU, Connolly Hall, Lapps Quay, Cork City.
Tel: 021-4277466 / Fax: 021-4273868
- TEEU - Pat Guilfoyle, TEEU, 23, Sullivans Quay, Cork.
Tel: 021-4319033/ Fax: 021-4319038
- IBEC - Employers Union
Donagh Corcoran - IBEC Official, Knockree House, Douglas Road, Cork City.
Tel: 021-4295511 / Fax: 021-4295534

Company Doctor

- Dr. Hugh Doran, The Surgery, East View, Carrigtwohill.
Tel: 021-4883176 / Emergency Pager 021-4276677

Shift Team Leaders - Contacts

- Michael Dorgan, 27 Riverside Estate, Midleton, Co. Cork. (021) 4632290
- Con Burns, Garryadeen, Grenagh, Co. Cork. (021) 4886344
- Noel O'Mahony, 33 Cranford Pines, Ballincollig, Cork. (021) 4870242
- Kevin Fitzpatrick, 9 Heatherton Park, South Douglas Rd., Cork. (021) 4892041
- Pat Mangan, 32 Suncourt Estate, Midleton, Co. Cork. (021) 4631631
- Michael O'Riordan, 75 Beechwood Park, Ballinlough, Cork. (021) 4362159
- Donal Burke, 18 Ashwood Crescent, Midleton, Co. Cork (021) 4613535
- Andrew Mangan, 23 Newlyn Vale, Rochestown Rd., Cork (021) 4895855
- Eileen Heaney Murphy, Radharc na Coille, Glanmire Court, Glanmire, Co. Cork. (021) 4821162

COUNTY COUNCILLORS

CORK NORTH CENTRAL

Con O'Leary (non party)
1 St Rita's Ave
Gurranaברה
Cork
Tele No:- 021-4300699 - (H)
021-4300699 - (W)

Noel O'Flynn (FF/TD)
Kilnap,
Mallow Road
Tele No:- 021-4382500 (H)
021-4305677 (W)

Kathleen Lynch (Lab)
Farrancleary House,
Assumption Road,
Co. Cork Cork
Tele No:- 021-4304293 (H)
021-4399930 (W)

Bernard Allen (FG/TD)
7 Mt. Prospect,
Shanakiel,
Cork
Tele No:- 021-4303068 (H)
01- 6184420
Mobile 087-2517882

Damien Wallace (FF)
63 Merrion Court,
Montenotte,
Cork
Tele No:- 021-4270222 (H)
Mobile 087-2573510

CORK NORTH EAST

Mairin Quill, (PD)
1 Wellesley Terrace,
Wellington Road,
Cork
Tele No:- 021-4551677 (H)
01-6789911 (Dail)

Tim Brosnan, (FF)
7 St. Christopher's Road,
Montenotte,
Cork
Tele No:- 021-4504326 (H)
021-4317888 (W)

Liam Burke, (FG/TD)
Constituents Advice Centre,
31 McCurtain Street,
Cork
Tel No:- 021-4276116 (H)
021-4552626 (W)

Billy Kelleher, (FF/TD)
28A Ballyhooley Road,
Dillons Cross,
Cork.
Tele No:- 021-4821045 (H)
021-4502289 (H)
Mobile 087-2580521 (W)

John Kelleher, (Lab)
34 Silverheights Drive,
Mayfield,
Cork
Tele No:- 021-4509965 (H)
024-92185 (W)

MIDDLETON

John Mulvihill, (Lab)
Tay Road,
Cobh,
Co. Cork
Tele No:- 021-4813677 (H)
Mobile 087-2550232 (W)

Michael Hegarty, (FG)
Moanroe,
Ladysbridge,
Co. Cork
Tele No:- 021-4646071 (H)
021-4677385 (W)

Noel Collins, (non-party)
"St.Judes",
Midleton,
Co.Cork.
No contact numbers listed

Maurice Aherne, (FF)
Carrigogna,
Midleton,
Co. Cork
Tele No:- 021-4632183 (H)
021-4634022

Art Supple, FF)
Gortroe,
Youghal,
Co. Cork.
Tele No:- 024-491677 (H)
021-4631323 (W)

Ted Murphy, (non-party)
Upper Road,
Ballincurra,
Midleton,
Co. Cork.
Tele No:-021-4631323 (H)

Mobile:- 087-2340978

BLARNEY

Dan Fleming (FG)
Dawnstown
Blarney
Co Cork
Tele No:- 021-385524 (H)
Mobile:- 087-2575712 (W)

