



<b>SEMP-12</b>		<b>U.S. Army-Hawaii</b>	
<b>PROCEDURE:</b> <b>Emergency Preparedness and Response</b>		<b>DATE:</b> <b>24 June 2010</b>	Page 1 of 5
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## SEMP-12: Emergency Preparedness and Response

### 1. Purpose

To establish a procedure to ensure that the U.S. Army-Hawaii identifies potential accidents and emergency situations that can impact the environment and to provide appropriate responses to mitigate resulting environmental impacts.

### 2. Definitions

Definitions and acronyms are included in the SEM Manual.

### 3. Requirement [ISO 14001:4.4.7] and Procedure

ISO Requirement	Procedure
<p>The organization shall establish, implement and maintain a procedure(s) to identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them.</p>	<p>U.S. Army-Hawaii maintains an Incident Command System consisting of an interdisciplinary organizational structure and associated plans, policies, procedures and facilities necessary to plan for, and for responding to accidents and emergency situations of all types and complexities.</p> <p>Comprehensive procedures for planning and responding to potential accidents and emergency situations affecting U.S. Army- Hawaii are described in the following Installation Plans:</p> <ul style="list-style-type: none"> <li>• Antiterrorism-Force Protection Plan – Contains detailed procedures for dealing with Force Protection, Physical Security, Information Operations, Law Enforcement, Weapons of Mass Destruction, Disaster Preparedness, Fire and Safety and Personnel Security to protect all assets.</li> <li>• Wildland Fire Management Plan – Contains detailed procedures for dealing with wild fires occurring on the installation ranges and other unimproved land areas under the responsibility of the installation.</li> <li>• Disaster Preparedness Operations Plan – Contains detailed procedures for dealing with Severe Weather and Natural Disasters.</li> <li>• Spill Prevention Control and Countermeasures Plan – Contains detailed procedures for dealing with the release of harmful pollutants to the environment.</li> <li>• Hazardous Waste Management Plan – Contains detailed procedures for disposing of Hazardous Waste resulting from an accidental spill.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Site Specific Spill Contingency and Emergency Evacuation Standard Operating Procedures (SOPs) – Contain facility specific detailed procedures for dealing with the release of harmful pollutants to the environment.</li> </ul>
shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.	Response procedures, prevention measures, and mitigation measures are described in each Installation Plans and facility specific SOPs referenced above. The plans and SOPs also contain applicable points of contact and responsibilities for responding to emergency situations.
shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.	Emergency procedures are reviewed periodically based on associated regulatory requirements. An After Action Report (AAR) identifying strengths, potential areas for improvement and recommendations for follow-up actions is developed following each exercise.  Plans and SOPs are revised, as necessary, based on the result of the AAR, and/or after the occurrence of an emergency situation, and/or as required by Federal, State, local, and Army regulations.
shall also periodically test such procedures where practicable.	Scheduled exercises to test all emergency procedures are planned and conducted periodically. For example, Anti-Terrorism Force Protection, Chemical, Biological, Radiological, and Nuclear (CBRN) and mass casualty exercises that engage all levels of the command and all levels of the community (local police, media, and fire department) are conducted annually. Other emergency procedures are tested several times per year and address hazardous materials, biological and chemical releases, and spills.

#### 4. Responsibilities

<b>Responsible Party</b>	<b>Responsibilities</b>
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> <li>• Approves and issues Emergency Preparedness and Response procedures affecting Garrison-wide operations.</li> <li>• Orders units/organizations to implement the Emergency Preparedness and Response procedures applicable to their respective operations.</li> </ul>
Directorate of Plans, Training, Mobilization and Security (DPTMS)	<ul style="list-style-type: none"> <li>• Identifies potential emergency situations that could occur at the installation and ensures applicable Emergency Preparedness and Responses procedures are developed.</li> <li>• Maintains the Installation Antiterrorism-Force Protection Plan, Wildland Fire Management Plan and Disaster Preparedness Operations Plan.</li> <li>• Plans and schedules exercises to test all emergency procedures</li> </ul>

