



# Environmental Management System Emergency Preparedness and Response Procedure

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Title	Emergency Preparedness and Response Procedure				Owner Name	Michael Howroyd	

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## 1. INTRODUCTION

This Procedure describes how the University will prepare for a potential environmental emergency (known as a serious environmental incident), as a result of activities, products and services of the University. It also describes the steps that should be taken when a serious environmental incident occurs. The Procedure supports the University Critical Incident Management Plan.

The University defines a serious environmental incident as an incident that is likely to cause significant damage to the environment if not resolved immediately. A three-tier definition of incident (minor, intermediate and major) is used to inform the appropriate management response and is described below:

### Level 1 (minor)

- the factors are confined to the institution; the emergency services are not involved
- the threat to the institution's reputation is short term or localised
- the response is covered in prioritising the problem within the existing mechanisms rather than convening a critical incident team
- response is largely a matter of righting a wrong

**Examples:** Accidental spill of hazardous chemicals that can be cleaned up, accidental damage to sewerage pipes, blocked drains leading to flooding

### Level 2 (intermediate)

- emergency services are probably involved
- there may be threat to individual people or the reputation of the institution
- response may involve intervention into normal procedures **and convening the service Critical Incident Management Team.**

**Examples:** Leak of oil or hazardous chemicals into local stream, large spillage of hazardous chemicals e.g. tanker, a localised fire or explosion that can lead to air emissions or polluted fire-water run-off.

### Level 3 (major)

- emergency services are likely to be involved
- there are substantial threats to individual people or the reputation of the institution
- the response is likely to involve the suspension of normal operations
- special communications are needed
- media attention is likely to be at a high level and will need particularly sensitive handling

**Examples:** A fire within a building/buildings that could cause local air, ground or water pollution, accidental release of samples that could lead to plant or animal disease, radiation leak.

## 2. REFERENCES

EMS Environmental Aspects Register  
Critical Incident Management Plan  
Local Critical Incident Management Plans  
Risk assessments  
Local plans & procedures

## 3. PROCEDURE FOR INCIDENT PREPAREDNESS

Risk assessments will be used to identify potential serious environmental incidents and the Environmental Aspect Register should be consulted to identify potential risks. When identified, suitable control measures

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must be implemented and plans or procedures put in place to manage the impact of an incident if it occurs. This is managed through the following responsibilities:

**Heads of Schools/Services:** will ensure that activities are risk assessed and that these include potential impacts to the environment and that procedures or plans are in place to manage serious environmental incidents where necessary.

**All staff:** must ensure that their activities are risk assessed, that these include potential impacts to the environment and that they are aware of procedures or plans that need to be followed in the event of an serious environmental incident occurring.

#### 4. PROCEDURE FOR RESPONDING TO A SERIOUS ENVIRONMENTAL INCIDENT

The response to a serious environmental incident will depend on the type of incident and the level.

##### Level 1

For a building or grounds incidents such as localised flooding or damage to a sewerage pipe contact the **Estates helpdesk x35555** or **Security (out of hours) x32222**.

Localised incidents related to operational activity should follow relevant plans or procedures.

Once the incident has been contained or resolved it should be recorded on Sentinel as an environmental incident.

If the incident has led to contamination of sewers or ground the EMS representative will contact the Environment Agency or Yorkshire Water on behalf of the University.

##### Level 2

For a general emergency such as fire, explosion or severe flooding contact **Security x32222**.

Incidents linked to operational activity, such as large spills of hazardous chemicals or oil leaking into streams must follow local plans and procedures and the Critical Incident Management Plan.

The Director of Sustainability Services should be contacted to help co-ordinate environmental response to the incident.

If contamination of sewers, ground or significant air pollution are likely to occur, or have occurred, the EMS representative will co-ordinate communications with the Environment Agency, Yorkshire Water and other regulators.

##### Level 3

For level 3 incidents the University Critical Incident Management Plan must be followed alongside local emergency procedures and plans where relevant.

The EMS representative will be contacted as part of the University Critical Incident Management Plan and will help co-ordinate a response.

#### 5. Monitoring

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The emergency responsiveness of the University to the scenarios set out in this procedure will be periodically tested and the response recorded as an EMS record on EQMS.

For further information please contact [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)

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