

**PETERSBURG
CUSTODIAL SERVICES**

Verification	Originator	Revised	Approved	Issued
Initials	RSL			
Date	2/21/2014			

ESMS Document

EP- 4.1.4.7-2 Emergency Preparedness Plan Review

CSEMS – Custodial Services Environmental Management System

<p>Document Name: Emergency Preparedness Plan Review</p> <p>Document Location: http://www.petersburgva.gov/DocumentCenter/Index/124</p> <p>Review start Date: February 4,2014</p> <p>Date Fully Completed: February 21, 2014</p>	<p>Department/Facility: Petersburg, Public Works - Facility Management Division Custodial Services ESMS</p> <p>Personnel participating in the review: ESMS Core Team: William Johnson, Steven Hicks, Reggie Lantz, Bill Riggleman, Darryl Walker, Amanda Rodriquez</p>
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1.0 Identify Potential Emergency and Potential Accidents that can have an impact on the environment and how to respond to them.

Potential Accident or Emergency Situation	Operation, Activity or Equipment	Environmental Impacts	Potential Prevention and Mitigation Measures
Fluid spills/small leaks (non-hazardous material)	Custodial Services – Activities: cleaning of toilets, sinks, walls and flooring; Containers and dispenser bottles of non-hazardous materials that include detergents, disinfectants, sanitizing solutions, and polishes.	Minimal localized impact to the accident site; impacts sanitary sewage treatment plant, underlying soil, groundwater, Appomattox River, and Chesapeake Bay are not likely to occur.	The City of Petersburg’s - Fire, Rescue & Emergency Services <i>Emergency Action Plan</i> is the primary response document. <i>CSEMS Emergency Response and Communications Plan</i> is under development. A comprehensive training program for <i>CSEMS</i> is under development. Spill avoidance, containment and recovery are the primary prevention and mitigation methods. Examples: Use of Universal Sorbents – low lint, highly absorbent rags, mats in conjunction with marked spill containers.

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Fluid spills/leaks (hazardous materials)	Custodial Services – Activities: cleaning of toilets, sinks, walls and flooring. Containers and dispenser bottles of hazardous materials that include detergents, disinfectants, sanitizing solutions, wax strippers, and chlorinated solutions such as bleach.	Minimal localized impact to the accident site; impacts sanitary sewage treatment plant, underlying soil, groundwater, Appomattox River, and Chesapeake Bay are not likely to occur.	The City of Petersburg's - Fire, Rescue & Emergency Services <i>Emergency Action Plan</i> is the primary response document for City buildings. <i>CSEMS Emergency Response and Communications Plan</i> is under development. A comprehensive training program for CSEMS is under development. Spill avoidance, containment and recovery are the primary prevention and mitigation methods. Examples: Use of Universal Sorbents – low lint, highly absorbent rags, mats in conjunction with marked spill containers.
Fire	All building operations, activities and equipment potentially affected.	Impacts to the air, sanitary sewage treatment plant, water pressure for City water supply, underlying soil, groundwater, Appomattox River, and Chesapeake Bay could occur. May impact adjacent buildings and structures.	Periodic inspections conducted by City Fire Marshalls, installation and maintenance of sprinkler and fire suppression systems. The City of Petersburg's - Fire, Rescue & Emergency Services operations are the primary resource for these events. <i>Building occupants are expected to follow the Emergency Action Plan for their location. Custodial Services may respond to perform or assist with clean up activities.</i>

