

Region 8 Sustainability & Environmental Management System

1.0 Purpose

The purpose of this Sustainability & Environmental Management System (SEMS) Emergency Preparedness & Response Plan is to ensure that potential emergencies that may impact the environment at Federal facilities and buildings within GSA Region 8 are identified and addressed.

2.0 Scope

This SEMS Emergency Preparedness & Response Plan references existing GSA and Federal Protective Service (FPS) emergency procedures. This document applies to all persons located at a Federal facility or building in which GSA either owns or leases in GSA Region 8, Attachment A. The Region 8 GSA Business Service Centers are located at the Denver Federal Center (DFC) campus.

3.0 Acronyms, Abbreviations and Definitions

<u>Continuity of Operations Plan (COOP)</u>: An agency's plan to continue operations, usually at an alternate site in the event a disaster or emergency closes the primary work location.

<u>COOP Review Team (CRT)</u>: Ensures the COOP Plan is always current including the "All Associate Calling Cascade".

<u>Designated Official (DO)</u>: The highest ranking official of the primary occupant agency of a Federal facility, or alternatively, a designee selected by mutual agreement of occupant agency officials. The responsible official(s), who develops the emergency plan, coordinates with all building tenants, selects and trains Occupant Emergency Organization members. This official ensures that appropriate procedures are followed during emergencies.

<u>Disaster Recovery Plan</u>: Helps facility occupants recover from a major, usually catastrophic, event that may deny access to the normal facility for an extended period. These plans often cover recovery actions specific to information technology functions.

<u>Emergency</u>: An unusual, serious occurrence where normal operational capabilities are inadequate and where building occupants or Federal property are threatened or sustain damage.

<u>Emergency Support Function #7 (ESF-7)</u>: Provides direct and active support to emergency response and recovery efforts during the initial response phase following a disaster under the National Response Framework and Plan. This support includes locating, procuring and issuing resources.

<u>Environmental Programs Group (EPG)</u>: A group of GSA environmental specialists that assist the agency with regulatory environmental compliance issues.

<u>Federal Emergency Management Agency (FEMA)</u>: Agency of the U.S. government tasked with Disaster Mitigation, Preparedness, Response & Recovery planning.

<u>Federal Management Regulation (FMR)</u>: The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory



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policies originally found in the FPMR. FMR is the GSA equivalent of the Code of Federal Regulations (CFR).

<u>Federal Protective Service (FPS)</u>: The branch of the Department of Homeland Security (DHS) Immigration and Customs Enforcement (ICE) that is responsible for protecting and securing Federally-owned and -leased buildings, properties and other federal assets.

Hazardous Material: A material that is harmful to human health or the environment.

<u>Immigration and Customs Enforcement (ICE)</u>: The largest and primary investigative arm of the United States Department of Homeland Security (DHS).

<u>Mega Centers</u>: Control centers for the Department of Homeland Security's FPS that helps provide for the security and protection of GSA federally owned and leased facilities.

<u>National Response Plan (NRP)</u>: Unifies incident management to protect the United States of America and its citizens through the Department of Homeland Security (DHS); [Link to: www.fema.gov/national-response-framework

Occupant Emergency Coordinator: Assists the Designated Official (DO), acts for the Designated Official during absences, performs delegated duties of the DO, and serves as liaison between the DO and other members of the Command Center Team.

Occupant Emergency Organization: An organization consisting of designated tenant associates who, during emergencies, provide the facility with trained personnel to implement the activities specified in the Occupant Emergency Plan.

Occupant Emergency Plans (OEP): Provides instruction to all building occupants in preparing for emergency situations, including safe evacuation of the building or Shelter-In-Place (SIP). OEPs are prepared by the agency that physically occupies the building and an abbreviated OEP [GSA Form 3415] is submitted to FPS. Either an OEP or an Emergency Action Plan (EAP) is required for virtually all government facilities (41 CFR [FMR] 102-74).

Office of Emergency Response and Recovery (OERR): GSA Central Office promotes planning and coordination of disaster mitigation, preparedness, response and recovery against natural or man-made incidents; the name may undergo a change to Office of Mission Assurance.

<u>Regional Emergency Coordinator (REC)</u>: Coordinates the Regional GSA response to support FEMA with resources under the National Response Plan (NRP) and Emergency Support Function 7 (ESF-7). Coordinates Continuity of Operations Plans (COOP).

Release: Any spill, leak, discharge or emission of a hazardous material into the environment.

<u>Senior Emergency Response Team (SERT)</u>: A decision making body convened to provide advice, assistance and guidance to the GSA Regional Administrator in an emergency to determine if a COOP activation is necessary.

<u>Shelter-In-Place (SIP)</u>: The process of remaining in the building and taking shelter in predetermined safe areas in the building, rather than trying to evacuate.