Annette McNamara (FF)
Stoneview
Blarney
Co Cork
Tele No:- 021-4385663 (H)
021-4385331 (W)
Mobile:- 088-2510651

Gerry Kelly, (FG)
Killeena,
Knockraha,
Co. Cork
Tele:- 021-4821539 (H)
021-4309598 (W)
Mobile:- 086-8596659

Thomas Ryan (FG)
Ardfield,
Dripsey
Co Cork
Tele No:- 021-4334235 (H)
Mobile:- 088-2730406 (W)

T.D.'s

CORK SOUTH CENTRAL

Michael Martin FF
Minister for Education
Lios Laoi, Silver Manor
Ballinlough, Cork.
Tele:- 021- 4295218

Batt O'Keeffe FF
8 Westcliffe,
Ballincollig
Co. Cork.
Tele:- 021-4871399

John Dennehy FF
Avondale
Westside Estate
Cork.
Tele:- 021-4962908

Deirdre Clune FG
Adare,
Rochestown
Cork.
Tele: - 021-4364934

Simon Coveney F.G.
Laharn
Minane Bridge
Co.Cork
Tele:- 021-4341936

CORK EAST

David Staunton FG
Coppingstown
Midleton
Tele:- 021- 4632867

Michael Ahern FF
Libermann, Barryscourt,
Carrigtwohill
Co. Cork.
Tele:- 021 -4883592

Ned O'Keeffe FF
Minister of State at Dept of Agri.
Ballylough, MitchelstownCo. Cork.
Co. Cork.
Tele:- 022-25285

Paul Bradford FG
Mourneabbey,
Mallow, Co. Cork.
Tele:- 022-29375

CORK NORTH CENTRAL

Bernard Allen (TD)
7 Mount Prospect
Shanakiel,

Liam Burke (FG)
Constituents Advice Centre,
31 MacCurtain Street,

Cork
Tel:- 021- 4303068 (H)
01-6184420 (W)
Mobile – 087-2517882

Cork.
Tel:- 021-4276116 (H)
021-4552626 (W)

Dan Wallace (FF)
Minister of State ,
Dept. of Environment
13 Killeen's Place
Farranree,
Cork.
Tele:- 021-307465 (W)

Noel O'Flynn (FF)
Kilnap,
Mallow Road,
Cork.

Tele:- 021-4305677

Billy Kelleher (FF)
Ballyphilip,
Glanmire
Co. Cork

Tele:- 021-4502289

SENATORS

Denis (Dino) Cregan (FG)
7 Elmgrove
Ballinlough
Cork.
Tele:- 021-4291863 (H)

Brendan Ryan (Indp.)
c/o Dept. of Chem. Eng.
Cork RTC
Rossa Avenue, Cork.
Tele:- 021-4545222

Mairin Quill (PD)
1 Wellesley Terrace
Wellington Road,
Cork.
Tele:- 021-4551677 (H)
01-6789911 (Dail)

Denis O'Donovan (FF)
Montrose House,
Slip,
Bantry,
Co. Cork.
Tele:- 027-451541 (H)

Cork County Council

County Manager - Mr. Maurice Moloney]
County Engineer - ***Vacant***]
Development Officer - Mr. Ger O'Mahony]
Chief Environmental Officer - Mr. Declan Daly]

County Hall, Carrigrohane Rd. Cork
Tel. (021) 4276891

Chief Fire Officer - Mr. Gerard Malone]

Cork County Fire Services
2 North Mall, Cork
Tel :- 021-4304077

MANUFACTURING MANAGER

1. Paul O'Driscoll and B. O'Reilly, or their deputy T. Purcell will be the Senior Plant Controller and will take action in line with the steps outlined in the Emergency Plan - (FEP -0006)
2. The Manufacturing Manager/Deputy will liaise with the head of Incident Control Group with regard to management of the immediate emergency situation and any information/communications requirements arising from the situation.

