

**City of Dallas**  
**Environmental Management System**



**EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE**

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**1.0 POLICY**

Utilization of Environmental Management Systems (EMS), as appropriate for our operations, to provide framework for systematically reviewing and reducing our environmental footprint.

**2.0 PURPOSE**

This document describes department's responsibilities for preparing and responding to a potential emergency and/or accident that can impact the environment. This procedure further describes the City of Dallas (City) emergency response guidelines as it applies to the EMS program.

**3.0 SCOPE**

This procedure only applies to environmental emergencies resulting from City operations.

**4.0 RESPONSIBILITY**

**4.1** Office of Environmental Quality (OEQ) is responsible for:

- 4.1.1 Assisting in periodic drills and/or exercises;
- 4.1.2 Reviewing City's Emergency Response Procedures periodically or upon request;
- 4.1.3 Providing expert advice to City Departments during environmental emergencies;
- 4.1.4 Responding to non-hazardous spills reported to OEQ by City Departments;
- 4.1.5 Tracking spills reported to OEQ by City departments;

**4.2** Dallas Fire-Rescue is responsible for:

- 4.2.1 Enforcing fire codes that regulate the storage, transportation and use of hazardous materials;

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- 4.2.2 Maintaining reports and records of facilities that submit reports to them under SARA Title III Section 312 and the Texas Community Right to Know Acts;
- 4.2.3 Providing hazardous material training for Dallas Fire Rescue staff as required by regulations;
- 4.2.4 Maintaining a list of radiological material licensed users and their location;
- 4.2.5 Initiating appropriate level of emergency response for environmental incidents;
- 4.2.6 Maintaining and updating the Hazardous Materials Release Plan and forwarding changes to Office of Emergency Management;
- 4.2.7 Conducting periodic drills/exercises that test potential emergency response situations and mitigation tactics;
- 4.2.8 Providing training to radiological monitors as needed;

**4.3** Dallas Police Department is responsible for:

- 4.3.1 Responding to emergency and non-emergency events where there is a potential for an environmental impact(s) as requested by the Dallas Fire Rescue Department;
- 4.3.2 Conducting criminal investigations when an environmental incident is suspected to have been intentional or assistance is requested;

**4.4** Office of Emergency Management is responsible for:

- 4.4.1 Maintaining all public warning systems that provide critical public safety information;
- 4.4.2 Communicating with City appropriate City emergency first responders when during a major emergency;
- 4.4.3 Managing and controlling public relief efforts during crisis or disaster situations when needed;
- 4.4.4 Conducting quarterly Table Top exercises to train the trainer. These trainers will go back to their departments and conduct Mock Drills in an effort to train their employees on departmental environmental emergency response and reporting process;
- 4.4.5 Revising the City's Master Emergency Operations Plans when necessary, in particular after an occurrence of an incident or emergency situation warrants a change is needed;

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- 4.5 Public Works and Transportation, Storm Water Management Section is responsible for:
  - 4.5.1 Maintaining an inventory of absorbents and other supplies for hydrocarbon spill recovery and clean-up;
  - 4.5.2 Maintaining contracting ability for disposal and pickup of hazardous waste;
  - 4.5.3 Responding to spills and providing technical assistance as requested by Dallas Fire-Rescue or 3-1-1 dispatch operators;
  - 4.5.4 The Storm Water Management Section maintains an emergency contact list that is distributed monthly to designated personnel who are responsible for spill notification. [moved from Section 5.8]
  
- 4.6 Assistant Director of Water Operations is responsible for:
  - 4.6.1 Ordering action by the appropriate Water Utilities personnel during a water supply contamination incident;
  - 4.6.2 Requesting additional support from other City departments depending on the extent and cause of contamination;
  - 4.6.3 Determining whether a command post is needed for the incident;
  
- 4.7 Facility Manager/Supervisor are responsible for:
  - 4.7.1 Determining key emergency personnel, contact agency's details and emergency supplies needs and location and posting this information;
  - 4.7.2 Ensuring that employees within the environmental fenceline are trained on environmental emergency response;
  - 4.7.3 Ensuring that drills and/or exercise to simulate an incident are conducted annually, or more frequently as necessary;
  - 4.7.4 Posting evacuation routes and assembly points;
  
- 4.8 Environmental Management Representatives (EMR's) or site Environmental Coordinators are responsible for:
  - 4.8.1 Assisting the Department in identifying potential emergency situations;
  - 4.8.2 Assisting the Department on developing response procedures for potential environmental emergency situation;
  - 4.8.3 Ensuring that the Department notifies Dallas Fire-Rescue immediately for a hazardous material spill;
  - 4.8.4 Notifying OEQ and their Director of spill within 4 hours;

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- 4.9** City Employees are responsible for:
- 4.9.1 Abiding and complying with Administrative Directive (AD) 3-74 Spill Response Procedure;
  - 4.9.2 Reporting City spills through the appropriate process as outlined in their department's spill response procedure;

**5.0 PROCEDURES**

- 5.1** The City has procedures in place to mitigate emergency response situations. Dallas employees receive training on emergency response and reporting. Environmental incidents, such as chemical materials releases to the land, air or water shall be reported to these numbers:
- 5.1.1 Emergency Number: 911 or (214) 670-3911
  - 5.1.2 Non Emergency Number: 311 or (214) 670-5111
- 5.2** Spill response efforts shall be conducted in accordance with Administrative Directive (AD) 3-74, Spill Response Procedures.
- 5.3** Drills and/or exercises to simulate an incident shall be conducted annually, or more frequently as necessary.
- 5.4** If the incident causes a significant environmental impact or is a regulated incident, notification to the proper agency shall be made by as required.
- 5.5** Emergency situations resulting in an environmental impact shall be documented and submitted to OEQ for further investigation.
- 5.6** Facilities which store chemicals shall have adequate spill clean up/neutralizing materials available onsite to control a large spill.
- 5.7** Employees who are required to respond to spills shall be trained on spill response, clean up procedures and use of their onsite spill clean up kits.
- 5.8** Affected employees shall be trained on and aware of environmental incident reporting procedures.
- 5.9** Phone numbers for reporting an environmental incident shall be posted at locations where a potential for accidental release exist.

**6.0 RELATED DOCUMENTS**

AD 3-74 Spill Response Procedure

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City of Dallas Master Emergency Operations Plan, Annex Q (Hazardous Materials and Oil Spill Response)

**7.0 DEFINITIONS**

None