



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	8/29/2014	12/11/2014	12/15/2014

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

<b>Person responsible:</b>	<b>Program Manager</b>		
<b>Area of application:</b>	Fleet Fenceline		
<b>Document location:</b>	www.fortlauderdale.gov/ESMS		
<b>Revision/</b>			
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>	
001	5/13/16	Revised frequency of activities to annually. Changed Responsibility to Department Director from City Emergency Manager. Substituted Preparedness for Response in procedure.	
002			
<b>Recurring action items</b>			
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>	
1. Review existing emergency preparedness plans and revise as necessary to account for changes in operating or construction of new processes.	<b>Department Director or designee</b>	Annually	
2. Coordinate emergency plans for all Departments within the Fleet Fenceline	<b>Department Director or designee/ Program Manager</b>	Annually	
3. Implement periodic tests of emergency plans and procedures.	<b>City's Emergency Manager or designee/Program Manager</b>	Annually	

### Procedure Index

- 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 City of Fort Lauderdale Fleet Fenceline.

### 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 City of Fort Lauderdale Fleet Fenceline.
- 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 City of Fort Lauderdale Fleet Fenceline will respond to them.

### 3.0 Responsibility

- 3.1 The **Department Director or designee** and the **Program Manager** will be responsible for accessing, maintaining, reviewing and updating all of the Emergency Preparedness Plans (See **COFL-FF-ED-4.4.7-2 Emergency Preparedness Plan Review** section 2.0). This body of work includes identifying required training and coordinating this training with each Department within the Fleet Fenceline. The **Department Director or designee** and the **Program Manager** will also initiate an annual review of the ESMS requirements for emergency preparedness and response and provide updates to the **Management Representative**.
- 3.2 The **ESMS Core Team** and **Department Director or designee** will participate in the initial identification of potential emergency and accidents. The **Program Manager** will coordinate the review and revision of the Emergency Preparedness Plans following the occurrence of a reportable spill or emergency, as needed.

### 4.0 Definitions

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

### 5.0 Process

- 5.1 An Emergency Preparedness Plan review will be conducted annually by **Emergency Manager** and the **Program Manager**. This review will be documented on **COFL-FF-ED-4.4.7-2 Emergency Preparedness Plan Review**.
- 5.2 COFL Emergency Preparedness Plans will be linked to the ESMS and will be accessible and located in the following area:



- 5.2.1 Fleet Maintenance Facility - hard copy location
- 5.3 All City of Fort Lauderdale Fleet Fenceline employees are made aware of the Emergency Preparedness Plans.
- 5.4 Emergencies and spills will be reported to the **Area Supervisors** as required by the federal, state and local regulations.
- 5.5 The **Department Director or designee** and the **Program Manager** will ensure the Emergency Preparedness Plans are documented, properly reviewed and updated as. The Emergency Preparedness Plans should be reviewed for their ability to identify the potential for and response to accidents, emergency situations, and mitigating environmental impacts that may include: accidental discharges to air, water, and land.
- 5.6 The Emergency Preparedness Plans will undergo a review after the occurrence of a reportable spill or emergency situation or annually.
- 5.7 Emergency preparedness drills shall be carried out when necessary, but no less than annually and documented for permanent records. All documents shall be tracked in **COFL-FF-ED-4.4.5-2 Master Document & Review Matrix**.

## 6.0 References / Related Documents

- 6.1 COFL-FF-ED-4.4.7-2 Emergency Preparedness Plan Review
- 6.2 COFL-FF-ED-4.4.7-4 Emergency Preparedness Annual Review Maintenance
- 6.3 COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure
- 6.4 COFL-FF-ED-4.4.5-2 Master Document & Review Matrix