INSTRUCTIONS FOR MAIN GATE SECURITY OFFICER ON DUTY

**** IN THE EVENT OF A FIRE OR AN EMERGENCY SITUATION **
PRINT-OUT EVACUATION LIST.**

1. On the instructions of Emergency Site Co-ordinator or Fire Team Leader dial 999 and raise the alarm with CORK Fire Brigade stating:

"THIS IS AN EMERGENCY, THERE IS A FIRE/EMERGENCY SITUATION AT COGNIS IRELAND, WALLINGSTOWN, COAST ROAD, LITTLE ISLAND." (Cognis is located between Mitsui Denman and Bord Gais).
2. CALL OTHER EMERGENCY SERVICES AND KEY PERSONNEL AS INSTRUCTED
3. Open Main Gates for EMERGENCY SERVICES.
4. Liaise with Assembly Area Fire Marshals on Safety, Health and Welfare of Evacuee's and report status to Emergency Site Co-ordinator.
5. Liaise with Emergency Site Co-ordinator on resource needs and relay messages as necessary.
6. Do not allow any further people onto the site. Instruct people to keep the access roads and main gate clear.
7. Meet Fire Brigade at gate, give a map of the site to the Fire Brigade Officer and give directions to Fire/Emergency Scene.
8. Cancel general evacuation and issue "ALL CLEAR" on instructions of Emergency Site Co-ordinator.
9. In the event of a major emergency, on instructions of Emergency Site Co-ordinator, contact the Manager on Call.

NOTE -

Test the on call phone/bleepers once per day.

Record sequence of Fire/Emergency events and nature/times of all communications
(See sections ECP-0003 & ECP-0003.1 of the communications manual).

Keep telephone lines clear for essential calls during Fire/Emergency.

Should emergency situation threaten your position inform Emergency Site Co-ordinator that you are evacuating your position. Proceed to back up position and inform Emergency Site Co-ordinator when in position.

Hand portable transmitters/receivers will be used by Senior Plant Controller, Emergency Site Co-ordinator and Emergency Response Team Leader for communications with Gate Security during Fire/Emergency.

In event of Major emergency the Gate Security Building may be used as an Emergency Control Centre

**COMMUNICATIONS PROCEDURES FOR SECURITY/
SWITCHBOARD TO DEAL WITH EXTERNAL ENQUIRIES**

EXTERNAL ENQUIRIES TO SECURITY/SWITCHBOARD

In addition to the responsibilities assigned under the Emergency Plan, Security Officers may be subject to enquiries from the public or press within minutes of an incident occurring. Similar enquiries may be experienced by the switchboard.

If these enquiries pre-date the arrival of Function Managers on the scene, the following procedure will be observed.

A. TELEPHONE CALLS

- caller will be told that you regret you are unable to give any information at the moment

- name and telephone number will be taken and assurance given that call will be returned

- name and telephone number will be logged in special communications logbook for the attention of appropriate Function Manager

B. DIRECT APPROACH TO SECURITY

- there will be no admission to the site of any person, other than the emergency services and employees on the Emergency Contact List, in the absence of direct authorisation from the Incident Control Group or the Senior Plant Controller. In their absence the Emergency Site Co-ordinator will make this decision.

- callers to the plant will be told by Security that no information can be given at the moment and will be directed to remain outside the plant at least 200 yards distant from the plant, to keep access to the plant clear of any obstruction

- names and nature of enquiries should be logged in special communications logbook, and assurance given that these will be brought to the attention of the plant management via secretary of ICG if group has been established. If no ICG has been established, enquiries are directed to the Manager on Call.

Note:

In no circumstances must there be any confirmation or denial that an event has occurred. Enquirers will be told:

"I'M SORRY BUT I AM NOT IN A POSITION TO ADDRESS YOUR ENQUIRY/QUESTIONS. IF YOU WISH TO LEAVE YOUR NAME AND NUMBER I WILL HAVE YOUR ENQUIRY PASSED ON AND I ASSURE YOU IT WILL BE ATTENDED TO."

FOR USE BY ALL MANAGERS IN EXTERNAL COMMUNICATIONS

CONTENT OF INITIAL FAX / CONTENT OF TELEPHONE MESSAGE TO

EXTERNAL AUDIENCES:

DRAFT, FOR GUIDANCE ONLY:

An incident involving (incident description- fire/explosion/chemical accident) occurred at the Cognis Ireland plant at..... (Time and date).

In accordance with our Emergency Plan, the emergency services were notified of the incident at (time). The plant has been evacuated and all persons are being accounted for.

At this point, specific information about the damage caused by (the incident) is not known, but a detailed statement will be issued as soon as this information becomes available. This is anticipated within (insert time).

You will appreciate that it is essential we keep our switchboard free for emergency calls. If you require any further information, please contact us using the following number (insert mobile number and any appropriate direct line number).

