



Verification	Originator	Approved	Issued
Initials	SS	ST	ST
Date	09/26/2014	12/15/2014	12/15/2014

### Title: COFL-GTL-EP-4.4.7-1 Emergency Preparedness and Response Procedure

<b>Person responsible:</b>	<b>Regional Wastewater Facility Manager</b>	
<b>Area of application:</b>	George T Lohmeyer Wastewater Treatment Plant (GTL)	
<b>Document location:</b>	<a href="http://www.fortlauderdale.gov/ESMS">www.fortlauderdale.gov/ESMS</a>	
<b>Revisions</b>		
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>
001	7/2/15	Annual Review Maintenance
002	7/20/16	Annual Review Maintenance
<b>Recurring action items</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>
1. Review existing emergency plans and revise as necessary to account for changes in operating or construction of new processes.	GTL Team	Annually.
2. Review adequacy of response actions after each reportable spill or other environmental emergency.	GTL Team	As needed
3. Create / revise the relevant response protocols and documentation as necessary and incorporate into ESMS Training.	Regional Wastewater Facility Manager	As needed.
4. Perform follow up review.	Regional Wastewater Facility Manager	Within <u>7</u> days of environmental emergency
5. Implement periodic tests of emergency plans and procedures.	Regional Wastewater Facility Manager	Annually

### 1.0 Purpose

### 2.0 Scope

### 3.0 Responsibility



## 4.0 Definitions

## 5.0 Process

## 6.0 References / Related Documents

### 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 GTL.

### 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 operations of GTL.
- 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 GTL will respond to them.

### 3.0 Responsibility

- 3.1 The **Regional Wastewater Facility Manager** will be responsible for accessing, maintaining and reviewing the **(existing) Emergency Response Plans** for the proper personnel training and locations. This includes coordinating the training of employees within GTL. This also includes coordinating an annual review of the ESMS requirements for emergency preparedness and response with the Water and Wastewater Treatment Manager.
- 3.2 The **GTL Team** will participate in the **identification** of potential emergency and accidents as well as assist with an annual review of the ESMS requirements for emergency preparedness and response. The GTL Team will also coordinate the review and revision of the **(existing) Emergency Response Plans** following the occurrence of a reportable spill or emergency situation, as needed.

### 4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 EMS Related Definitions Procedure**

### 5.0 Process

- 5.1 A potential emergency and accident plan review will be conducted annually by the Regional Wastewater Facility Manager and the GTL Team. This review will be documented on **COFL-GTL-ED-4.4.7-2 Emergency Preparedness Plan Review**.
- 5.2 **GTL Emergency Response Plan (ERP) and the Risk Management Plan (RMP)** will be linked to the ESMS and are accessible and located in the following areas:
  - 5.2.1 The **Emergency Response Plan** is accessible in hard copy only at GTL Administration Building and is a controlled confidential document.
  - 5.2.2 The **Risk Management Plan (RMP)** is accessible in hard copy at GTL Administration Building and electronically on the Public Works shared drive (\\cty-dfs3)



- 5.3 GTL employees are made aware of the **Emergency Response Plan and Risk Management Plan** and are trained to the specifics by the Regional Chief Wastewater Operator.
- 5.4 Emergencies and spills will be reported to the proper authorities as required by the federal, state and local regulations.
- 5.5 The Water and Wastewater Treatment Manager and the Regional Wastewater Facility Manager will ensure the **ERP and RMP** are documented, properly reviewed and revisions provided to parties responsible for the update as appropriate. The **ERP and RMP** 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 effects from accidental releases.
- 5.6 The **ERP and RMP** will undergo a review after the occurrence of a reportable spill or emergency situation.
- 5.7 Emergency preparedness drills shall be carried out annually and documented as such for permanent records.
- 5.8 Emergency situations will be responded to as prescribed by the **ERP and RMP**.

## 6.0 References / Related Documents

- 6.1 COFL-GTL-ED-4.4.7-2 Emergency Preparedness Plan Review
- 6.2 **ERP and RMP** documents located per 5.2 above.
- 6.3 COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure
- 6.4 COFL-GTL-ED-4.4.7-3 Emergency Preparedness Annual Review Maintenance