



# Environmental Management System: Emergency Preparedness and Response Procedure

## Approval Page

Version	Governance Group	Date Approved
1.0	Sustainability Committee	7 May 2021
2.0	Sustainability Committee	1 April 2022

## Emergency Preparedness and Response Procedure

<b>Lead:</b>	Assistant Director Security and Business Continuity, Estates and Facilities
<b>Reviewed by:</b>	Peter Milewski, Environmental Associate
<b>Approved by:</b>	Sustainability Committee
<b>Date Approved:</b>	1 April 2022
<b>Date due for Review:</b>	31 March 2023
<b>ISO 14001:2015 Clause:</b>	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) UK and Malta 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
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.

Role / Position	Responsibilities
Head of Security and Emergency Planning	<p>The Head of Security and Emergency Planning is responsible for:</p> <ul style="list-style-type: none"> <li>• Planning actions to prevent and respond to accident and emergency situations.</li> <li>• Periodically reviewing and testing emergency preparedness and response actions.</li> </ul>
Facilities and Resources Manager (Malta Campus)	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Planning actions to prevent and respond to accident and emergency situations.</li> <li>• Periodically reviewing and testing emergency preparedness and response actions.</li> </ul>
Head of Sustainability	<p>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.</p>
Sustainability and Environment Manager	<p>Periodic audit of this procedure against relevant regulations and ISO 14001:2015 EMS clauses and ensure that corrective actions are put in place to address any non-conformance(s).</p>
Relevant Managers and Departments	<p>All Managers are responsible for identifying potential emergency situations, planning actions to prevent or mitigate environmental impacts and organising periodic testing of responses.</p>
Queen Mary's Environmental Associates	<p>Responsible for the review of this procedure in conjunction with all relevant stakeholders and interested parties.</p>

## Related Documents

This procedure is linked to:

- Queen Mary Environmental Policy 2021
- Queen Mary Environmental Sustainability Action Plan (2020-23)
- Queen Mary Incident Management Plan
- Queen Mary Environmental Management System (EMS) 2022
- Queen Mary Environmental Aspects and Impact Register 2022

- Queen Mary Environmental Incident Report Form 2022
- Queen Mary EMS Emergency Spill Response Procedure 2022
- Queen Mary EMS Discharges to Water Management Procedure 2022
- Queen Mary EMS Emissions to Air Management Procedure 2022

## Procedure

The Head of Security and Emergency Planning in conjunction with the Head of Sustainability and the Facilities and Resources Manager (Malta Campus) in conjunction with 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 provides guidance and direction on how to respond to emergency situations as well as 24-hour contact details of personnel, contractors, consultants, specialists and service providers with the responsibility for attending any environmental incidents. It also outlines responsibilities for all major incident scenarios. Incident covered within the IMP that include potential environmental risks and emergencies are:
  - a. Flood
    - i. UK Campuses: Engineering and Estates Management, Estates and Facilities Directorate
    - ii. Malta Campus: Facilities and Resources Management
  - b. Fire
    - i. UK Campuses: All Departments and Service Areas
    - ii. Malta Campus: Facilities and Resources Management
  - c. Pollution/spillage hazard
    - i. UK Campuses: Security provides initial response; while the Health and Safety Directorate provide specialist guidance
    - ii. Malta Campus: Facilities and Resources Management
  - d. Loss of coolant

- i. UK Campuses: Engineering and Estates Management, Estates and Facilities Directorate
  - ii. Malta Campus: Facilities and Resources Management
- e. Gas leak or other emissions to air
  - i. UK Campuses: Engineering and Estates Management, Estates and Facilities Directorate
  - ii. Malta Campus: Not Applicable
- f. Power loss
  - i. UK Campuses: Engineering and Estates Management, Estates and Facilities Directorate)
  - ii. Malta Campus: Facilities and Resources Management
- g. Building damage
  - i. UK Campuses: Engineering and Estates Management, Estates and Facilities Directorate
  - ii. Malta Campus: Facilities and Resources Management
- h. Asbestos exposure
  - i. UK Campuses: Asbestos, Water Systems and Compliance Manager
  - ii. Malta Campus: Not Applicable
- i. High winds
  - i. UK Campuses: Engineering and Estates Management, Estates and Facilities Directorate
  - ii. Malta Campus: Facilities and Resources Management

In the event of an environmental accident or emergency affecting any of the UK campuses the Security Control Room (SCR) / Security Manager is contacted. The SCR / Security Manager co-ordinates all immediate response and escalates notification as required. While in the case of our Malta campus, the Facilities and Resources Manager is contacted and will take all the necessary actions.

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](mailto: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
1 April 2022	2.0	Assistant Director Security and Business Continuity, EAF	31 March 2023



## Appendix 1: Environmental Incident Report Form

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



EMS: Emergency Preparedness and Response Procedure

Document Lead: Assistant Director Security and Business Continuity

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