

 EP-09	Environmental Emergency Preparedness and Response	
	Rev. Date: 10-08-2007	Rev. No. #2
	Origination Date: 01-10-2002	Page 1 of 3

1.0 Purpose

This procedure defines the framework for - preparing for and responding to - environmental emergencies and accidents at the <COMPANY NAME> facility.

2.0 Scope

This procedure applies to operations of <COMPANY NAME> that have related environmental aspects.

For the purpose of this procedure, a potential emergency situation or accident is one that that could result in an environmental impact and require emergency response (spills, etc).

3.0 Responsibilities

The Emergency Response Coordinator (ERC) is responsible for the overall process of identifying potential environmental emergencies situations and potential accidents – as well as for - planning for response, prevention and mitigation of the environmental impacts. Human Resources Department is responsible for conducting drills and maintaining records.

4.0 Forms Used

EF-09A	List of Potential Emergencies (optional)
EF-09B	Emergency Test Record
EF-09C	Environmental Emergency and Spill Incident Report
EF-09D	Post Accident Checklist
EF-06B	EMS Meeting Minutes

5.0 Procedure

5.1 The EMST shall meet at least annually to establish & update the list of potential emergency situations and potential accidents. These can be documented either in the table below or on Form EF-09A. For each potential emergency, the associated environmental impacts will be identified. Notes from these meetings maybe taken using for EF-06B. The list of Emergencies will be documented in the table in this procedure.

5.2 For each potential Environmental Emergency, a corresponding “Emergency Response Plan” will also be listed. Emergency Response Plans will include at least the following information:

- Response procedures
- Steps to prevent and mitigate the associated environmental impacts

5.3 The following table lists potential emergencies and potential accidents and the corresponding response personnel and plans..

Table 1. Potential Emergencies at <COMPANY NAME>.
EXAMPLE <re-do according to your specific potential emergencies>

#	Potential Environmental Incidents & Emergencies	Description & Potential Impact	Are Emergency Response Plans Needed?	Emergency Plan to be Used
1	Fire (building, paints, solvents, fuels, people)	Air Pollution, Water Pollution from Fire Fighting, Depleting Resources through rebuilding	Y	EAP
2	Natural Gas Leaks	Air Pollution, Air Pollution from fire, Global Warming, Explosions and Fires causing injury and possible death.	Y	EAP
3	Chemical Spills (55-gal drums of thinner, acetone, oils, diesel, gasoline,	Ground water pollution	Y	ERP
4	Propane Tank Leaks	Air Pollution, Explosions or Fires	Y	ERP
5	Welding Gas Leaks / Ruptures (argon, acetylene, oxygen, CO2, N2, He,	Air Pollution, Fires and Explosions	Y	ERP
6	Nitrogen Tank Rupture	Air Pollution, Respiratory Hazard,	Y	ERP
7	Natural Disaster (hurricane, floods, ice storm)	Air Pollution from tank rupture, ground water pollution from flooding, ice takes power lines down- electrocution hazard,	Y	EAP

EAP = Emergency Action Plan (as required by OSHA 29 CFR 1910.38

ERP = Emergency Response Plan (as required by OSHA HazWoper - 29 CFR 1910.120q)

5.5 Emergency Response Plans listed in the above Table will be maintained by the <COMPANY NAME> ERC

5.6 Environmental emergency methods and communications will be tested at least annually during either a drill or real emergency. The results will be documented using form EF-09B, EF-09C, or other form. Copies of these test records will be kept in the <COMPANY NAME> ERC's office.

5.7 Following an environmental emergency, the cause of the emergency and corresponding emergency response methods shall be reviewed. These results can be documented on Form EF-09D, Post-Accident Checklist. If deficiencies are observed, corrective/preventive actions will be identified and undertaken by implementing EP-012.

6.0 References

ISO 14001-2004, Element 4.4.7

7.0 Related Procedures

EWI-001 through EWI-004 Emergency Response Plans

8.0 Records

ER-09A	List of Potential Emergencies (optional)
ER-09B	Emergency Test Record
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ER-09D	Post Accident Checklist
ER-06B	EMS Meeting Minutes

9.0 Revision History

Revision No.	Description of Change	Page #	Date
1	Title Changes	1	1/10/2005
2	Minor Changes	All	10/8/2007