

USDA FOREST SERVICE



Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

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4.4.7 Emergency Preparedness and Response

ISO 14001 REQUIREMENTS

This element describes procedures to identify, plan for, and mitigate potential emergencies. The organization responds to emergency situations, reviews the emergency procedures and makes improvements as necessary. Periodic testing of emergency procedures, if practicable, is conducted.

PURPOSE

This procedure describes the process used to create, implement, and maintain emergency preparedness and response actions for PSICC. Specifically, this procedure:

- Describes potential emergency situations and accidents that have the potential to have adverse environmental impacts
- Identifies how PSICC permanent and temporary employees, contractors, permittees, partners, and others respond to emergency situations and accidents in order to prevent or mitigate associated adverse environmental impacts
- Describes the process by which the emergency procedures will be reviewed, revised, and periodically tested

SCOPE

This plan applies to emergency situations that could have significant environmental impacts to resources found on the PSICC. Refined petroleum spills in excess of 25 gallons on dry land, or any amount involving surface or ground water, hazardous spills of unknown substance, wildland fires are emergencies for which employees may lessen, mitigate, or prevent undesired environmental effects by taking prompt action. When dealing with an incident related to oil and gas leases, the PSICC will follow the procedures set forth by the Bureau of Land Management (BLM) in their document titled Reporting of Undesirable Events from 2006.

The procedures outlined in this plan apply to activities conducted by employees or contractors, permittees, partners, volunteers with written authorizations to operate on use or occupy National Forest System lands.

DEFINITIONS

Hazardous Material – a material that is harmful to human health or the environment.

Spill – the release of a hazardous material.

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Release - any spilling, leaking, pumping, pouring, emitting, emptying, discharging injecting, escaping, leaching, dumping, or disposing of a hazardous material into the environment. A release of 25 gallons (State of Colorado) or less of refined petroleum products is not an emergency unless the product enters or threatens to enter water or a sensitive environment (defined by the Clean Water Act).

Discovery - an encounter with an unknown and potentially hazardous material or substance.

Wildland Fire - an unplanned fire that is uncontrolled.