Spill: The release of a hazardous material.

4.0 Responsibilities

The SEMS Environmental Management Representative (EMR), SEMS Project Manager and the Action Team Leads or designees, identify the potential for emergencies impacting the environment.

The EMR or designee(s) implement the planned preparation and response strategies for site emergencies potentially impacting the environment as provided in this SEMS Emergency Preparedness & Response Plan. These strategies and procedures shall be referenced where appropriate.

The EMR or designee(s) test emergency response procedures, and review and update response measures after each test or actual emergency. As practicable, these exercises are conducted in cooperation with local emergency response agencies.

5.0 Procedure

5.1 Emergency Contact Numbers:

IN CASE OF AN EMERGENCY AT A FEDERAL BUILDING IN REGION 8: CONTACT THE MEGA CENTER

	Mega Center:
In case of an emergency call:	303-236-2911
Out of the 303 Area Code call:	1-800-487-4158

<u>Emergency</u>: Fire, Bomb Threats, Hazardous Materials (spills), Natural Disasters (e.g. Earthquakes, Hurricanes, Tornado Warnings), Weapons of Mass Destruction, Nuclear-Biological, Chemical (NBC), Other Emergencies, Sabotage, Vandalism, or Other Unlawful Acts

The Mega Center will contact the appropriate emergency response agency(ies).

5.2 Potential Accidents and Emergency Situations

GSA is a federal real estate agency that maintains and leases property, either owned or leased by GSA to other government agencies. Properties vary in size and function from a small isolated empty lot to the large Denver Federal Center campus facility with office spaces, laboratories and storage areas. The potential for accidents and emergency situations may vary widely.

The principal type of emergency, other than police and response to fires, with potential environmental impact is a hazardous substance spill and/or release. The Environmental Programs Group (EPG) developed Environmental Procedures under the SEMS to handle day-to-day operations that may have an impact on the environment. These procedures



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outline how to conduct operations to prevent an emergency. These Environmental Procedures are found at [http://www.gsa.gov/sems]. Operations that may impact the environment include:

GSA DFC SEMS Environmental Procedures:	http://www.gsa.gov/sems Links:
DFC 90-day Storage Area and Spill	[Chemical Handling, Storage and
Response	<u>Disposal</u>]
Asbestos Management	[Air Emissions]
Chemical Storage and Disposal	Chemical Handling, Storage and
	<u>Disposal</u>]
Construction and Demolition Waste	[Construction and Demolition Waste]
Excavation Permit	[Soil Disturbing Activities & Site
	Remediation]
Grounds Maintenance - Chemical Use	[Chemical Handling, Storage and
	<u>Disposal</u>]
Hazardous Waste Management	[Chemical Handling, Storage and
	<u>Disposal</u>]
Sanitary Sewer Discharge	[Water Management & Protection]
Spill Response	[Chemical Handling, Storage and
	<u>Disposal</u>]
Stormwater Management Discharge	[Storm Water Management]

Other GSA Region 8 environmental resources are found through the Property Development Business Line's Technical Services Team (Branch), in the Safety and Industrial Hygiene Team. Contacts include:

Asbestos	Tom Record, Regional Asbestos	303-236-2549		
	Program Manager			
Website: http://www.generalization.com/	Website: http://www.gsa.gov/sems web page Air Emissions ; Asbestos procedure			
Hazardous Waste	Tom Record, Regional Industrial	303-236-2549		
(PCB Ballasts)	Hygienist			
Website: http://www.numerican.com	.gsa.gov/sems web page Chemical	Handling, Storage and		
Disposal; Hazardous Waste procedure				
Hazardous Waste	John Kleinschmidt, DFC	303-236-2858		
(Environmental)	Environmental Manager			
Website: http://www.gsa.gov/sems web page Chemical Handling, Storage and				
Disposal; Hazardous Waste procedure				
Mold	Tom Record, Regional Industrial	303-236-2549		
	Hygienist			
Radon	Tom Record, Regional Industrial	303-236-2549		
	Hygienist			

5.3 Occupant Emergency Plans



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All federal buildings maintain an Occupant Emergency Plan (OEP) as per 41CFR § 102–74.230. An OEP provides detailed instruction on what to do in the event of an emergency within that given building.

The OEP incorporates [list is not all inclusive]:

Bomb Threats	Fire Codes	Security Procedures
Continuity of Operations	Fire Protection Plan	Seismic Safety Codes
Plans		
Disaster Recovery Plans	Hazardous Materials Plan	Shelter-in-Place guidance
Employee Manuals	Mutual Agency Agreements	Tenant Policies
Environmental Policies	Occupational Safety and	Transportation
	Health Regulations	Regulations
Environmental Regulations	Process Safety Assessment	Zoning Regulations
Evacuation Plans	Risk Management Plan	
Facility Closure Policy	Safety & Health Program	

The lead government agency occupant in each building is responsible for creating and implementing the OEP, specific to that building, which they physically occupy. Store front offices may use an abbreviated OEP [GSA Form 3415]. GSA and FPS may assist agencies with their OEPs.

