



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance

Date: 5/10/17

Procedure EIP-12
Emergency Preparedness and Response

Revision: 3.2

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PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to describe the EMS requirements for preparing, responding, and investigating environmental incidents and emergencies, including incidents of regulatory noncompliance.

RESPONSIBILITY:

Commissioner/Division Director:

- Ensure that adequate resources are available to implement emergency plans and procedures.
- Identify and support the development of necessary emergency plans that consider EMS and compliance requirements.
- Review finalized environmental and noncompliance incidents provided by the Bureaus.

Office of Stewardship and Compliance (OSC):

- Provide recommendations to assist Commissioner/Directors in identifying necessary emergency plans that consider EMS and compliance requirements.
- Assist Bureaus in evaluating emergency plans that consider EMS requirements, continuity of the EMS, and regulatory compliance during and following an incident.
- Assist Bureaus in investigating environmental and noncompliance incidents.

Bureau Administrator/District Engineer:

- Provide recommendations to assist Division Directors in identifying necessary emergency plans that consider EMS and compliance requirements.
- Ensure that Bureau employees receive the training necessary to develop competence in emergency preparedness, response.

District Safety & Environmental Coordinator:

- Coordinate and document Bureau employees training in emergency preparedness, and response.

Bureau EMS Coordinator:

- Coordinate with OSC, Bureau management, and the EMS Team to evaluate and document existing environmental emergency plans, policies, and procedures.
- Lead Bureau efforts to evaluate environmental and regulatory incidents and develop remedies to reduce the potential for recurrence.

Bureau Employees:

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- Understand and implement emergency plans as needed to minimize impacts to the environment, protect employee and public health and safety, and maintain regulatory compliance. The level of understanding is commensurate with staff position in the Bureau. Refer to EIP-Form 6a for a summary of Roles, Responsibilities, and Accountabilities.

DOCUMENTS AND RECORDS:

- EIP-12-Form 12a Emergency Plans and Practices Matrix
- EIP-8-Form 8b Environmental Event Log

PROCEDURE:

1. The Bureau EMS Team identifies reasonably foreseeable incidents and emergencies that could have environmental, health, safety, or regulatory compliance consequences.
2. The Bureau EMS Team shall review Bureau emergency procedures and plans in conjunction with the Highway Maintenance Training Matrix (EHS-CH300-SAFE-007), to confirm that potential consequences are adequately averted or mitigated. Use the Emergency Plans and Practices Matrix (EIP-12-Form 12a) to document plans and procedures having environmental, health, safety, or regulatory requirements. Revise these plans and procedures as needed for improvement and document all changes to them. Communicate any changes in emergency plans or practices to affected employees
3. The Bureau EMS Team review Bureau procedures for notification and reporting to proper authorities in the event of environmental emergencies, incidents, and noncompliance events. Revise these procedures as needed for improvement. Communicate any changes in notification procedures to affected employees, onsite service providers, and contractors, as applicable.
4. The Bureau Administrator/District Engineer and the S&E Coordinators share emergency planning and response information, documents, and procedures with local, regional, state and federal officials, as required. Document communications with external parties.
5. S&E Coordinators coordinate and document emergency drills and preparatory exercises and conduct training based on emergency plans to prepare employees for an event. Review drills for effectiveness and revise as needed for improvement. Confirm



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that regulatory notifications and reporting exercises are included in the drills. Document all changes and communicate them to affected employees, onsite service providers, and contractors.

In the event of an emergency situation, environmental incident, or potential noncompliance, the Safety Environmental Coordinator conducts a full review and investigation into the incident.

- 6. Document all emergency planning and response activities. Record any details for incidents that may occur using the Environmental Event Log (EIP-8-Form 8b).
- 7. The Bureau EMS Coordinator and or District S&E Coordinator maintains all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

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