

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP13.01
Environmental Management System Procedure for:**

Emergency Preparedness and Response

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Issued by:

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By: Robin Danesi	
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1 Purpose

To provide for the identification and response to potential accidents and emergency situations at the Environmental Science Center (ESC), and to prevent, mitigate, and/or minimize the threat of environmental impacts.

2 Scope

All ESC activities which pose the potential for an unplanned release of pollutants.

3 Procedures

a) Specific Procedure

- Each Operational Control Form (OCF) identifies basic emergency preparedness and response procedures for the applicable significant aspect. These complement general emergency procedures described in the ESC Occupant Emergency Plan (OEP).
- The Safety, Health, and Environmental Management (SHEM) Manager must be contacted in the event of a spill or release of hazardous material, or in the event of a significant violation of local permits (e.g., improper use of lab sinks, unauthorized release into storm drains, etc.). The SHEM Manager will assist in determining the nature and/or extent of response needed to mitigate and correct any environmental impacts.
- The guards at the front desk will always be able to contact the SHEM Manager (or backup) if notified of an emergency.
- Following any emergency response, a de-briefing will be conducted by the SHEM Manager and the Waste and/or Safety Committees to determine if additional training or if emergency plans need revision or improvement.

a) Responsibilities

- Responsibilities and procedures for environmental incidents are described in the OEP section titled "Hazardous Materials Spills" as well as the sections titled "Chemical Spill Control and Reporting" and "Fire and Emergency Evacuation Plan" in the Chemical Hygiene Plan (CHP). In addition the Spill Prevention, Control, and Countermeasures (SPCC) sections titled "SPCC Plan Elements" and "Spill Discovery and Notification" further describe the responsibilities and procedures for environmental incidents. The OEP and SPCC include emergency contact information and phone numbers
- The SHEM is responsible for periodically reviewing and updating the OEP, CHP, and SPCC documents, as circumstances change.
- Training on the OEP, SPCC, and CHP is provided by the SHEM Manager to all new employees and a record of this orientation is maintained in the SHEM

Manager's log book. Refresher training as described by the OEP is provided by the SHEM Manager.

- The SHEM Manager is primarily responsible for conducting spill or accident remediation/abatement and for updating and communicating the OEP.
- The SHEM Manager is responsible for conducting drills where possible. Results of the drills will be reported to the EMS Team and the ESC Board.
- Any ESC staff involved in or knowledgeable of an environmental incident must contact the SHEM Manager immediately.
- In the event of an environmental emergency, the SHEM Manager shall be responsible for contacting local environmental officials as needed.

15 Documentation

Emergency preparedness and response procedures are documented in the Occupant Emergency Plan (OEP), Spill Prevention Control and Countermeasures Plan (SPCC), and the facility Chemical Hygiene Plan (CHP). Copies of the OEP, SPCC and the CHP are available in the ESC Library. All occupants of the ESC are provided with a hard copy of the OEP. The SPCC and the CHP are available to all staff on the shared local area network (LAN).

All emergency response training, incident reports, and drill records shall be recorded and retained in accordance with the Occupant Emergency Plan (OEP).