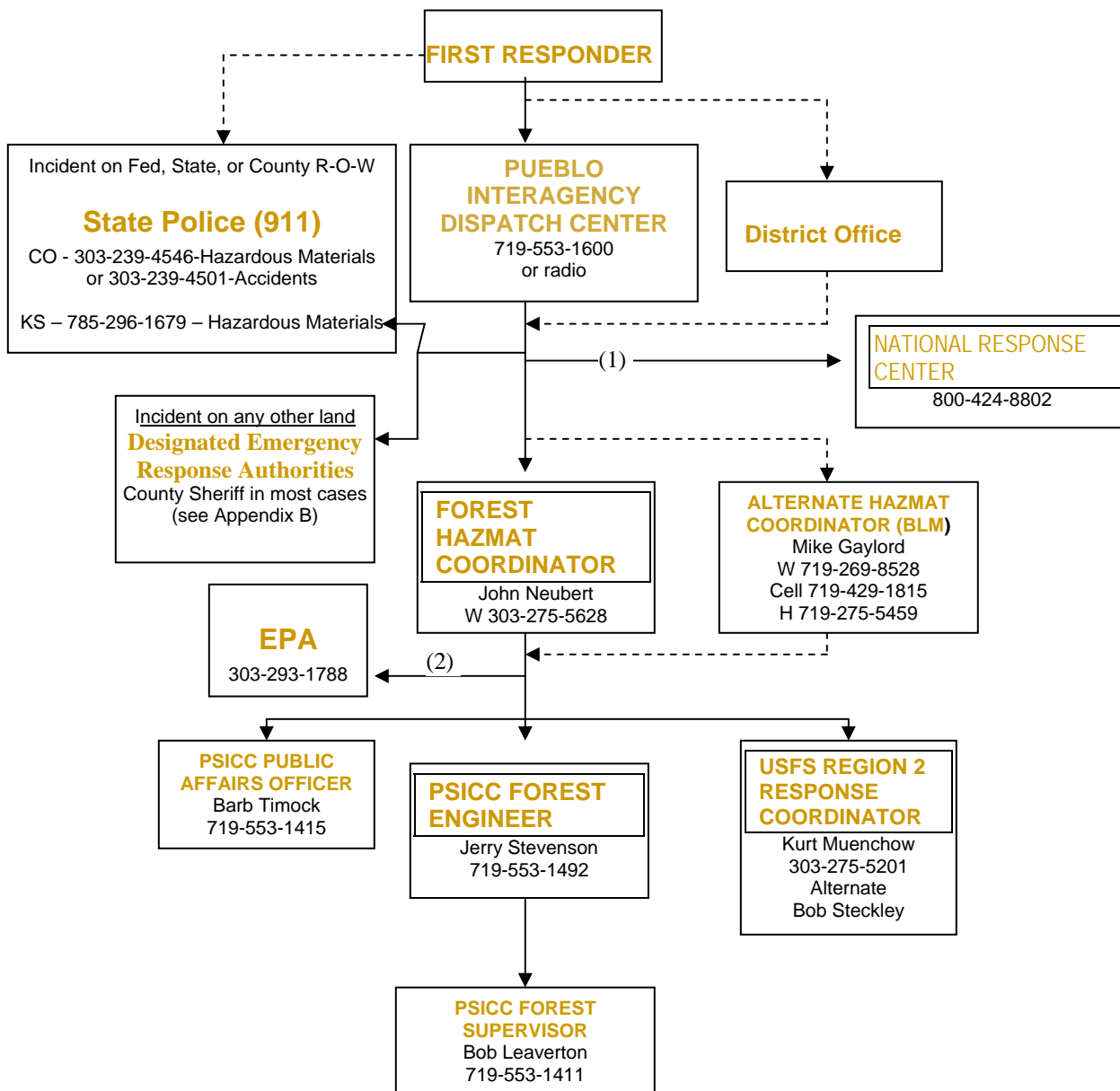
PROCEDURES AND RESPONSIBILITIES



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EMERGENCY SITUATION CALL FLOW (Reportable)



(1)--Notify if it appears a Reportable Quantity of a regulated substance is involved and may be released into the environment.

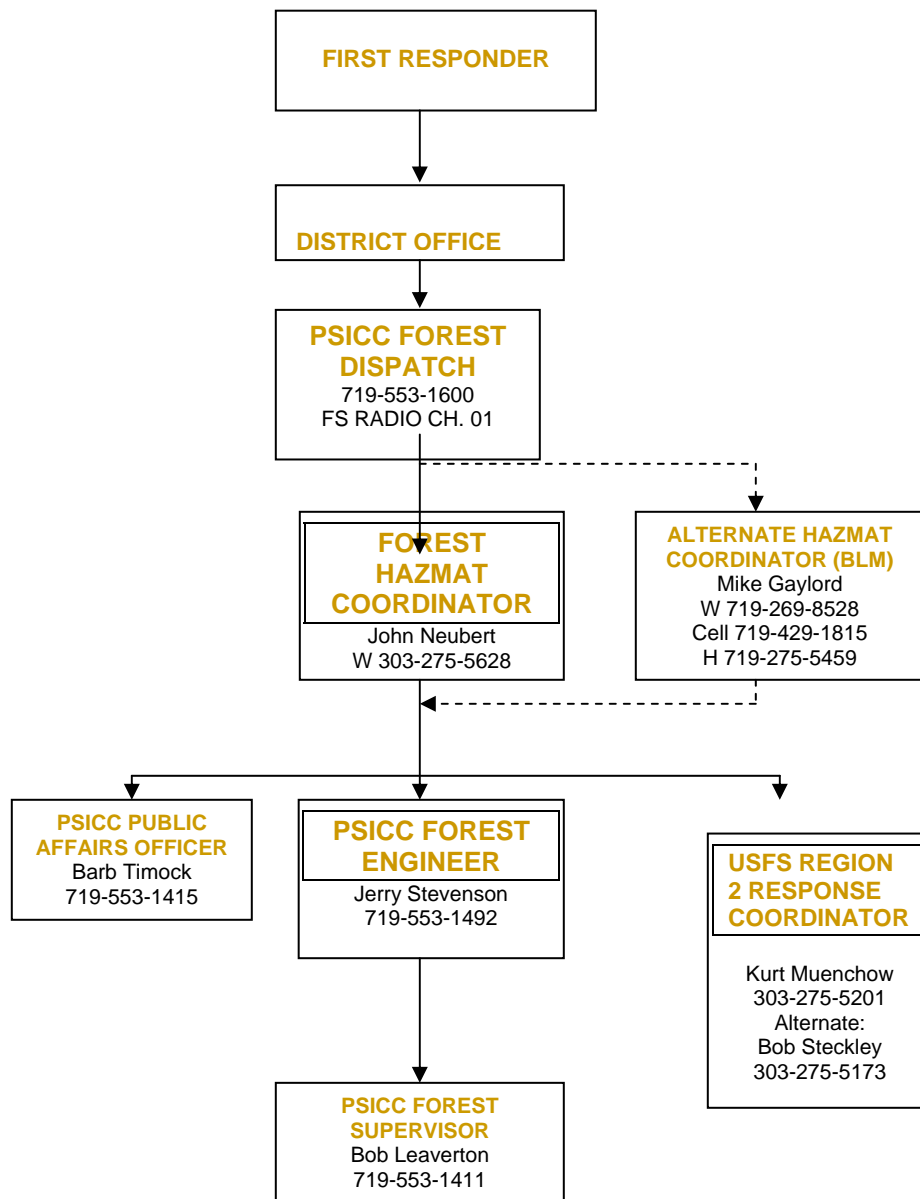
(2)--Contact if either the Technical Assistance Team or an On-Scene Coordinator is warranted.



