

# Environmental Management System OCP6 – Emergency Preparedness & Response

Date Adopted 15 January 15

N.B. In the event of an Emergency call [Brian Hawkes 07860 901480] for assistance or refer to relevant Emergency procedure Help in fire, police, and medical emergencies

## 1. Purpose:

- To describe how the environmental impacts of potential emergency situations have been identified and are managed.

## 2. Responsibilities:

- Environmental Manager – overall implementation of this procedure.
- [Stephen Foster has specific responsibilities for emergency management, e.g. security, maintenance, H&S, etc]

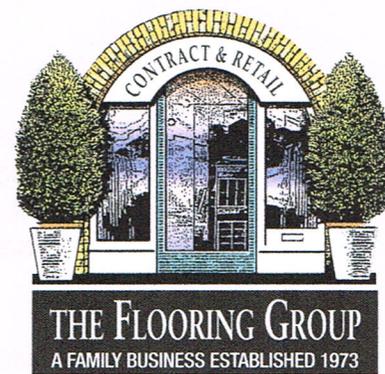
## 3. Related Documents:

- Environmental Aspects Evaluation (FLIPO)
- Emergency Procedure: Emergency Spill Response
- Emergency Response Plans: To cover environmental consequences of these Site Emergencies (fire, flood, spill, power cut, and explosion)
- Emergency Procedure: Building Fabric Damage/potential release asbestos fibres
- Complete Health & Safety policy folder
- Training Matrix
- Non-conformance, Preventative and Corrective Action

## 4. Procedure:

### Identification & Control of Emergency Situations

- The potential environmental impacts of emergency situations that could arise on the site have been identified through Environmental Aspect Evaluation (FLIPO).
- Through the EMS the company aims to prevent or reduce environmental damage that could result from these emergency situations. This will be achieved through preventative management see relevant procedures and by preparing adequate emergency plans and procedures (listed above).
- Emergency plans specify what action must be taken by employees to respond to an emergency and to mitigate the environmental impacts of that emergency.
- Employees will be made aware of relevant emergency plans and procedures through general environmental awareness training and departmental briefings. Where employees have a greater part to play they will receive further training to ensure they are competent and confident to respond should such a situation arise. See Training Matrix.



### - COMMERCIAL DIVISION -

Hardwood Floors, Amtico,  
Marmoleum, Dalsouple Rubber,  
Carpets and Natural Floor Coverings

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### INSTALLATION ENQUIRIES

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Incorporated in England and Wales

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**Incident Reporting**

- All emergency incidents must be reported to a line manager and an incident report completed and recorded. In the event of a major spill or fire a full enquiry must be undertaken. The incident report should include a review of the adequacy of emergency plans and where necessary make suggestions for improvement.

**Testing of Emergency Plans & Procedure**

- As emergency situations should be few and far between, it is necessary for the company to periodically test its emergency plans and procedures. This is the responsibility of [Stephen Foster] and is completed according to a schedule [The company will need to decide how best to manage this activity, e.g. through maintenance schedule and provide further information within the procedure].
- The [Contract Division Manager] will keep records of any tests, false alarms and emergencies, including the results and any recommendations for improvements to emergency plans and procedures.

**5. Records:**

<b>Document/ Record</b>	<b>Responsibility</b>	<b>Location / Reference</b>	<b>Retention</b>	<b>Disposition (Archive / Destroy)</b>
<b>Incident/false alarm reports</b>				
<b>Emergency response testing schedule</b>				
<b>Emergency response test results</b>				

Signed:  .....

Ben Hawkes Managing Director

Date: 17/01/2009 .....