

ENVIRONMENTAL INCIDENT MANAGEMENT PLAN

The following actions are supplementary to and to be read in conjunction with the University Incident Management Plan and in conjunction with the Environmental Emergency Planning Folder.

They detail actions to be taken where the incident in question will have or is likely to have an impact upon the environment of the University and / or the Local Community.

ACTION TO BE TAKEN FOR UNWANTED EMISSIONS TO AIR

Definition

An unwanted emission to air is the release of pollutants (waste gases, vapours, small particles, chemicals, smoke and other hazardous materials) into the atmosphere from sources such as flues, chimneys, holding tanks, fires and vehicles.

The list of unwanted emissions is not exhaustive, neither is the source of the emission. Examples of such emissions on Campus are detailed in the attached Environmental Risk Analysis.

It must also be remembered that emissions to air from a source off-Campus may also affect the University.

Actions

1. Security staff to adhere to 'Responsibilities of First officer on Scene' as detailed in the University Incident Management Plan.
2. Ensure the Risk Management Advisor and Campus Services Manager have been alerted.
3. Try to identify the source of the emission.
4. Try to identify the substance emitted, particularly if it is hazardous to health.
5. **If in doubt, or the substance is unknown, treat it as hazardous and harmful to health.**
6. If appropriate, contact the Emergency Services.
7. Ascertain if there is a potential for fire or explosion from the emitted substance?
8. Ensure that where appropriate, personal protective equipment (PPE) is used.
9. Evacuate and contain the area / building subject of the emission.
10. Notify Maintenance and other University staff as appropriate to assist in dealing with the emission.
11. Isolate the emission if possible and it is safe to do so.
12. Risk Management Advisor or Campus Services Manager to request Silver Command to be set up and notify the UEA Press Office.

Silver Command to operate as per the University Incident Management Plan and in addition consider the following actions:

13. Consider whether adjacent areas / buildings should be evacuated or invacuated with advice to close windows.
14. Ensure weather conditions, particularly prevailing wind conditions are taken into consideration.
15. Notify the Environment Agency.
16. Obtain specialist advice, if appropriate.
17. Consider what, if any, internal communication and advice is necessary.
18. Consider issuing a 'holding' press statement.
19. Consider notifying the local media.
20. Consider directly advising N&N University Hospital, JIC, IFR and Earlham School.

ACTION TO BE TAKEN FOR CONTAMINATION OF GROUND WATER / WATER COURSE

Definition

Water pollution is the contamination of any ground water or water course such as a river, stream, lake, pond or drainage system. Pollution is the release of any process of substances that are capable of causing harm to human health, property and other living things.

The list of pollutants emissions is not exhaustive, neither is the source of the pollutant. Examples of water pollution on Campus are detailed in the attached Environmental Risk Analysis.

It must also be remembered that University ground or water courses may be affected by a source off-Campus may also affect the University.

Actions

1. Security staff to adhere to 'Responsibilities of First officer on Scene' as detailed in the University Incident Management Plan.
2. Ensure the Risk Management Advisor and Campus Services Manager have been alerted.
3. Try to identify the source of the pollution.
4. Try to identify the substance polluting the ground water or water course, particularly if it is hazardous to health.
5. **If in doubt, or the substance is unknown, treat it as hazardous and harmful to health.**
6. If appropriate, contact the Emergency Services and / or Anglia Water.
7. Notify the Environment Agency.
8. Ensure that where appropriate, personal protective equipment (PPE) is used.
9. Notify Maintenance and other University staff as appropriate to assist in dealing with the pollution.
10. Isolate the source of the polluting substance if possible and it is safe to do so.
11. Contain the area and prevent people from entering it.

12. Protect drains and other water courses, if possible, to prevent pollution entering.
13. Risk Management Advisor or Campus Services Manager to request Silver Command to be set up and notify the UEA Press Office.

Silver Command to operate as per the University Incident Management Plan and in addition consider the following actions:

14. Consider whether adjacent areas should be evacuated.
15. Ensure weather conditions, particularly rainfall conditions are taken into consideration.
16. Obtain specialist advice, if appropriate.
17. Consider stabilisation of spillage with other substances, if appropriate.
18. Consider what, if any, internal communication and advice is necessary.
19. Consider issuing a 'holding' press statement.
20. Consider notifying the local media.
21. Consider directly advising Norwich City Council if the pollution is likely to affect the stream running through Earlham Park.

ACTION TO BE TAKEN FOR LAND CONTAMINATION

Definition

Land contamination occurs when increased levels of contaminants are present in land due to industrial use, waste disposal, accidents or spillages; land may also be contaminated due to the presence of naturally occurring substances.

The list of contaminants is not exhaustive, neither is the source of the contaminant. Examples of contamination on Campus are detailed in the attached Environmental Risk Analysis.

It must also be remembered that University land may be at risk of contamination from a source off-Campus.

Actions

1. Security staff to adhere to 'Responsibilities of First officer on Scene' as detailed in the University Incident Management Plan.
2. Ensure the Risk Management Advisor and Campus Services Manager have been alerted.
3. Try to identify the source of the contamination.
4. Try to identify the contaminating substance, particularly if it is hazardous to health.
5. **If in doubt, or the substance is unknown, treat it as hazardous and harmful to health.**
6. If appropriate, contact the Emergency Services.
7. Notify the Environment Agency.
8. Ascertain if there is a potential for fire or explosion from the contaminating substance?
9. Ensure that where appropriate, personal protective equipment (PPE) is used.

10. Evacuate and contain the area affected by the contaminating substance.
11. Notify Maintenance and other University staff as appropriate to assist in dealing with the contamination.
12. Isolate the contamination if possible and it is safe to do so.
13. Risk Management Advisor or Campus Services Manager to request Silver Command to be set up and notify the UEA Press Office.

Silver Command to operate as per the University Incident Management Plan and in addition consider the following actions:

14. Consider whether adjacent areas / buildings should be evacuated.
15. Ensure weather conditions, particularly prevailing wind and rain conditions are taken into consideration.
16. Consider stabilisation of spillage with other substances, if appropriate.
17. Consider recovery and disposal of waste products where appropriate.
18. Obtain specialist advice, if appropriate.
19. Consider what, if any, internal communication and advice is necessary.
20. Consider issuing a 'holding' press statement.
21. Consider notifying the local media.
22. Consider directly advising Norwich City Council, N&N University Hospital, JIC, IFR and Earlham School if the contamination is likely to affect adjacent land areas.