



Albemarle County Public Schools

Subject:
Emergency Preparedness and Response

Document No.: EMS-12	Issue Date: 5/23/2014	Expiration Date: 5/23/2014	Last Revised: 7/01/2009	Page: 1 of 2	Prepared By: LCS	Approved By: JT, JPL, JD, GS
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1.0 PURPOSE

The purpose of this procedure is to establish, implement and maintain a procedure for the identification of potential emergency situations and accidents that can have an adverse impact on the environment, and to establish a response plan in order to prevent, mitigate, or limit any potential adverse environmental impacts associated with such an incident.

2.0 SCOPE

This procedure applies to all operations within the Albemarle County Public School Division.

3.0 DEFINITIONS

emergency – any potential problem, accident, spill, fire, or any other situation which requires immediate, effective response in order to mitigate or prevent adverse impacts on the environment, human life or the facility and its operations.

4.0 RESPONSIBILITY AND AUTHORITY

4.1 The Environmental Compliance Manager (ECM) or designee:

- Collaborate with the EMS Core Team in identifying a comprehensive list of all potential emergencies, and in developing response plans for identified emergencies.

4.2 EMS Core Team:

- Collaborate with the ECM in identifying potential emergencies and developing appropriate response plans for identified emergencies (response plans can take the form of SOPs, manuals, diagrams, etc.)
- Evaluate Emergency Response Plans with ECM annually at a minimum.
- Communicate any changes in facility or equipment that could lead to an emergency to ECM immediately.

5.0 REQUIREMENTS AND PROCEDURE

The following procedure will be implemented as it is incorporated into the Albemarle County Public School Division's EMS process:



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5.1 Existing Emergency Response Plans

If the facility has existing emergency response procedures, the EMS Core Team will review these to ensure they are adequate. The team shall ensure the plans cover all facility impacts and equipment that may potentially cause an emergency. These procedures may be modified as necessary by the team, or used "as is."

5.2 Creating a Comprehensive List

The EMS Core Team and ECM will meet to create a list of potential emergency situations within the Division. This list will be maintained (and updated) in the "Emergency Response Log", EMS-12-R-01.

- Significant Aspects/Impacts should be considered to ensure any potential situations associated with these are addressed.
- Previous accidents/emergencies at the facility should be considered.
- The EMS Core Team should evaluate any emergency situations that could be associated with equipment usage or any situations that may negatively impact the environment.

5.3 Developing Response Procedures and Plans

Once the list of potential emergency situations is finalized, the EMS Core Team will work to develop appropriate response plans and procedures to address each potential identified emergency situation.

5.4 Communicating Emergency Response Plans

Appropriate staff members will be informed of the Emergency Response Plans and Procedures. Staff members who are involved in day-to-day activities that could cause or observe an identified emergency shall receive appropriate training. If deemed appropriate by the ECM, local emergency responders shall be made aware of the Emergency Response Plan(s).

5.5 Periodic Evaluation

The Emergency Response Plans shall be routinely evaluated annually at a minimum by the EMS Core Team. The Emergency Response Plans will also be evaluated after any major change in facility operations or installation of new equipment that may affect the facility's potential for emergency situations to occur. It is the responsibility of the EMS Core Team to notify the ECM when such a change occurs or is planned.

The EMS Core Team will also evaluate the effectiveness of the response procedures after the occurrence of an incident or emergency situation. Changes to the response procedures to improve the timeliness and effectiveness of the response should be made as necessary.

5.6 Recording Emergency Incidents

All emergency incidents should be recorded in the Emergency Response Log (EMS-12-R-01).