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NON-EMERGENCY SITUATION CALL FLOW (Non-reportable)



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Spill/Discovery Action Steps (not related to Oil and Gas leases):

If a spill of hazardous material is associated with or results from Contractor operations:

1. If the Contractor can control the spill without hazard to persons or further environmental damage, then the Contractor will coordinate onsite efforts to contain and clean up the spill until Forest Service emergency response personnel arrive. The Contractor will notify the appropriate Emergency Contacts (see above) as soon as possible, consistent with safe operations. Forest Service Contract administration personnel will proceed to the site to monitor progress, document actions, assure that emergency notifications are made in a timely manner, and assure appropriate actions are taken as necessary to protect public safety.
2. If Contractor cannot control spill, the Contractor will, by the most immediate means available, notify Emergency Contacts (above). To the extent that control measures can be implemented in accordance with an approved project hazardous materials spill plan without hazard to persons, the Contractor will take steps to reduce or minimize further environmental damage and maintain public safety until emergency response personnel arrive onsite to take control of incident.

If Forest Service is responsible for spill

1. Notify Emergency Contacts (above) by the most expeditious means.
2. Forest Service personnel on site will secure the area, take steps to reduce or minimize further environmental damage and maintain public safety until emergency response personnel are on site.
3. Emergency response personnel will assume command of the incident upon arrival.
4. Forest Service personnel on site will document actions taken until the time emergency response personnel arrive on scene to assume command of the incident.

If the party responsible for a potentially hazardous spill/hazardous substance is unknown:

Forest Service personnel arriving on site will follow the following protocols:

1. **DO NOT** touch material.
2. Notify Emergency Contacts (above) by the most expeditious means. Provide a description of the site and what is known about the potentially hazardous spill/hazardous substance.
3. Secure the area, take steps to reduce or minimize further environmental damage and maintain public safety until emergency response personnel are on site and assume command of the incident.

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4. Forest Service personnel on site will document actions taken between discovery of the potentially hazardous spill/hazardous substance, and the arrival of emergency response personnel.

A written report is required for all spill or discovery incidents. The District Hazmat Coordinator is responsible for completing the report within one week of the incident and sending it to the Forest Hazmat Coordinator for filing. The report will be retained in the office of the Forest Hazmat Coordinator with a copy of the written report provided to the EMS Management Representative for the EMS 1331 files.

Spill/Discovery Preparedness

Any operation that stores or transports hazardous materials shall meet the minimum EPA requirements (40 CFR 112) and Federal Motor Carrier Safety Administration – FMCSA (49 CFR 171.15 and 16):

EPA storage requirements

The contractor/purchaser/proponent/permittee will take appropriate preventative measures to ensure that any oil or oil products do not enter any stream or other waters of the United States.

