

PETERSBURG

CUSTODIAL SERVICES

Verification	Originator	Revised	Approved	Issued
Initials	RSL			
Date	3/3/2014			

ESMS Procedure

EP-4.4.7-1 Emergency Preparedness and Response

Person responsible:	General Manager, Facility Management Division (ESMS Management Representative)		
Area of application:	City Hall 135 Union Street		
Document location:	http://www.petersburgva.gov/DocumentCenter/Index/124		
Original issue date:	3/3/2014		
Revisions			
Rev. No.	Date	Description	
001			
002			
Recurring action items			
Activity	Responsibility	Frequency	
1. Review existing emergency plans and revise as necessary to account for changes in operating or construction of new processes.	ESMS Team	Within 12 months of program launch and upon development of additional documents or revisions and annually thereafter.	
2. Review adequacy of response actions after each reportable spill or other environmental emergency.	ESMS Team	Following environmental emergencies.	
3. Create / revise the relevant response protocols and documentation as necessary and incorporate into ESMS Training.	ESMS Team	Whenever it is determined that the existing response actions either do not address or are inappropriate.	
4. Perform follow up review.	ESMS Team	Within 14 days of environmental emergency.	
5. Implement periodic tests of emergency plans and procedures in coordination with Fire, Rescue & Emergency Services.	ESMS Manager	Within 12 months of implementation and annually thereafter.	

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1.0 Purpose

- 1.1 The purpose of this procedure is to establish, implement and maintain practices that relate to the preparation and response for environmental emergency situations at the City of Petersburg for *Custodial Services Activities*.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.7 Emergency Preparedness and Response, of the ISO 14001:2004 standard, and covers *Custodial Services Activities* for the City of Petersburg's facilities.
- 2.2 The scope of establishing emergency preparedness and response guidelines is limited to managing those potential emergency situations and potential accidents that can impact the environment and how the *Custodial Services* personnel will respond to them.

3.0 Responsibility

- 3.1 The **ESMS Management Representative (*General Manager, Facility Management Division*)** will be responsible for assessing, maintaining and reviewing all of the *Custodial Services - Emergency Response and Communications Plans* and for the proper training of personnel that provide *Custodial Services* at City owned/occupied facilities. This includes coordinating the training of employees and supervisors with proper custodial maintenance practices and procedures including hazardous materials handling and response requirements. This also includes coordinating a tri-annual review of the ESMS requirements for emergency preparedness and response with the ESMS Team and Fire, Rescue & Emergency Services.
- 3.2 The **ESMS Team** will participate in the identification of potential emergency and accidents as well as assist with a tri-annual review of the ESMS requirements for emergency preparedness and response. The ESMS Team will also coordinate the review and revision of the *Custodial Services-*

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Emergency Response and Communications Plans following the occurrence of a reportable spill or emergency situation, as needed.

4.0 Definitions

- 4.1 Refer to **EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

- 5.1 A potential emergency and accident plan review will be conducted annually by the ESMS Management Representative and the ESMS Team. This review will be documented on **ED-4.4.7-2 Emergency Preparedness Plan Review**.
- 5.2 Emergency Response and Communications Plans (including Spill Prevention Control and Countermeasure Plans – will be linked to the ESMS and are accessible and located in the following areas:
- 5.2.1 Electronically – [http://www.petersburgva.gov/index.aspx?NID=4.4.7-Emergency Preparedness and Response](http://www.petersburgva.gov/index.aspx?NID=4.4.7-Emergency%20Preparedness%20and%20Response)
 - 5.2.2 Hard Copy – Department of Public Works
Facility Management Division’s Administrative Office
- 5.3 All Petersburg *Custodial Services* employees are to be made aware of the *Custodial Services-Emergency Response and Communications Plans* and shall be trained to the specifics by their supervisor.
- 5.4 Emergencies and spills will be reported to the proper authorities as required by the federal, state and local regulations.
- 5.5 The *ESMS Management Representative* will ensure the *Custodial Services-Emergency Response and Communications Plans* are documented, properly reviewed and updated as appropriate. The *Custodial Services - Emergency Response and communications Plans* should be reviewed for their ability to identify the potential for and response to accidents and emergency situations, and for preventing mitigating environmental impacts that may be associated with them. Consideration should also include: accidental discharges to air, water, land and other specific environmental affects from accidental releases.
- 5.6 The *Custodial Service-Emergency Response and Communications Plans* will undergo a review after the occurrence of a reportable spill or emergency situation.
- 5.7 Emergency preparedness drills shall be carried out when feasible and documented as such for permanent records.
- 5.8 Emergency situations will be responded to as prescribed by the *Custodial Services - Emergency Response and Communications Plans*.

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6.0 References / Related Documents

- 6.1 [Meeting Minutes and Records from the *Custodial Services-Emergency Response Plan* review.](#)
- 6.2 [ED-4.4.7-2 Emergency Preparedness Plan Review](#)
- 6.3 [Custodial Services-Emergency Response and Communications Plan \(Under Development\).](#)
- 6.4 [EP-4.4.4-2 ESMS Related Definitions Procedure](#)