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Potential Accident or Emergency Situation	Operation, Activity or Equipment	Environmental Impacts	Potential Prevention and Mitigation Measures
Earthquake	All building operations, activities and equipment potentially affected.	Impacts to the air, sanitary sewage treatment plant, sanitary sewer lines, storm water systems, City water supply, underground utilities, underlying soil, groundwater, Appomattox River, and Chesapeake Bay could occur. May have broad ranging severe impacts dependent upon severity of the event.	The City of Petersburg's - Fire, Rescue & Emergency Services operations are the primary resource for these events. <i>Public Works and other City agencies will respond according to EOC commands. Custodial Services may respond to perform or assist with clean-up activities. Building occupants are expected to follow the Emergency Action Plan for their location.</i>
Tornado	All building operations, activities and equipment potentially affected.	Impacts to the air, sanitary sewage treatment plant, sanitary sewer lines, storm water systems, City water supply, underground utilities, underlying soil, groundwater, Appomattox River, and Chesapeake Bay could occur. May have broad ranging impacts depending upon the severity of the event.	The City of Petersburg's - Fire, Rescue & Emergency Services operations are the primary resource for these events. <i>Public Works and other City agencies will respond according to EOC commands. Building occupants are expected to follow the Emergency Action Plan for their location. Custodial Services may respond to perform or assist with clean up activities.</i>
Localized flooding (Weather Event or Plumbing Failure)	All building operations, activities and equipment potentially affected.	Environmental impacts minimal.	The City of Petersburg's - Fire, Rescue & Emergency Services <i>Emergency Action Plan</i> is the primary response document for City buildings. <i>Custodial Services may need to respond to perform containment, sanitizing and clean-up activities.</i>

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Potential Accident or Emergency Situation	Operation, Activity or Equipment	Environmental Impacts	Potential Prevention and Mitigation Measures
Large scale flooding	All building operations and activities in the affected structures.		The City of Petersburg's - Fire, Rescue & Emergency Services operations are the primary resource for these events. <i>Public Works and other City agencies will respond according to EOC commands. Building occupants are expected to follow the Emergency Action Plan for their location. Custodial Services may respond to perform or assist with clean up activities.</i>
Terrorist attack, sabotage, suspicious material	All operations and activities	Environmental impacts could be severe and affect air, ground water, rivers, City water supply, May have broad ranging impacts depending upon the severity of the event.	The City of Petersburg's - Fire, Rescue & Emergency Services operations are the primary resource for these events. <i>Public Works and other City agencies will respond according to EOC commands. Building occupants are expected to follow the Emergency Action Plan for their location. Custodial Services may need to respond to perform or assist with clean-up activities.</i>

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Emergency Preparedness and Response Checklist		Conformance/Comments/and Actions
3.1	Ensure that emergency response personnel are trained on the procedures and competent to respond to emergency events or accidents.	Training requirements will be detailed in the <i>Petersburg – CSEMS: Emergency Response and Communications Plan</i>
3.2	Ensure that appropriate public agencies and/or first responders have been made aware of our emergency response plans and the location of chemicals or other environmental hazards that may be encountered.	Initial discussions were held during February, 2014 with <i>Fire, Rescue & Emergency Services (FR&ES)</i> leadership personnel to share thoughts for the incorporation of existing emergency action plans into the <i>Petersburg – CSEMS: Emergency Response and Communications Plan</i> . The City of Petersburg - Emergency Action Plan and the City Hall - Emergency Evacuation Plan were provide by FR&ES for incorporation into CSESM and as a training document.
3.3	Is there a schedule to conduct emergency drills on a periodic basis (i.e. spills, fire, chemical releases)	Fire, Rescue & Emergency Services is responsible for and conducts periodic drills and training.
3.4	In the event of a reportable spill or emergency event, procedures are required to be reviewed, modified if necessary and documented what corrective actions are taken.	Procedures will be reviewed and modified as needed, according to the Emergency Response ESMS Procedure 4.4.7.
3.5	Emergency phone numbers should be posted in relevant locations and kept up to date.	All emergencies except 911 calls are routed through the Facility Management Division Administrative Office.
3.6	Is there additional training needed for persons working for or on behalf of the Facility management Division.	Yes. (Comprehensive training is needed for all Custodial Services personnel)
3.7	Have the existing emergency response plans identified above in section 2.0 been kept up to date?	Yes – Fire, Rescue & Emergency Services Under Development - <i>Petersburg – CSEMS: Emergency Response and Communications Plan</i>

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4.0 Revision Table

Rev. No.	Date	Revised by	Description