

**THE UNIVERSITY OF WARWICK, ESTATES OFFICE**  
**ENVIRONMENTAL EMERGENCY PLAN**

**1. Purpose**

The Estates Office Environmental Emergency Plan documents The University's response to the foreseeable emergencies it may have to face. The aim is to have the plan prepared and understood so that The Estates Office can cope as well as reasonably possible with a major emergency.

**2. Scope**

This emergency plan focuses on environmental emergencies or incidents at a corporate level. Site and activity specific emergency arrangements are included in method statements.

This plan concentrates on accidents, incidents and emergencies that:-

- 1) Occur upon or are likely to affect the University Campus
- 2) Have the potential to cause major problems and costs for The University
- 3) Have the potential to cause problems for the public or other companies.

**3. Definitions**

**3.1 Environmental Emergency**

Current unforeseen or unplanned event that has life-threatening, water pollution causing or extreme loss implication or significant environmental effects and requires immediate attention.

**3.2 Environmental Incident**

Unplanned, uncontrolled and unintended environmental event (including management of wastes), giving rise to environmental damage to water (including groundwater), wildlife or contamination of land.

**3.3 Incident management**

The Estates Departmental Incident Management Plan (DIMP) describe the management of how incidents. Co-ordinators are identified in the plan available at : [https://warwick.ac.uk/services/estates/h\\_and\\_s/dimp/](https://warwick.ac.uk/services/estates/h_and_s/dimp/)

Minor incident may be managed at Site Supervisor/ Manager level and will be reported to Estates management team

Major incident may be escalated to and managed under the University incident process.

**3.4 Site Supervisor/ Manager**

Is the person responsible for ensuring that the requirements of the site emergency environmental plan are implemented. The site supervisor / manger will ensure the emergency environmental plan communication requirements with respect to the relevant emergency services, those at risk and attendances are implemented together with all necessary actions for containment and minimisation the emergency impact.

**4. Procedure**

The range of possible emergencies covered by this plan includes:

- Environmental damage to water (including groundwater)
- Environmental damage to wildlife and ecosystems
- Contamination of land

<b>EP-05-V04</b>	<b>Environmental Emergency Plan Version 4</b>	<b>Page 1 of 3</b>
<b>Issue Date:</b> 26 <sup>th</sup> September 2024	<b>The University of Warwick, Estates Office - Uncontrolled when printed</b>	
<small>Key to document prefixes: EE=Environmental Policy; EM=EMS Manual; ER=EMS Register; EP=EMS Procedure; EL=EMS Legal Register; EK=EMS KPI Objectives &amp; Programmes; EO=Environmental Report; EF=Environmental Form; EA=Environmental Audit; ET=Environmental Training; EC=Environmental Record; EV=EMS Management Review</small>		

#### 4.2 Arrangements for attendance by managers

Estates Departmental Incident Management Plan (DIMP) describe how incidents are managed. The plan is available under

[https://warwick.ac.uk/services/estates/h\\_and\\_s/dimp/](https://warwick.ac.uk/services/estates/h_and_s/dimp/)

#### 4.3 Preservation of Evidence

It is essential that any evidence available following an environmental emergency be preserved so that it can be used in the investigation. Evidence could exist of plant and equipment, documents, photographic information, even details of position of equipment. This though should not hamper any pollution prevention activities or risk the safety of staff.

#### 4.4 Aspect & Impact Assessments

Environmental Aspects are reviewed, assessed and documented on Environmental Aspect and Impact Register (Document ER-01)

#### 4.5 Arrangements for dealing with the media

Responses to media enquiries should not be given direct but transferred to the Estates Incident Management Team.

#### 4.6 Arrangements for dealing with pollution

The *Supervisor / Site Manager*, until relieved by their manager, will immediately take immediate steps to mitigate the pollution, working to client instruction, and will assist in the subsequent investigation. Evidence must be preserved and records taken as above.

#### 4.7 Emergency Exercises

An effective way of ensuring the best possible response to environmental emergencies is to involve those who may face an emergency in an exercise. This will be in the form of a desk top study which are documented.

#### 4.8 Emergency contact numbers

Refer to Estates Departmental Incident Management Plan (DIMP) available under

[https://warwick.ac.uk/services/estates/h\\_and\\_s/dimp/](https://warwick.ac.uk/services/estates/h_and_s/dimp/)

#### 4.9 Emergency Procedures to refer to

- Estates Office Environmental Spill Procedure (EP-03)
- Estates Office Waste Management Procedure (EP-02)

<b>EP-05-V04</b>	<b>Environmental Emergency Plan Version 4</b>	<b>Page 2 of 3</b>
Issue Date: 26 <sup>th</sup> September 2024	<b>The University of Warwick, Estates Office - Uncontrolled when printed</b>	
Key to document prefixes: EE=Environmental Policy; EM=EMS Manual; ER=EMS Register; EP=EMS Procedure; EL=EMS Legal Register; EK=EMS KPI Objectives & Programmes; EO=Environmental Report; EF=Environmental Form; EA=Environmental Audit; ET=Environmental Training; EC=Environmental Record; EV=EMS Management Review		

