



<i>Environmental Guideline</i> Emergency Preparedness and Response	
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<i>Contact Person:</i>	John Student (DEQ / Community Protection Section)
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Activity Description
<p>Developing and maintaining the strategies, plans, procedures, capabilities, and resources pertinent to the Department's emergency preparedness and response program. The goal of the program is to provide the highest level of technical competence, resource support, and services to emergency managers during any disaster or emergency situation that confronts the City and County of Denver. These activities include:</p> <ul style="list-style-type: none"> • Developing / updating DEH's emergency preparedness and response plans • Maintaining DEH emergency command center functions • Maintaining DEH emergency response resource and equipment • Maintaining DEH emergency responder training and certification • Coordination of emergency preparedness and response with other entities

Potential Environmental Risks
<p>The following environmental concerns are associated with this activity:</p> <ul style="list-style-type: none"> • Exposure of the public to hazards attributable to chemical, biological, radiological, nuclear, and high yield explosive (CBRNE) incidents • Air pollution & odors • Improper or inappropriate disposal of Wastes • Contamination of food supplies • Contamination of animals • Mass fatalities • Disposal of contaminated spill response media • Release of contaminated fluids to sewer • Sediment a& erosion control • Contamination of Soils • Contamination of surface water • Contamination of ground water • Collection / disposal of contaminated wash water
<p>Potential consequences from performing the activity incorrectly:</p> <ul style="list-style-type: none"> • Property damage, personal injury, damage to the environment. • Financial (funding) loss. • Possible regulatory non-compliance.

Critical Operating Requirements
<p>A. General Requirements</p> <p>Prohibited Activities</p> <ul style="list-style-type: none"> • Disregard of conditions imposed for the resources, equipment or funds received from Federal or State grants.

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A. General Requirements (continued)	
General Considerations	
<ul style="list-style-type: none">• This Environmental Guideline is meant as guidance only and does not supersede any regulations.• Employees are encouraged to review applicable regulations, policies, plans and procedures and manage their activities accordingly.• Every employee assigned to an emergency response activity is responsible for attaining appropriate training/certification.• Employees are expected to participate in DEH’s emergency response training sessions, drills, and exercises.• Appropriate personnel protective equipment (PPE) should be used during emergency response.• Additional division-specific training requirements, procedures, and equipment may be required to conduct that division’s emergency preparedness and response activities.	
Training Requirements	
<ul style="list-style-type: none">• Individuals assigned to emergency response program activities should be trained / certified in activity-specific training in accordance with all applicable State and Federal requirements.• All DEH emergency response personnel should be certified/trained in:<ul style="list-style-type: none">○ Incident Command System (ICS)○ National Incident Management System (NIMS)○ National Response Plan (NRP)○ Use and Care of 800 MHz Radios• Supervisors and Command personnel must have additional training in:<ul style="list-style-type: none">○ ICS-200, ICS-300• Field Team personnel must receive additional training in:<ul style="list-style-type: none">○ OSHA 29 CFR 1910.120○ PPE use and care	
Storage & Material Handling Requirements	
<ul style="list-style-type: none">• Maintain legible labels and markings on all equipment and supplies.• Inventory and replenish equipment and supplies as needed.	

B. Planning Requirements	<i>Responsible: Agency</i>
B1. Work collaboratively with the Office of Emergency Management (OEM) and other city and metro-area agencies to identify appropriate responses to emergency preparedness situations.	
B2. Prepare training exercises for pertinent staff to acquire and retain necessary competencies.	
B3. Have necessary Personal Protective equipment on hand.	
B4. Identify and procure necessary field equipment to support Emergency Preparedness activities.	
B5. Identify and procure necessary equipment to support Command Center activities.	

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<u>C. Critical Tasks</u>	<i>Responsible: Agency</i>
C1. Implement Command Center upon notification of an Emergency.	
C2. Implement appropriate level of response, involving appropriate staff when necessary	
C3. Use appropriate PPE where necessary.	

<u>D. Emergency Response</u>	<i>Responsible: Agency</i>
D1. If a spill occurs, refer to Environmental Guideline Spill Response. <ul style="list-style-type: none"> • Call 311 immediately (during normal business hours) or at 303-206-0001 after normal business hours for all spills. 	
D2. Control spills to minimize property damage and eliminate imminent risk to human health and the environment.	
D3. Control spills to minimize property damage and eliminate imminent risk to human health and the environment.	
D4. Containerize all collected wastes and evaluate for labeling, storage and disposal.	

