

 <b>City of Dallas</b>	Document Number:	COD-EMS-PRO-010	Revision Number:	4
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	<b>Emergency Preparedness &amp; Response</b> ISO 14001:2015 8.2			

1. **PURPOSE:** This document describes the department’s responsibilities for preparing and responding to a potential environmental emergency and/or incident, including spills and releases. This procedure further describes the City of Dallas (City) emergency response guidelines as it applies to the EMS program.
2. **SCOPE:** This procedure applies only to environmental emergencies resulting from City operations. Fire and natural disaster response are not included in this EMS procedure as they are handled by a separate function in the City of Dallas.
3. **ENVIRONMENTAL:** Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
4. **DEFINITIONS:**
  - 4.1. **Environmental Emergency:** An urgent event or occurrence associated with City operations that either causes or has the potential to cause adverse changes to our surroundings and/or degradation of human health resulting in the need for immediate response.
5. **RESPONSIBILITY & AUTHORITY:**
  - 5.1. Office of Environmental Quality (OEQ) is responsible for:
    - 5.1.1. Assisting with emergency preparedness and response drills and/or exercises as needed;
    - 5.1.2. Annually requesting and tracking documentation from departments within the EMS fenceline that they have reviewed their emergency preparedness and response procedures by the end of the fiscal year;
    - 5.1.3. Providing technical assistance to City Departments during environmental emergencies;
    - 5.1.4. Responding to non-hazardous environmental incidents reported to OEQ by City Departments;
    - 5.1.5. Tracking all environmental incidents reported to OEQ by City departments with quarterly reporting to Stormwater Management Section for inclusion in required reporting to TCEQ for the Municipal Separate Storm Sewer System (MS4) Permit if required. Spills are tracked by volume and material type;
  - 5.2. Manager(s)/Supervisor(s) are responsible for:
    - 5.2.1. Assigning roles and responsibilities for key emergency personnel and making available their contact information;
    - 5.2.2. Providing appropriate emergency supplies and clearly marking the locations of those supplies;
    - 5.2.3. Identifying, with the EMR, the affected employees within the EMS fenceline that require environmental emergency response training; and ensuring that these identified employees are trained on responding to environmental emergencies.

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5.2.4. Ensuring that drills and/or table top exercises are conducted periodically, at a minimum of once per fiscal year;

5.2.5. Ensuring that post-drill and post-incident evaluations are conducted and documented.

5.3. Environmental Management Representatives (EMRs) are responsible for:

5.3.1. Assisting the Department in identifying potential emergency situations as defined under this procedure;

5.3.2. Assisting the Department on developing response procedures for potential environmental emergency situations;

5.3.3. Following notification and reporting procedures according to AD 3-73 and 3-74;

5.3.4. Assisting the Department with identifying abnormal or emergency conditions associated with environmental aspects; refer to COD-EMS-PRO-001 Environmental Aspects, Impacts, and Risk.

5.3.5. Identifying with managers/supervisors those employees within the EMS fenceline that require environmental emergency response training, and following up with managers/supervisors that these identified employees have been trained on response to environmental emergencies.

5.4. City Employees are responsible for:

5.4.1. Abiding and complying with Administrative Directives regarding environmental emergencies;

5.4.2. Elimination or minimization of spills through use of best management practices;

5.4.3. Reporting City spills through the appropriate process as outlined in their department's spill response procedure.

## 6. PROCEDURES

6.1. Environmental incident response efforts shall be conducted in accordance with the associated Administrative Directives (AD) 3-73 and 3-74.

6.2. Environmental incidents, such as chemical materials released to the land, air or water shall be reported to these numbers:

6.2.1. Emergency Number: 911 or (214) 670-3911

6.2.2. For City Spills Over One Gallon: 214-670-1200 (Office of Environmental Quality)

6.2.3. Non-Emergency Number: 311 or (214) 670-5111

6.3. Spills of materials that are equal to or greater than the reportable quantity listed in 30TAC Ch.327.4 shall be reported to the following (Office of Environmental Quality will report if a City spill):

6.3.1. TCEQ Spill Reporting: 800-832-8234

6.3.2. National Response Center: 800-424-8802

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- 6.4. Facilities which store chemicals shall have adequate spill clean-up/ neutralizing materials available onsite to control a spill which may cause an environmental impact.
- 6.5. Employees who are required to respond to spills shall be trained on spill response, clean up procedures and use of their onsite spill clean-up kits in accordance with AD 3-73, AD 3-74.
- 6.6. Departments within the EMS fenceline shall review at least annually by the end of the fiscal year their emergency preparedness and response procedures. Documentation shall be provided to OEQ showing they have completed this review utilizing the appropriate section of the Director's Letter Template (OEQ-EMS-PRO-003.01).
- 6.7. Departments within the EMS fenceline shall test at least once per fiscal year their emergency preparedness and response procedures, where practicable, and conduct debriefing of results afterwards.
- 6.8. Departments within the EMS fenceline are required to cleanup spills resulting from their operations or located at their facilities or projects.
- 6.9. Departments within the EMS fenceline are required to report these spills resulting from their operations or located at their facilities or projects that are one gallon or more to the Office of Environmental Quality at 214-670-1200 (24 hours/day 7 days/week) within 4 hours.
- 6.10. OEQ will assist departments within the EMS fenceline with cleaning up spills resulting from these departments operations or located at their facilities or projects.
- 6.11. Departments within the EMS fenceline are required to respond to other environmental emergencies per their Emergency Preparedness and Response Procedures.

**7. REFERENCES:**

- 7.1. Administrative Directive (AD) 3-73 Environmental Management Program
- 7.2. Administrative Directive (AD) 3-74 Spill Response Procedures
- 7.3. COD-EMS-PRO-001 Environmental Aspects, Impacts, and Risk
- 7.4. OEQ-EMS-PRO-003.01 Director's Letter Template

**8. RECORDS: N/A**