A Spill Prevention Control and Countermeasure Plan (SPCC) will be required of any contractor, timber sale purchaser or proponent/permittee if the following conditions apply:

- A combined total above ground oil or oil products storage capacity greater than 1320 gallons in containers that have a capacity of 55 gallons or greater.

DOT Transportation requirements

All motor carriers are responsible for performing the incident reporting functions in accordance with 49 CFR 171.15 and 171.16 when hazardous materials are spilled during transport. Section 171.15 covers immediate telephonic notification following an incident and 171.16 outlines written reporting procedures.

Spill/Discovery Responsibilities

Forest Service Employees—General

Forest employees shall ensure appropriate and timely response, as described above, to releases or threats of releases of hazardous materials located on the PSICC that threaten the environment. Appropriate actions shall include: reporting of incidents, notification of affected forest users and cooperating agencies, and initiation of other mitigation measures as outlined in the PSICC Hazardous Material Emergency Response Plan (see reference below).

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PSICC Unit Managers and Work Supervisors

- Ensure that any employee whose duties involve the use, handling or transportation of hazardous materials receive training commensurate with their responsibilities.
- Ensure that PSICC employees including seasonal and volunteers involved in any of the following activities are trained in Emergency Response procedures;
 - employees who use pesticides or who administer contracts that include use of pesticides
 - any activity where employees may discover a release of hazardous materials
 - employees who are designated hazmat coordinators

PSICC Hazmat Coordinator

- Monitor training standards for Hazardous Materials Management for all employees whose duties involve the use or transportation of hazardous materials, or who administer contracts, permits or agreements.
- Ensure that required emergency response training occurs and training records are maintained.

PSICC employees who administer contracts, permits, volunteer or partnership agreements

- Ensure that legal requirements for spill preparedness and response are included in permittee operating plans, contract solicitations and contract clauses (construction, service and supply contracts), and volunteer and partnership agreements if appropriate.
- Ensure that permittees, contractors, volunteers, and partners meet requirements contained in operating plans, contracts, and agreements.

Reference: [PSICC Hazardous Material Emergency Response Plan.](#)

Emergency Situation

- a. A release of refined petroleum products greater than twenty-five (25) gallons on dry land such as vehicular accidents or storage tank discharges.
- b. A release of refined petroleum products or chemical spills in any amount in the following features: surface water, ground water, dry gullies, or storm sewers.

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- c. Any evidence of a methamphetamine lab such as the following:
- ✓ A strong smell that might resemble urine or an unusual chemical smell like ether, ammonia or acetone.
 - ✓ Lab materials surrounding the property (lantern fuel cans, red chemically stained coffee filters, clear glass jugs and duct tape).
- d. A release of unknown chemical substance
- e. Oil and Gas lease spills (per Oil and Gas Reporting of Undesired Events).

First Responder

Upon encountering what is believed to be an emergency hazardous material situation, the First Responder shall:

- Immediately contact Dispatch to report a suspected emergency hazardous material incident. If Dispatch cannot be reached follow the order of contacts listed in the Emergency Situation Contact Flow.
- Notify the unit Hazmat Coordinator.
- Remain in a safe upwind and uphill location and do not approach the site.
- Take steps to reduce or minimize further environmental damage and maintain public safety until emergency response personnel are on site.
- To prevent unauthorized access, mark the boundaries and block entry without endangering yourself in order to secure the site. Use available material to mark the site (e.g. flagging, tree-tape, survey stakes, aerosol paint).
- Complete, as best as possible, the Hazardous Material Initial Incident Report (appendix C in Hazardous Materials Emergency Response Plan referenced above) and relay appropriate information to Dispatch.
- Brief the Emergency Response Team upon their arrival, but remain on the scene until officially released.

Dispatch

After receiving a hazardous materials spill/discovery report, Dispatch shall:

- Remind the individual to stay a safe distance upwind and uphill from the incident site. Instruct them to not allow anyone, except authorized emergency response personnel, to approach or drive through the site.