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	periodically.
Directorate of Emergency Services (DES)	<ul style="list-style-type: none"> <li>Provides support to the DPTMS in identifying potential emergency situations that could occur at the installation and assists in maintaining applicable Emergency Preparedness and Responses procedures.</li> <li>Participates in testing, reviewing and updating the Emergency Preparedness and Response procedures.</li> </ul>
Federal Fire Department US Navy	<ul style="list-style-type: none"> <li>Responds to all fires and emergencies on the installation with the exception of wildland fires.</li> </ul>
Installation Fire Department	<ul style="list-style-type: none"> <li>Responds to wildland fires on ranges and other unimproved land areas under the responsibility of the installation.</li> </ul>
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> <li>Has the ultimate responsibility for emergency response procedures related to environmental protection.</li> <li>Works with appropriate personnel to develop, review and approve emergency response procedures to safeguard the environment.</li> </ul>
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> <li>Maintains index of controlled documents and records, including those associated with emergency response procedures.</li> </ul>
Environmental Division Staff	<ul style="list-style-type: none"> <li>Identifies potential activities and operations that could result in an emergencies/accidents situation that can adversely impact the environment, and document appropriate prevention, response and mitigation procedures in a plan or SOP.</li> <li>Maintains the Spill Prevention Control and Countermeasures (SPCC) Plan and Installation Hazardous Waste Management Plan (IHWMP).</li> <li>Coordinates with affected units/organizations to ensure appropriate facility specific spill prevention measures, response and mitigation and Hazardous Waste management procedures are in place.</li> <li>Provides specific guidelines and approval to units/organizations planning any non-routine operations that could lead to an emergency situation with potential risks to the environment.</li> <li>Conducts periodic Emergency Spill Response exercises.</li> <li>Responds to accidental spills and oversees proper cleanup and/or coordinates contractor support for emergency situations that are beyond in-house capabilities.</li> <li>Makes required notifications to environmental regulatory agencies in the event a reportable spill occurs.</li> <li>Ensures that environmental documents are updated as required by Federal, State, local, and Army regulations, after the occurrence of accidents or emergency situations and/or as a result of spill response exercise results.</li> <li>Ensures that the most recent versions of environmental documents are available to all appropriate users.</li> </ul>
Environmental Quality	<ul style="list-style-type: none"> <li>Communicate and enforce compliance with relevant Emergency</li> </ul>

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Control Committee (EQCC) Members	<p>Preparedness and Response procedures within their respective unit/organization.</p> <ul style="list-style-type: none"> <li>Review the successes or failures of complying with applicable Emergency Preparedness and Response procedures within their respective unit/organization and implement corrective actions as necessary.</li> </ul>
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> <li>Communicate and enforce compliance with relevant Emergency Preparedness and Response procedures within their respective unit/organization.</li> <li>Review the successes or failures of complying with applicable Emergency Preparedness and Response procedures within their respective unit/organization and implement corrective actions as necessary.</li> </ul>
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> <li>Communicate and enforce compliance with relevant Emergency Preparedness and Response procedures within their respective unit/organization.</li> <li>Review the successes or failures of complying with applicable Emergency Preparedness and Response procedures within their respective unit/organization and implement corrective actions as necessary.</li> <li>Notify the Environmental Division of any non-routine operations that could lead to an emergency situation with potential risks to the environment prior commencing the non-routine operation.</li> </ul>
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> <li>Responsible for knowing and abiding by the Emergency Preparedness and Response procedures applicable to their facility.</li> <li>Communicate the applicable Emergency Preparedness and Response procedures to facility personnel.</li> <li>Develop site specific Spill Contingency and Emergency Evacuation Standard Operating Procedures (SOPs).</li> <li>Respond to accidental spills affecting their facility and initiate proper cleanup if within their capabilities.</li> <li>Communicate any successes or challenges in complying with applicable Emergency Preparedness and Response procedures to their Supervisors, CFT representatives or the Environmental Division.</li> <li>Coordinate with Environmental Division, as needed, to ensure current versions of Emergency Preparedness and Response procedures are available.</li> <li>Notify their Supervisors, CFT representatives or the Environmental Division of any non-routine operations that could lead to an emergency situation with potential risks to the environment prior commencing the non-routine operation.</li> <li>Notify the Environmental Division of changes in processes that affect the Emergency Preparedness and Response procedures.</li> <li>Notify affected facility personnel of relevant changes to the Emergency</li> </ul>

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	Preparedness and Response procedures.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> <li>Responsible for knowing and abiding by the Emergency Preparedness and Response procedures affecting their work practices.</li> <li>Verify that printed Emergency Preparedness and Response procedures are current prior to use.</li> <li>Communicate any successes or challenges in complying with applicable Emergency Preparedness and Response procedures to their Supervisors, CFT representatives, ECOs or the Environmental Division.</li> <li>Notify their Supervisors, CFT representatives or the Environmental Division of any non-routine operations that could lead to an emergency situation with potential risks to the environment prior commencing the non-routine operation.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>Responsible for knowing and abiding by the installation applicable Emergency Preparedness and Response procedures pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.</li> </ul>

## 5. References

- ISO 14001:2004(E), 4.4.7 Emergency Preparedness and Response
- U.S. Army-Hawaii SEM Manual
- Antiterrorism-Force Protection Plan
- Wildland Fire Management Plan
- Disaster Preparedness Operations Plan
- Spill Prevention Control and Countermeasures Plan
- Hazardous Waste Management Plan
- Site Specific Spill Contingency and Emergency Evacuation Standard Operating Procedures

Revision Date	Nature of Revision	Document Review Participants
18 Nov 09	Edited to provide more detailed information regarding the installation's Emergency Preparedness and Response procedures and added additional references to applicable installation plans.	Chantal Leonard
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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