

# **EMERGENCY PREPAREDNESS AND RESPONSE**

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## **1 PURPOSE**

This procedure addresses Emergency Preparedness Response plans for emergency situations, related to the identified aspects and potential emergency situations, whether or not required by state, local and/or federal regulations.

The WWTP will periodically review on-site operations to identify potential emergency situations and develop or revise Emergency Preparedness and Response plans to address those situations, to minimize disaster impact and return utilities back into operation in a safe, quick, cost effective and environmentally sensitive way. In some cases, such Emergency Preparedness and Response plans are required by regulation for certain activities such as hazardous waste handling and storage or as a component of permit requirements.

## **2 SCOPE**





The following procedure describes the process for addressing Emergency Preparedness and Response requirements associated with the WWTP operation.

The International Standard ISO 14001, section 4.4.7, shows the need to identify, prevent, and respond to emergencies and the period of time following the emergency event.

## **3 RESPONSIBILITY & AUTHORITY**

### **3.1 EMS Team**

- Is responsible for ensuring that an Emergency Preparedness Program is implemented and for approving the Emergency Preparedness Plans.
- Is responsible for dealing with immediate threats to WWTP staff members, the public and the environment and assisting in returning utilities back to functional operation.





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### 3.2 The Department Director

The relevant Department Director is responsible for plan development; plan implementation and Emergency Preparedness Team selection.

## 4 PROCEDURE

- To review information regarding potential environmental, safety, or health aspects or impacts.
- To prepare the Emergency Preparedness and Response plan such that for potential impacts associated with the aspects and impacts, the following are addressed:
  - o Emergency response personnel and their roles and responsibilities.
  - o The location of response equipment, personal protective equipment, and fire fighting equipment, as appropriate.
  - o Maps and details depicting the locations of activities, products, or services associated with the identified aspects of concern.
  - o Evacuation routes and response procedures.
  - o Appropriate descriptive and background information to adequately describe the nature and setting of the potential emergency situation.
  - o Agency notification procedures.
  - o Procedures to mitigate the situation.
- To prepare a documented procedure(s) and/or a plan(s) to be maintained on-site at appropriate locations, accessible and available to appropriate on-site personnel.
- To conduct drills to test the effectiveness of the Emergency Preparedness, Response plan and to maintain the employees awareness level.
- To review periodically, particularly following an emergency or drill incident, information from these tests or actual implementation of Emergency Preparedness, Response plans and implementation results.
- Uses results of these reviews to determine the effectiveness of the plan and also allow for any adjustments to be made. Plan and the Spill Prevention, Control and Countermeasure Plan.

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## 4.1 Up-front Activities





### 4.1.1 Disaster Response/Recovery plan

The EMS Coordinator will initiate the process to prepare a disaster response/ recovery plan and will assemble the Emergency Response/Disaster Recovery Team(s). After reviewing and approving of the plan(s), the team(s) will test the plan and communicate the plan to staff and document. At least annually, or in the event of a disaster, review the plan and recommend plan modifications as necessary.

### 4.1.2 Duties of the EMS Coordinator/Department Director

The duties of the Department Director or EMS Coordinator include the following aspects:

- Identify potential risks to facilities and processes.
- Identify and implement Best Management Practices where necessary (i.e., Risk Management, etc).
- Establish incident reporting procedures.
- Maintain, test and inspection equipment according to specified frequency and procedures.
- Establish emergency preparedness training for facility personnel.
- Review new and significantly modified equipment or processes for modification of emergency response plans as necessary.
- Manage emergency response change to new or modified equipment or processes;
- Review at least annually, facility procedures for release prevention and emergency response.
- Review and update hazard assessments at least every five years or as a result of changes.
- Audit compliance of prevention programs at least every three years as required by the EPA Risk Management Plan.

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#### 4.1.3 Identification/Impact Assessment of Facility Resources

The EMS Coordinator/Department Director will inventory critical operations and available resources to identify and assess potential risk in the event the facility is destroyed in part or in total. This inventory should identify what critical items may need to be quickly replaced. The inventory should include a description of required personnel skills, necessary chemicals or equipment, and identification of vendor sources.

#### 4.1.4 Impact Minimization Strategies

An impact minimization strategy will be prepared for the identified resources that are critical and have a high likelihood of being impacted or destroyed. For example, this may include special training, backup files, backup communication or operations at other locations, additional containment around some chemicals and wastes, temporary containment around critical equipment, bracing, and fire suppression equipment.

#### 4.1.5 Phone Numbers and Contacts





There should be documented emergency numbers in both the emergency plan and disaster recovery plan. As a minimum the following should be included:

- Department Director(s) or EMS Coordinator.
- Relevant civil defense contacts, (fire, police, toxic release contacts, FEMA, etc)
- Executive management.
- Safety manager.

