



Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date: 2/10/11

**Procedure EIP-12**

Revision: 3.1

**Emergency Preparedness and Response**

Page 1 of 3

**PURPOSE:**

The purpose of this Environmental Implementation Procedure (EIP) is to describe the EMS requirements for preparing, responding, and investigating environmental incidents and emergencies, including incidents of regulatory noncompliance.

**RESPONSIBILITY:**

Office of Stewardship and Compliance (OSC):

- Provide oversight and assist Bureaus evaluate emergency plans to consider EMS requirements, continuity of the EMS, and regulatory compliance during and following an incident.
- Assist Bureaus in investigating environmental and noncompliance incidents.

Director/Bureau Administrator:

- Advocate that the Bureau develops and maintains effective emergency plans to consider EMS and compliance requirements.
- Advocate that adequate resources are available to implement emergency plans and procedures.
- Advocate that Bureau employees receive training and demonstrate competence in emergency preparedness, response, and investigation.

Bureau EMS Coordinator:

- Coordinate with OSC, Bureau management, and the EMS Team to evaluate and document existing environmental emergency plans, policies, and procedures.
- Lead Bureau efforts to evaluate environmental and regulatory incidents and develop remedies to reduce the potential for recurrence.

Bureau Employees:

- Understand and implement emergency plans as needed to minimize impacts to the environment, protect employee and public health and safety, and maintain regulatory compliance.

**DOCUMENTS AND RECORDS:**

- EIP-12-Form 12a Emergency Plans and Practices Matrix
- EIP-12-Form 12b Emergency Event Log



---

Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date: 2/10/11

**Procedure EIP-12**

Revision: 3.1

**Emergency Preparedness and Response**

---

Page 2 of 3

**PROCEDURE:**

1. The Bureau EMS Team identifies reasonably foreseeable incidents and emergencies that could have environmental, health, safety, or regulatory compliance consequences.
2. At least annually, OSC and the Bureau EMS Team review Bureau emergency procedures and plans to confirm that potential consequences are adequately averted or mitigated. Use the Emergency Plans and Practices Matrix (EIP-12-Form 12a) to document plans and procedures having environmental, health, safety, or regulatory requirements. Revise these plans and procedures as needed for improvement and document all changes to them. Communicate any changes in emergency plans or practices to affected employees
3. OSC and the Bureau EMS Team review Bureau procedures for notification and reporting to proper authorities in the event of environmental emergencies, incidents, and noncompliance events. Revise these procedures as needed for improvement. Communicate any changes in notification procedures to affected employees, onsite service providers, and contractors, as applicable.
4. The Bureau Administrator and the Bureau EMS Team share emergency planning and response information, documents, and procedures with local, regional, state and federal officials, as required. For example, if threshold quantities of Extremely Hazardous Substances (EHSs) are stored on site, the State Emergency Response Commission and the Local Emergency Planning Committee must be notified. Document all communications with external parties.
5. OSC and/or the Bureau EMS Team conduct emergency drills and preparatory exercises based on emergency plans to prepare employees for an event. Review drills for effectiveness and revise as needed for improvement. Confirm that regulatory notifications and reporting exercises are included in the drills. Document all changes and communicate them to affected employees, onsite service providers, and contractors.
6. In the event of an emergency situation, environmental incident, or potential noncompliance, OSC and the Bureau EMS Team conduct a full review and investigation into the incident. This investigation should use root-cause analysis or a similar technique to identify and implement remedies and reduce the potential for recurrence.



Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date: 2/10/11

**Procedure EIP-12**

Revision: 3.1

**Emergency Preparedness and Response**

Page 3 of 3

- 7. OSC and the Bureau EMS Team thoroughly document all emergency planning and response activities, and details of any incidents that may occur using the Emergency Event Log (EIP-12-Form 12b) or equivalent form.
  
- 8. The Bureau EMS Coordinator maintains all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.1</u>
Name _____	Revision Date: <u>2/10/11</u>
<u>State Maint Engineer</u>	Supersedes
Title _____	Revision #: <u>3.0</u>
Date <u>2/15/11</u>	

