1.0 Purpose

This procedure addresses DPPEA plans for emergency situations, related to identified environmental aspects and/or impacts, whether or not required by state, local and/or federal regulation. DPPEA will periodically review on-site operations to identify potential emergency situations and develop or revise safety/emergency plans to address these situations.

2.0 Associated Reference Material

2.1 DPPEA SOP - 4.4.1 Structure and Responsibility
2.2 DPPEA SOP - 4.4.2 Training, Awareness and Competence
2.3 DPPEA SOP - 4.4.3 Communication
2.4 DPPEA SOP - 4.5.1 Monitoring and Measurement
2.5 DPPEA SOP - 4.5.2 Nonconformance and corrective and preventive action
2.6 DPPEA Work Instruction: DPPEA Emergency Evacuation Plan
2.7 DPPEA Work Instruction: DPPEA Tornado – Shelter-in-Place Emergency Plan
2.8 DPPEA Work Instruction: New Employee Safety Training Check list

3.0 Procedure

3.1 With DPPEA management oversight, the DPPEA Safety Committee initiates, implements, trains and reviews information with DPPEA employees regarding potential workplace safety or health issues. The EMS MT will observe and note any environmental aspects and impacts related to these activities.

3.2 DPPEA EMS Management Team (EMS MT), with management oversight and Safety Committee cooperation, reviews DPPEA safety and health information regarding workplace environmental aspects and/or impacts.

3.3 Safety Committee develops new or updates old safety/emergency plans such that safety and health issues address associated environmental aspects and impacts:

3.3.1 Emergency response personnel and their roles and responsibilities;
3.3.2 Maps and details depicting the locations of activities, products or services associated with the identified aspects of concern;
3.3.3 Evacuation routes and response procedures;
3.3.4 Appropriate descriptive and background information to adequately describe the nature and setting of the potential emergency situation;
3.3.5 Agency notification procedures; and
3.3.6 Procedures to mitigate the situation.
3.4 The EMS MT will prepare any appropriate safety and health documented procedure(s) on the EMS Intranet site, to be accessible and available to DPPEA employees.

3.5 The DPPEA Safety Committee coordinates with building management (landlord) to assist in drills to test the effectiveness of the safety/evacuation plans and to maintain the employees' awareness level. The EMS MT will observe and note any DPPEA environmental aspects and impacts related to these activities.

3.6 The DPPEA Safety Committee periodically reviews information from tests or actual implementation of safety/emergency evacuation plans and implementation results, particularly following an emergency or drill incident. The EMS MT shall use Safety Committee review results to determine any environmental aspects or impacts of the plan and also allow for any adjustments in the EMS.

3.7 The Safety Committee will see to it that the EMS MT is notified of any changes the Safety Committee makes to safety and health procedures and documents.

4.0 Deviations from this procedure must be documented by completing a Corrective/Preventative Action Report (EMS 4.5.2 CPAR).