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- Instruct them to remain at the scene if they are in radio contact, or by the telephone, until instructed otherwise.
- Determine if they have been contaminated by the incident. If necessary, follow enclosed procedures for handling contaminated personnel (see Appendix D of the Hazardous Materials Emergency Response Plan referenced above).
- Ask for information from their initial incident report.
- Contact the Forest Emergency Response Coordinator (Hazmat Coordinator) or their alternate.
- If the incident is within a Federal, State, or County road right-of-way contact the Colorado Highway Patrol, or the appropriate County emergency management agency or sheriff.
- Notify the State's Department of Public Health and Environment Spill Notification Center, State Emergency Response Commission (SERC), Sheriff, and Local Emergency Planning Committee (LEPC).
- If the incident is on any other lands contact the appropriate County emergency management agency.
- Notify the appropriate District Ranger.
- Keep a log of all communications and actions.

Emergency Response Coordinator (Hazmat Coordinator)

The Forest Emergency Response Coordinator (ERC) shall:

- Obtain all available information on the incident from Dispatch or the First Responder and law enforcement for the administrative record.
- Ensure Dispatch has made all contacts and notifications as listed on the Call Flow.
- Notify the Forest Physical Resources Staff Officer, Public Affairs Officer and Regional Emergency Response Coordinator.
- Assist the Emergency Response Team as necessary.
- Notify the National Response Center. Verify the notification of State's Department of Public Health and Environment Spill Notification Center, State Emergency Response Commission (SERC), Sheriff, and Local Emergency Planning Committee (LEPC).

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- After the emergency is declared over by the appropriate authorities, work with the On-Scene Coordinator (OSC) who is the Regional Emergency Response Coordinator. The OSC shall proceed with supervision of cleanup and removal/disposal of hazardous material on Forest lands and work with contracting to obtain a qualified contractor to complete the necessary site cleanup and disposal.

Wildland Fire

Emergency Contacts

Wildfires must be reported immediately to the following:

Interagency Dispatch (call or radio during or after hours)

- **Pueblo Interagency Dispatch Center (PIDC) 719-553-1600 or by radio**

Wildland Fire Action Steps

If an Incident occurs *where a Forest Service employee, contractor, partner, or volunteer crew is working in the same general area:*

1. **Stop Operations** - Notify your supervisor and the rest of the crew.
2. **Immediately report the fire** – Refer to Emergency Contacts above for reporting information.
 - a. If Forest Service radio communication is possible in your location call the fire location to the Dispatch Office. The person reporting the fire will remain available to the radio to communicate details of the fire, any suppression activity taken, and what further actions may be required.
 - b. If Forest Service radio is not available, use whatever means available to report the fire

The only official copy of this file is the one on the PSICC website. Before using a printed copy, verify that it is the most current version by checking the document issue date on the PSICC website.

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3. Take action.

- a. Personnel not fireline qualified should drive or walk to an area safe from any danger of the fire.
- b. Forest Service personnel who are fireline qualified may take action based on their current Red Card qualification(s). They must maintain radio communication with PIDC at all times and don all appropriate Personal Protective Equipment (PPE).

Wildland Fire Preparedness

All personnel who participate in wildland fire operations will meet Forest Service Handbook 5109.17 <http://fsweb.wo.fs.fed.us/directives/fsh/5109.17/> . Training records documenting personnel qualifications will be maintained by the IQCS Coordinator in Pueblo in the individual's Interagency Qualifications and Certifications System (IQCS) file. Each individual's qualifications will be reviewed annually and approved by the Interagency Unit FMO. Personnel will be required to pass the work capacity test at the level required for their position. If required by their position, personnel will receive fire refresher training as prescribed by Forest Service Handbook 5109.17 <http://fsweb.wo.fs.fed.us/directives/fsh/5109.17/> .

Annually the Zone Fire Management Officer of each zone/district is responsible to oversee the testing of engines, pumps, and other equipment to assure they are in an operational condition. Deficiencies will be corrected prior to use. Deficiencies that occur through the fire season will be corrected as soon as possible. The condition of all equipment will be documented and kept in the logbook with each engine.

The Interagency Unit Fire Management Officer is responsible for carrying out an annual preparedness review on each zone/district. The intent of the review is to insure equipment and fire workforce are available and in condition for initial attack.