The Emergency Services are in control of the situation at this stage.

MEDIA COMMUNICATIONS PROCEDURES

1. Initial action step by ICG and company spokesman/M.D. comprise sending notice to local media news desks and national media correspondents by fax that:
 - (a) Incident has occurred
 - (b) Please direct enquiries to following numbers (mobile numbers or direct lines) and contact name for enquiries
 - (c) 24 hour media service will be provided for duration
 - (d) Statement will be issued as soon as possible.
2. Contact with P.R. consultants to attend plant immediately and assist in co-ordination of company's media communications response.
3. Instructions to switchboard and security on direct/telephone enquiries.
4. Conference room to be used as venue for Press Conferences; Canteen as media facility.

5. The Secretary of the Communications Team (M.D.'s Secretary) will ensure that all equipment i.e. computer disks, radios, mobile phones, TV etc are checked monthly to ensure that everything is in working order.

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DRAFT - FOR GUIDANCE ONLY

NOTICE TO NEWS EDITORS/CORRESPONDENTS:

An incident involving (specify nature of incident) occurred at the Cognis Ireland plant at (time and date).

The Emergency Services were notified of the incident at (time). A statement will be issued when the facts become available.

The purpose of this fax is to inform you that Cognis Ireland Limited will be providing a 24 hour media information service throughout this period. It is essential that the company switchboard is kept as free of calls as possible to facilitate emergency calls. Please use the following numbers to make contact with the company (mobile and direct media lines numbers) and ask for (contact name "Linda").

Yours sincerely,

Managing Director (or his Designate)

GENERAL INSTRUCTIONS TO MEDIA EMERGENCY

COMMUNICATIONS TEAM ON ACTION STEPS

1. Holding statement will be devised in conjunction with ICG.
2. Holding statement will be provided to switchboard operators. Switchboard operators will be instructed to:
 - provide media enquirers with direct lines for press enquiries and request that they use these numbers to make contact, supply contact name for press and media enquiries
 - log all calls from other external sources and divert these to manager with designated responsibility
 - read over holding statement to enquirer where immediate diversion of the call is not possible. Provide no further information, confirmation or denials of facts. Simply state that with regret this is the only information available at this time. Take callers name and number and assure that enquiry will be passed on and responded to at the first opportunity.
3. Holding statement will be issued to media at plant, by fax/telephone to other media outlets.
4. Immediate monitoring of radio and TV reports will begin with recording of reports. Synopsis of coverage will be provided to ICG.
5. In the event of major reporting inaccuracies, particularly as the situation develops, the inaccuracy will be notified to the ICG, draft statement correcting the inaccuracy provided to company spokesman and contact made to deliver the correction.

6. Further Press statements giving more details of the incident and the actions being taken will be prepared in conjunction with ICG.
7. ICG will be advised on holding of Press Conference by the Emergency Communications Team, providing one on one interviews to media, using facility established for this purpose.
8. No materials, statements etc. will be issued without prior approval of the Managing Director or his designate in the event of an emergency situation.

Communications Action checklist (Major emergency scenarios)

Bomb Alert / Attack by extremist group

Communications Action Checklist

1. Company spokesman and PR Consultant will be advised by emergency services in respect of any public statement, detailing the incident of threat.
2. All media enquiries will be directed to the M.D./ or Manager on Call if appropriate.
3. If appropriate, issue holding statement.
4. There will be no confirmation/denial by any person (switchboard/security/manager contacted or other personnel) that situation exists/nature of incident.
5. Inform employees of development.
6. Inform other external audiences, as appropriate.
7. Consider necessity and timing of any press conference.
8. Consider approaching local and national political contacts to explain incident and company's sensitivities.

DRAFT HOLDING STATEMENT FOR USE IF APPROPRIATE,

IN RELATION TO BOMB ALERT/ATTACK BY EXTREMIST

GROUP

Following a (description of incident) at Cognis Ireland Limited at (time and date), the plant was evacuated in accordance with Safety and Emergency Procedures and all employees and visitors present on the site are being/have been accounted for.

The Emergency Services, Security Services i.e. Gardai etc. were alerted at (time) and the incident (is being investigated /dealt with) etc.

(Paragraph providing description of the company e.g.

Cognis Ireland Limited is a subsidiary of Cognis International, manufacturing..... The company employs XXX at its facility in Little Island.

For further background information on Cognis Ireland Limited, please contact (numbers and contact name).

