

Element 11 – Emergency Preparedness and Response

Version Number: 7

Version Date: August 22, 2016

Purpose

The Emergency Procedures Manuals have been created to minimize response time to potential emergency situations, including situations that may result in problems with biosolids quality, public health and safety, or public acceptance of the District's biosolids management program.

The following describes the District's procedures for reviewing and revising the Emergency Procedures Manuals.

Responsible Parties

EMS Coordinator

Division Heads

Resident Engineers of the Biosolids Contracts

Procedures

1. On an annual basis in January, as part of the Internal Audit, the EMS Coordinator will send a memo directing the Division Heads to review their respective Emergency Procedures Manual(s). The Risk Manager is to be copied on the memo. If necessary, the Emergency Procedures Manual(s) will be revised, printed, and distributed to District staff.
2. Plant staff will initiate the review process without written direction any time an Emergency Procedures Manual is used in an actual emergency situation and revise if necessary.
3. Requirements for emergency procedures and response plans for biosolids contractors are located in the detail specifications of the contract documents. A list of all the biosolids contracts is on file with the EMS Coordinator.
4. A summary of changes to the Emergency Procedures Manuals related to the District's biosolids management program will be published in the *Biosolids Program and EMS Performance Report*, described in Element 15.

References

- Biosolids Contracts
- Document 11.1 – Emergency Procedures Manual Table of Contents
- Element 15 – Biosolids Management Program Performance Report
- List of Biosolids Contracts (on file with the EMS Coordinator)
- Hanover Park WRP Emergency Procedures Manual
- John E. Egan WRP Emergency Procedures Manual
- James C. Kirie WRP Emergency Procedures Manual
- Terrance J. O’Brien WRP Emergency Procedures Manual
- Stickney WRP Emergency Procedures Manual
- Calumet Area Emergency Procedures Manual (includes Calumet and Lemont WRPs)
- Emergency Procedures and Response Plans for Biosolids Contractors (on file with the Resident Engineer)
- Industrial Waste Division’s Emergency Response Procedures and Report (on file with the Industrial Waste Division)

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	9/15/05	Added procedure for emergency procedures for contractors. Referenced Contractor’s Emergency Preparedness and Response Plans in the Reference Section.
2	1/9/08	Included Industrial Waste Division’s Emergency Response Procedures and Report
3	5/9/08	Revised Procedure 3 to remove EMS Coordinator review of biosolids contracts. The EMS Coordinator is now the Biosolids Manager and all contracts are reviewed by this position.
4	7/8/11	Procedure 4. Changed Title of Report
5	10/17/11	Edited Footer with Official Document Location
6	3/23/15	Updated References by changing North Side WRP to Terrance J. O’Brien WRP. Added Risk Manager: Step 1.
7	8/22/16	Edited Procedure, Step 1. Added Internal Audit