All individuals who are working in the field, and all crews working in the field will have at least one operable radio immediately available to them.

Wildland Fire Responsibilities

Forest Supervisors and District Rangers

- Annually communicate the Type 3 Incident Commander's responsibilities, expectations, and authorities as outlined in FSM 5130.43 <http://fsweb.wo.fs.fed.us/directives/html/fsm5000.shtml> .

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Unit Fire Management Officer

- Ensures maintenance of case file for each fire incident
- Provides training and ensures tracking of training for fire suppression personnel.
- Conducts annual preparedness reviews on each district, regional, and national resource.

Zone/District Fire Management Officers

- Ensures that District personnel are trained and physically ready for fire operations.
- Ensures that District fire equipment is operational and kept in a ready state of preparedness.

Unit Dispatch

- Initiates prompt mobilization of appropriate resources to respond to fire incident.
- Maintains contact with each Incident Commander operating on the Forest.

Other PSICC Employees, Contractors, Permittees, Volunteers, Partners (individuals and groups)

- Participate in training to provide awareness of wildland fire reporting.

Wildland Fire Review

The District Rangers are responsible for ensuring that After Action Reviews are conducted for 100% of type 1 and 2 and 10% of type 3, 4, and 5 wildland fires as per Forest Service Policy 5130.43. Incident Reviews will be recorded through the Thirtymile Hazard Abatement Monitoring Checklist and kept in the official fire folder kept at the dispatch office. Prior to the annual EMS Management Review, the Unit Fire Management Officer will look at all the Incident Reviews for the Forest to determine if any changes need to be made to the emergency preparedness and response procedures for wildland fire. Findings will be documented in the official fire folder kept at the dispatch office, and any necessary changes will be made during the annual EMS Management Review.

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Mitigation

Each wildland fire management agency is responsible for taking prompt action to determine the need for and to prescribe and implement emergency treatments to minimize threats to life or property or to stabilize and prevent unacceptable degradation to natural or cultural resources resulting from the effects of a fire on lands administered by the PSICC.

Damages resulting from wildland fires are addressed through three activities:

- Fire Suppression Activity Damage repair – Planned actions taken to repair the damage to resources, lands, and facilities resulting from wildfire suppression actions and documented in the Incident Action Plan. These actions are usually implemented immediately after containment of the fire by the Incident Management Team before demobilization.
- Emergency Stabilization – Planned actions to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life or property resulting from the effects of fire, or to repair/replace/construct physical improvement necessary to prevent degradation of land or resources. Emergency stabilization actions must be taken within one year following containment of a wildland fire and documented in a Burned Area Emergency Response Plan (FSM 2523) <http://fsweb.wo.fs.fed.us/directives/html/fsm2000.shtml>.
- Rehabilitation – Efforts taken within three years of containment of a wildland fire to repair or improve fire-damaged lands unlikely to recover naturally to management approved conditions, or to repair or replace minor facilities damaged by the fire. The efforts, if needed, are documented in a separate Rehabilitation Plan.

Training and Drills

District Rangers and the Supervisor's Office Hazmat Coordinator assure that key preparedness and response topics are discussed and that practice simulations (drills) related to Hazardous Materials emergency preparedness and response are conducted on their units at least annually. Training records will be developed and maintained in accordance with EMS Guide [4.4.2 Competence, Training and Awareness](#).

Annually, each District/Zone will conduct fire preparedness meetings to review and revise emergency preparedness and response procedures for wildland fire suppression. Physical testing, fire safety training and refreshers, and reviews of individual incident qualifications are conducted annually for each employee who participates in fire and

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other emergency response. Annual fire refresher meetings are held on each District and include fire management simulations. The Office of Inspector General (OIG) requires that the agency maintain detailed and accessible documentation on each participating employee of training, qualifications, and experience. Training records will be maintained by the IQCS Coordinator in Pueblo Dispatch and/or the district offices.

The Hazmat Coordinator and EMS Management Representative annually review actual environmental emergency response situations to determine if the response process is working or needs to be revised. Recommended changes are referred to the FLT and Forest Supervisor in accordance with procedures contained in EMS Guide [4.6 Management Review](#).