COMMUNICATIONS ACTION CHECKLIST ON GAS LEAK

1. Manager on Call to assess scale of incident to determine response requirement.
2. In event of minor incident, contained on-site with no specific damage or injury, no external communications requirement will arise.
3. Use 'holding statement' only in event of enquiries from the media. The decision to use 'holding statement' will be the responsibility of the Managing Director or his designate or the Manager on Call if appropriate.
4. Consult with P.R. advisor to assess best course of action in event of media enquiries.

**GAS LEAK / MINOR INCIDENT
INITIAL HOLDING STATEMENT
(FOR GUIDANCE ONLY)**

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Cognis Ireland Limited regret that a (description) occurred at its plant, at xx time, today (date, month). The incident was quickly contained and brought under control by the company's site emergency co-ordinator. The local emergency services were alerted/not alerted.

At no stage was any threat posed to employees/the public or the environment in this incident.

FOR FURTHER INFORMATION CONTACT:

ACTION CHECKLIST

IN THE EVENT OF MAJOR INCIDENTS
WHICH INVOLVE DEATH OR INJURY
TO EMPLOYEES OR VISITORS TO SITE,
THE FOLLOWING PROCEDURES WILL APPLY:

COMMUNICATIONS PROCEDURE IN EVENT OF DEATH/SERIOUS INJURY

1. Human Resources Manager to take responsibility for notifying family having been contacted by the Manager on Call. Representative of Function Managers if Human Resources Manager is not available, to make contact with family by phone, informing them that injury has occurred and that plant representative is on their way to their home.
2. ***In case of serious injury:***
 - determine nature of injuries
 - where patient is being taken
 - representative of senior management if H.R. Manager is not available, to make contact with family by phone, informing them that injury has occurred and that plant representative is on their way to their home
3. ***In case of death:***
 - representative of Function Managers/H.R. Manager to go to home of victim
4. ***In both cases:***
 - offers of assistance including transport to hospital location
 - representative to make contact on arrival at victim's home with plant for update on situation
 - immediate family's requirements (caring arrangements for children/contact with family relatives etc.) to be looked after.
5. Human Resources/Function Manager to liaise with Emergency Services (Hospital/Gardai) with regard to notification of next of kin procedures.

DRAFTS OF INITIAL HOLDING STATEMENTS

**INITIAL HOLDING STATEMENT -
MAJOR ACCIDENT RESULTING IN DEATH/INJURY TO
ONE OR MORE PERSONS**

(FOR GUIDANCE ONLY)

HEADED PAPER

DATE

FOR IMMEDIATE RELEASE

Attachment J.1

Cognis Ireland Limited regret to announce that an incident/accident which resulted in casualties among the plant's employees occurred at their Little Island locationat approximately *(insert time)* today.

At this stage, specific information about casualties is not known but a detailed press statement will be issued as soon as this information becomes available and the families and relatives of those affected have been informed. This is expected within *(insert time)*

Further press information will also be available by telephoning the following numbers *(insert telephone numbers)* and asking for *(insert contact name)*.

FOR FURTHER INFORMATION

CONTACT: Name & Numbers

INITIAL HOLDING STATEMENT - MAJOR INCIDENT

HEADED PAPER

DATE

FOR IMMEDIATE RELEASE

Cognis Ireland Limited confirm that an incident involving(nature of incident description, fire/ explosion/ chemical accident) occurred at our plant at..... (time and date).

In accordance with our Emergency Plan, the emergency services were notified of the incident. The company's Emergency Communications Plan was also put into immediate operation.

At this stage, specific information about the damage caused by this incident is not known, but a detailed statement will be issued as soon as this information becomes available. This is anticipated within *(insert time)*.

Please address further enquiries to the following numbers and ask for *(contact name)*.

FOR FURTHER INFORMATION

CONTACT: Name & Numbers

INSTRUCTIONS TO FIRST AIDERS

SERIOUS ACCIDENT / INJURY

- Person injured at height
 - Person in confined space
 - Person injured / trapped by plant, equipment.
1. Before approaching patient, make sure that area is safe i.e.:
 - vapours/gases
 - electrical equipment is turned off
 - mechanical plant is locked off as per set procedures
 - no falling equipment etc
 - fire/explosion
 2. Check that the patient is in no further danger from the environment:
 - (1) Do not move if immobile or unconscious
 - (2) Examine for back injury before moving him/her.
 - (3) Get help if patient is to be moved.
 3. Check and Maintain :
 - Airway
 - Breathing
 - Circulation
 4. Organise Doctor and Ambulance and specify any special equipment needed.
i.e. Spinal injury or patient trapped.
 5. Delegate member of staff to control crowd and keep onlookers back.
 6. Administer first aid treatment (e.g. burns, fractures, splashes, cuts etc.) as necessary while maintaining -
 - Airway
 - Breathing
 - Circulation
 7. Recognise own limitations.
 8. Stay with patient
 - reassure him/her
 - observe vital signs.
 9. Security to alert Human Resources Department/Function Manager/M.D.'s office to incident.