<u>E. Inspection & Maintenance Requirements</u>	<i>Responsible: Agency</i>
E1. Perform and document all inspections of emergency response equipment inventories.	
E2. Inspect and track employee training, PPE, etc. records.	

<u>Expected Records / Outputs</u>	
<u>Record / Output</u>	<u>Instructions</u>
Inventory of Resources and Equipment	<ul style="list-style-type: none"> • Identify staff, equipment and functional capability. • Maintain inventory on spreadsheets or database • Compile and submit DEH-wide inventory when requested by Denver OEM
Medical Monitoring	<ul style="list-style-type: none"> • TBD after CCoD sets policy
Respirator Fit Tests	<ul style="list-style-type: none"> • Maintain a record of face piece manufacturer, model and size along with the results of each test for each applicable employee. • Records of fit tests should be maintained on PDF files, spreadsheets or database • Identify whether spectral kits are needed by the applicable employee
Respiratory Protection Program	<ul style="list-style-type: none"> • TBD
Evidence of training	<ul style="list-style-type: none"> • While formal certifications are not always necessary, some form of “proof of training” (such as sign-in sheets and handouts) is expected. • Records of completion / certifications should be maintained on database and within hard copy files.
Calibration of Equipment	<ul style="list-style-type: none"> • Annual calibration records for applicable equipment is to be kept on file and recorded in database
Records of Training	<ul style="list-style-type: none"> • Maintain database(s) to track training needs / completions for each applicable employee • Utilize the Denver UASI Training database as appropriate

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References

Phone Numbers

- **311 (for Spill Reporting during normal business hours).....3-1-1**
- DEH DEQ Emergency Response (after normal business hours)..... (303) 206-0001
- Bill Benerman (DEQ Environmental Scientist Supervisor) (720) 865-5436
- John Student (DEH DEQ)..... (720) 865-5432

Guidance Materials (list not limited to the following)

- National Response Plan, December 2004
- Target Capability List
- National Incident Management System
- Interim National Preparedness Goal, March 31, 2005
- National Preparedness Guidance, March 31, 2005
- National Strategy for Pandemic Influenza
- HHS Pandemic Influenza Plan
- Emergency Responder Guidelines. August 1, 2002
- Responder Knowledge Base
- Homeland Security Digital Library (HSDL)
- Lessons Learned Information Sharing (LLIS)
- Colorado State Emergency Operations Plan Revision 6 - September 1, 2003
- State Emergency Operations Plan
- Colorado Homeland Security Strategy Public Planning Document 2005, December 2004
- State Homeland Security Program and Capability Review Guidebook, Vols. 1 & 2
- "City and County of Denver Emergency Operations Plan" including its Functional Annexes and Appendices, dated August 2002
- DEH ADMINISTRATIVE POLICIES and PROCEDURES # A-14 Disaster Preparedness
- DEH Disaster Plan
- DEH Emergency Command Center Operations Guide
- DEH Safety Policy and Plan
- Executive Order No. 65 Operational Safety and Health Program, June 20, 2008
- Executive Order No. 128 Adoption of the National Incident Management System, March 13, 2007.
- Executive Order No. 85 Disaster Response Policy and City and County of Denver Emergency Operations Plan, Nov. 12, 2002
- Executive Order No.85A Procedural Guidance for Disaster Response, Nov. 12, 2002

Training Materials (list not limited to the following)

- National Incident Management System
- Homeland Security Training Denver Urban Area Security Initiative
- Operating procedures training (On-the-Job)
- Operator site specific training materials for handling Hazardous Wastes

Related Environmental Guidelines (list not limited to the following)

- Spill Response
- General Waste Management

Applicable Regulations (list not limited to the following)

- 40 CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
- 40 CFR 122-124 NPDES Regulations for Storm Water Discharges
- 6 CCR 1007-3, Part 261 State RCRA Regulations
- CCoD Ordinances
- Denver Wastewater Management Division Rules & Regulations
- Metro Wastewater Reclamation District Rules & Regulations

Other Documents

- None identified

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