

This Is A
Fire Fresh
Document

FIRESAFETY
FIRESAFETY PLAN

1. GENERAL

1.001 This addendum supplements Section 770-300-200. Place this ahead of Page 1 of this section.

1.002 This addendum is issued to identify certain environmental management and reporting responsibilities as part of the overall Firesafety Plan at each building, including owned and leased facilities.

1.003 Enforcement of environmental compliance practices in our buildings, specifically Operating Practice 131 (Environmental Management) and Attachment 25-B (Emergency Planning and Community Right-to-Know) to Operating Practice 28 (Accident Prevention Plan), are the responsibility of the Firesafety Organization. Where local or state regulations specify additional or more stringent requirements, the appropriate legislated criteria must be followed.

1.004 Each building facility will have differences in environmental requirements because of the uniqueness of individual building construction, operation, occupancy and usage. The Firesafety Plan in this practice should be used as a guide to prepare actual plans that are specifically tailored for individual building facilities. Handling of environmental concerns must be integrated as part of the Firesafety Plans at each building location.

1.005 Day-to-day environmental management activities are the responsibility of individual employees and their supervisors.

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3. IMPLEMENTATION REQUIREMENTS

3.001 The Firesafety Organization members must be thoroughly familiar with the Firesafety Practices outlined in section 760-600 and 770-300 layers and Operating Practices 130 "Fire Fresh", 131 "Environmental Management", and Attachment 25-B (Emergency Planning and Community Right-to-Know [EPCRA]) of 28 "Accident Prevention Plan

3.002 The Deputy Firesafety Director shall act as the facility

representative for environmental reporting and EPCRA purposes and as such must be thoroughly familiar with environmental management conditions and responsibilities at the building. This includes the assigned day-to-day environmental management activities and the policies and procedures covered in Operating Practices 131 "Environmental Management" and Attachment 25-B (Emergency Planning and Community Right-to-Know) to 28 "Accident Prevention Plan

3.003 The Deputy Director is responsible for enforcement of environmental management requirements. Problems with compliance shall be escalated to the appropriate level of management as well as the State Environmental Coordinator. Upon environmental release and/or accident, the safety of employees and occupants in the building is the responsibility of the Deputy Director until such time as the appropriate technical staff or outside agencies provide the necessary assistance and direction.

3.004 If an environmentally unsafe condition occurs, the Deputy Firesafety Director shall be responsible for employee evacuation of affected areas and shall assess adequacy and safety of cleanup operations. Hazardous substance release notification requirements and procedures must be followed in accordance with Attachment 2 to Operating Practice 131 "Environmental Management".

5. EMERGENCY PREPAREDNESS REQUIREMENTS

5.001 The Firesafety Organization and occupants at the facility shall be annually trained by the Deputy Firesafety Director on how to report hazardous substance releases and/or environmental emergency conditions.

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6. PLAN ADMINISTRATION

6.001 The Firesafety Binder shall also include the following environmental management information:

- list of contacts with telephone numbers for reporting environmental substance releases and/or environmental emergency conditions.
- copies of reports required under Federal, state and local Emergency Planning and Community Right-to-Know requirements (e.g. all Material Safety Data Sheets [MSDS]) and the current Tier Two Inventory Form for the facility.
- All other reporting information required by law.

6.002 Problems involving environmental issues should be resolved at the lowest level possible with the assistance of the State

Environmental Coordinator.

7. EMERGENCY RESPONSIBILITIES

7.001 Emergency response procedures for hazardous substance releases are covered in Attachment 2 to Operating Practice 131 "Environmental Management".

8. REPORTS

8.001 Attachment 2 in Operating Practice 131 (Environmental Management) lists reporting requirements and notification procedures to follow should a hazardous substance release occur.

8.002 Section 5.0 in Attachment 25-B (Emergency Planning and Community Right-to-Know) to Operating Practice 28 (Accident Prevention Plan) provides information on Federal EPA EPCRA reporting requirements.

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