List of Emergency Scenarios

A. Emergency Scenarios regarded as a local crisis which require emergency communication from the local crisis

Team:

- Fire, explosion or toxic releases without material external impacts
- Environmental pollution without material external impacts
- Bomb Threat
- Gas Leak
- Work related Serious Accident resulting in the death or injury of an employee.
- Product contamination without danger for Public Health
- Computer/network breakdown or data destruction
 - Strike of Cognis personnel
 - Major Litigation
 - Any other

B. Emergency Scenarios which require emergency communication from the Corporate crisis team:

The following events may – in addition to others – result in a crisis on the corporate level:

- Blackmail / extortion
- Kidnapping
- Terrorist attacks
- Political upheaval
- Natural disasters
- Product contamination
- Product recalls
- Major losses
- Financial misjudgment by the management
- Suspicion of a breach of trust or fraud by the management
- Investigations by police and the department of public prosecution
- Activities by pressure groups, demonstrations

C. Other Possible Emergency Scenarios

- Major Incident in Neighbouring Plant.
- Off-Site Incident involving supplier tanker.

Procedures in Major Emergency Scenarios

Bomb Alert / Attack by Extremist Group

1. Set off Fire Alarm and inform security
2. All staff to evacuate, assemble at their assembly point and on instructions of the Assembly Area Fire Marshal proceed to the main gate
3. Security will call Team Leaders, the Gardai, the Fire Service, the Ambulance Service, the Senior Plant Controller & the Manager on call.
4. Emergency Site Co-ordinator will liaise with the Emergency Services.

Note: Security Guard to follow Group 4 procedures in relation to handling bomb alert telephone caller (where call originates externally to Cognis).

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INSTRUCTIONS TO OPERATING PERSONNEL/

VISITORS/CONTRACTORS ON GAS LEAK

1. On being advised and/or smelling Gas ---

(a) Advise shift Team Leader

(b) In the event of a major risk from same

Activate the fire alarm and contact security by dialling 122. Then carry out items 2 to 6 below.

2. Gate Security

On instructions of the Emergency Site Co-ordinator Gate Security will contact FLOGAS, and close the Public Road if allowed. Gate Security to control entry to site (Liaise with Emergency Site Co-ordinator).

3. Emergency Site Co-ordinator

Emergency Site Co-ordinator to co-ordinate immediate turn off of labelled Gas Isolating Control valve, eliminate sources of ignition (also looking at electrical sources in adjacent areas and shut down all electrical supplies).

4. All Staff

Follow emergency evacuation procedure and await arrival of Gas Company Engineer.

5. Emergency Co-ordinator

Ensure immediate shut down of the engines of all mechanical plant and vehicles in the vicinity.

6. Immediately extinguish all smoking material/naked flames.

NOTE:

1. NO ELECTRICAL APPARATUS OR RADIOS TO BE USED OR BROUGHT IN TO THE VICINITY OF A GAS LEAK (UNLESS EX. STANDARD EQUIPMENT).

2. LPG IS HEAVIER THAN AIR - SO IT WILL SEEK OUT LOW LYING AREAS.

3. Keep uphill and up wind of Gas leak.

4. In event of fire keep LPG CYLINDERS cool if possible but **DO NOT EXTINGUISH ANY FLAMES** until gas control valve has been turned off.

**COMMUNICATIONS ACTION CHECKLIST
IN CASE OF MAJOR CHEMICAL SPILL /
FIRE / EXPLOSION**

1. Call out procedure (see section ECP-0002.1).
2. ICG Group convened.
3. On decision of M.D./designate, emergency media communications procedure initiated.
4. Managers carry out assigned roles and responsibilities for external contacts.
5. Switchboard/Security briefed on communications role and procedures.
6. Communications (holding and initial statements) issued to all groups, including media.

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