#### 4.1.6 Routine Inspections

The department's status, resources and supplies in terms of disaster.

Recovery should be inspected frequently. As resources of facilities change, preparedness and recovery plans should be updated.

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#### 4.1.7 Environmental Control Equipment

Production and environmental control equipment will be appropriately maintained with preventive maintenance controls.

#### 4.1.8 Critical Data

Regulatory records, account data, etc. should be backed up and stored in a protected environment. Software systems, such as, Supervisory Control and Data acquisition (SCADA) essential to production will be backed up with the ability to function at other locations. Paper type files, which are critical to the operation should be copied and filed at a backup location or stored electronically or in a fire-resistant location.

#### 4.1.9 Supplies





Some supplies should be purchased before a disaster, for the health and safety of the staff. Supplies should include such items as food, water, bedding, flashlights, tools, fist aid kits, etc. for at least a three-day period.

#### 4.1.10 Environmental Protection Supplies

Environmental protection supplies, such as spill cleanup materials, personal protection equipment, over-pack drums, etc. and materials required in regulatory plans such as the Risk Management Plan will be maintained.

#### 4.1.11 Emergency Plan Training and Distribution

It is important to prepare and distribute emergency plant to essential staff before a disaster occurs. Training on emergency response and disaster recovery will be given and documented to team members and staff involved in work that may cause Significant Environmental Impact.

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## 4.2 Disaster control

After the immediate crisis is under control, the following activities (recovery actions) should occur:

### 4.2.1 Emergency Response Team

Convene the Emergency Response Team/Disaster Recovery Team.

### 4.2.2 Area inspection

The WWTP Director will do an initial audit for safety hazards and, if any are found, notify staff to stay out of the affected area until corrected. As additional inspections would be made to assess facility or equipment operability and preliminary cost estimates on financial damage.

### 4.2.3 Insurance Companies/Relief Agencies





Proper insurance representatives/federal agencies should be called to schedule sit visits as soon as possible.

### 4.2.4 Reestablish Process Control and Utilities

During the disaster some utilities may have shut down by accident or design. The WWTP Director will work with the water and wastewater departments and with the gas and electric companies to restore service.

### 4.2.5 Reestablish Communications

Utilities personnel will need to be directed during communication outages. Telephone company personnel may be needed to reestablish critical phone lines. It may be necessary to use cellular phones and radios for initial communications. Once

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communications are reestablished, a call-center should be set up to respond to associate and public questions and concerns.

#### **4.2.6 Facility Repairs**

Start work in restoring damaged facilities, based upon critical need.

#### **4.2.7 Environmental Impacts**

Reassess and verify that chemical and waste systems are working and not causing adverse environmental impacts. If a potential problem is noted, it should be checked out, and if necessary, immediately corrected.

#### **4.2.8 Reestablish SCADA and Computer Systems**





Some operations are totally dependent upon computer systems. These must be repaired or relocated as quickly as possible. Computer systems that support customer services should be reestablished as quickly as possible.

#### **4.2.9 Replacement of Critical Files**

Any essential files that may have been destroyed should be re-created by off-site or back-up files. This is especially important concerning certain customer or associate personnel files.

#### **4.2.10 Media**

Utilities authorized designee should direct contacts from, or to, the media.

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#### 4.2.11 Corrective Action Plan

The affected department shall prepare a corrective action (if necessary) and submit the plan and subsequent plan amendments to the Post Incident Review Team for review and approval.

The EMS coordinator (or designee) shall track the activities of the corrective action plan and perform verification surveillance (s) upon completion of corrective action plan activities and submit recommendation (s) for closure to the Post Incident Review Team.





### 4.3 Post Incident Investigation

#### 4.3.1 Emergency situation or accident: Investigation

In the event of an emergency situation or accident that has significantly impacted the environment or which has the potential to do the same, a post incident investigation will be conducted. An emergency situation or accident requiring a post incident review is one in which there is the potential to be a major violation of a regulatory permit, a major impact to public health or services, or a major impact to the environment. The need for a post incident investigation shall be determined by EMS Team or the appropriate Department Director and a post incident review team shall be assembled accordingly to conduct the investigation. Such post incident investigations shall evaluate the cause(s) of the incident and identify factors which should be evaluated for preventing or mitigating the impacts of future incidents, including revising its emergency preparedness and response procedures and documenting the results.

#### 4.3.2 Corrective Action Plan

The affected department shall prepare a corrective action plan (if necessary) and submit the plan and subsequent plan amendments to the Post Incident Review Team for review and approval. The EMS Coordinator (or designee) shall track the activities of the corrective action plan and perform verification surveillance (s) upon completion of

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