



Environmental Management System: Emergency Preparedness and Response Procedure

Approval Page

Version	Governance Group	Date Approved
1.0	Sustainability Committee	7 May 2021

Emergency Preparedness and Response Procedure

Lead:	Assistant Director Security and Business Continuity, Estates and Facilities
Reviewed by:	Head of Sustainability
Approved by:	Sustainability Committee
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ISO 14001:2015 Clause:	8.2

Purpose

This procedure details how Queen Mary, University of London (Queen Mary):

- Identifies potential emergency situations that could have adverse environmental impacts
- Plan and implement actions that could prevent and appropriately respond to accident and emergency situations
- Periodically review and test emergency preparedness and response actions
- Communicates relevant information and training regarding emergency preparedness and response to all relevant stakeholders and interested parties

Scope

This procedure covers all environmental emergency situations that may occur across Queen Mary, University of London (Queen Mary) campuses.

Queen Mary “Incident Management” is used interchangeably with response to emergencies.

Definitions (ISO14001:2015)

Environmental Impact: change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s environmental aspects.

Interested Party: person or organisation that can affect, be affected by, or perceive itself to be affected by decision or activity.

Responsibilities

Role / Position	Responsibilities
Estates and Facilities Directorate	The Senior Management Team (SMT) of the Estates and Facilities (EAF) Directorate or representative(s) are

Role / Position	Responsibilities
	responsible for ensuring that emergency response processes are carried out as planned (in the event of emergency situations). The Management Review Committee review actions annually.
Assistant Director Security and Business Continuity, Estates and Facilities	Responsible for the strategic overview and delivery of Queen Mary's emergency preparedness and control procedure.
Head of Security and Emergency Planning	<p>The Head of Security and Emergency Planning is responsible for:</p> <ul style="list-style-type: none"> • Planning actions to prevent and respond to accident and emergency situations. • Periodically reviewing and testing emergency preparedness and response actions.
Head of Sustainability	The Head of Sustainability is responsible for reviewing planning actions to ensure that these appropriately prevent or mitigate environmental impacts associated with our operations. In addition, coordinates training and learning opportunities for all interested parties and relevant stakeholders on environmental compliance, risks and opportunities.
Sustainability and Environment Manager	Coordinates the auditing of Queen Mary emergency preparedness response practices against current and emerging environmental risks.
Relevant Managers and Departments	All Managers are responsible for identifying potential emergency situations, planning actions to prevent or mitigate environmental impacts and organising periodic testing of responses.

Related Documents

This procedure is linked to:

- Queen Mary's Environmental Sustainability Policy 2020
- Queen Mary's Environmental Sustainability Action Plan (2020-23)
- Queen Mary's Environmental Management System (EMS)
- Queen Mary's Environmental Aspects and Impact Register
- Queen Mary's Environmental Incident Report Form

- Queen Mary's EMS Emergency Spill Response Procedure
- Queen Mary's EMS Discharges to Water Management Procedure
- Queen Mary's EMS Emissions to Air Management Procedure

Procedure

The Head of Security and Emergency Planning in conjunction with the Head of Sustainability and all interested parties across Queen Mary would ensure that:

1. Relevant emergency situations within the **Environmental Aspect and Impact Register** are reviewed and revised annually to identify all potential accident and emergency scenarios
2. Relevant departments and interested parties contribute to developing appropriate emergency preparedness and response actions as well as ensure that all interested parties are aware of their roles and responsibilities in supporting the delivery of this procedure. This may include liaison with external agencies and contractors
3. Emergency preparedness and response actions are periodically reviewed, and if necessary revised, particularly after accidents and emergencies have occurred or following testing
4. An Incident management Plan (IMP) is in place and provide guidance and direction on how to respond to emergency situations as well as contact details and outline responsibilities for all major incident scenarios. Incident covered within the IMP include potential environmental risks and emergencies, such as:
 - a. 24-hour contact details of personnel, contractors, consultants, specialists and service providers with the responsibility for attending any of the following environmental incidents:
 - i. Flood (Maintenance and Operations, Estates and Facilities Directorate)
 - ii. Fire (All Departments and Service Areas)
 - iii. Pollution/spillage hazard (Security provides initial response; while the Health and Safety Directorate provide specialist guidance)
 - iv. Loss of coolant (Maintenance and Operations, Estates and Facilities Directorate)
 - v. Gas leak or other emissions to air (Maintenance and Operations, Estates and Facilities Directorate)
 - vi. Power loss (Maintenance and Operations, Estates and Facilities Directorate)
 - vii. Building damage (Maintenance and Operations, Estates and Facilities Directorate)
 - viii. Asbestos exposure (Asbestos, Water Systems and Compliance Manager)

In the event of an environmental accident or emergency the Security Control Room (SCR) / Security Manager is contacted. The SCR / Security Manager co-ordinates all immediate response and escalates notification as required.

After an incident, the **Environmental Incident Report Form** (See Appendix 1) is used to document and record this incident. This form can also be accessed from the procedures and template section of the Sustainability website. Completed forms are sent to the Head of Sustainability via sustainability@qmul.ac.uk who liaise with relevant stakeholders or interested parties to investigate and agree appropriate measures that would avoid the occurrence of similar incidents in line with Queen Mary's environmental commitments.

Effects and Actions on Non-Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements the ISO 14001:2015 standard.
- Civil and / or criminal prosecution

Departure from this procedure is addressed within **Non-Conformance, Corrective and Preventive Action Section** of Queen Mary's Environmental Management System.

Version Control

Date	Version	Lead	Due for Review
7 May 2021	1.0	Assistant Director Security and Business Continuity, EAF	6 May 2022

Appendix 1: Environmental Incident Report Form

PART 1: TO BE COMPLETED BY STAFF	
Name:	Location of Incident:
Department:	
Date:	
<i>DETAILS OF THE INCIDENT OR NON-CONFORMANCE:</i>	
<i>CORRECTIVE ACTION TAKEN:</i>	
<i>SIGNATURE:</i>	
<i>E-MAIL THIS FORM TO: sustainability@qmul.ac.uk</i>	
PART 2: TO BE COMPLETED BY EMS MANAGER	
<i>ROOT CAUSE ANALYSIS:</i>	
<i>LONG TERM CORRECTIVE ACTION:</i>	

EMS: Emergency Preparedness and Response Procedure

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