OEPs and abbreviated OEPs are submitted to FPS and GSA. The abbreviated OEPs are maintained at the Mega Center. If an OEP is needed contact the Designated Official for that building or the GSA Property or Building Manager assigned to that property.

In the event that a disaster or emergency closes the primary work location, an alternate site has been selected to continue operations. This is the Continuity of Operations Plan (COOP). If the COOP needs to be activated the Regional Administrator or Regional Commissioner of PBS or FAS will make that decision. Cascade calling is activated once the directive is given.

Federal Building	Designated Official	Telephone:	Cell Phone:
DFC, Building 41	Vickie Deal	303-236-8078	(303) 263-8455
GSA OEP and COOP	Regional Emergency		
	Coordinator (REC)		
	Dana Denning (alternate	303-236-3684	303-204-0870
	DO)		
	Donna Vallejos, Deputy	303-236-7478	303-386-2540
	REC		
COOP Information:	303-236-COOP (2667)		
COOP and OEP	Region 8 InSite COOP & Emergency Response		
Website:	[https://insite.gsa.gov/portal/content/539958]; OEP attached		
	file at bottom of page		

5.4 Incident Response

Call the Mega Center in the event of an emergency. Mega Center personnel are trained to call the appropriate responders for a given emergency in a given geographic area.

The first competent and trained responders to arrive at an incident are in command until the appropriately specialized trained and competent responders arrive:

Police response:

FPS responds to and investigates criminal incidents and other emergencies. They also provide police emergency and special security services during natural disasters, such as earthquakes, hurricanes and major civil disturbances, as well as during manmade disasters, such as bomb explosions and riots.

Fire and hazardous materials spills and releases response:

Local fire departments are trained in fire and rescue services. Many are trained in hazardous materials spills. The Mega Center has the information as to whom to call.

The Fire and Hazardous Materials Responder for the DFC is West Metro Fire & Rescue.

The Fire Department is a first response agency for hazardous materials, and participates in emergency response exercises that are conducted periodically to exercise procedures. These exercises are conducted in cooperation with local emergency response agencies, as practicable with FPS and GSA. These exercises vary from tabletop exercises to full field exercises. The exercises provide the opportunity to rehearse coordination and control procedures and emergency communications systems. Exercise scenarios are developed for potential emergencies such as hazardous substance spills and response to fires.

During an emergency the OEP Designated Official (D.O.) is responsible for their designated building. The Occupant Emergency Coordinator is second in charge and the remaining emergency Command Center Team consists of a Damage Control Coordinator, FPS Representative and one or more of the following: Floor Monitor, Area Monitor, Sector Monitor, Elevator Monitor, Stairway Monitor and Physically Challenged Person Assistant.

The EPG assists during incidents that may impact the environment, such as hazardous materials spills.

5.5 Incidents that May Impact the Environment

Call the Mega Center in the event of an emergency. Mega Center personnel are trained to call the appropriate responders for a given emergency in a given geographic area.

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Notify your supervisor of the emergency. If the emergency may have an impact to the environment (e.g. hazardous waste spill, discharge to storm water sewers), then the supervisor needs to notify the EPG. If the supervisor cannot be found, immediately call GSA's DFC Environmental Manager or EPG team; this applies to contractors, subcontractors, GSA personnel and tenants:

EPG Team (Name)	Telephone Number	Cell Phone Number
John Kleinschmidt	303-236-2858	303-868-0795
Mike Gasser	303-236-2791	303-435-5848
Robert Melvin	303-236-2743	303-434-0311
William Fieselman	303-236-2516	303-356-5669

If the EPG or a trained competent individual determines that the incident is non-threatening and not an emergency, then that individual needs to contact the Mega Center with the information and an explanation as to why the incident is not an emergency, so that the responders can be notified.

In case of an emergency that does impact the environment, EPG will give assistance to the trained competent responders, if needed. EPG will give support to GSA and GSA Public Relations, so that GSA can respond to outside questions.

EPG will notify EPA and state environmental agencies in the event of a reportable release and impact to water and wetlands (e.g. storm water sewers). EPG will notify appropriate local waste water facilities servicing the affected facility.

For incidents occurring at the Denver and Lakewood facilities, GSA shall call Denver Metro Wastewater at **303-286-3000** and other appropriate individuals.

5.6 Tracking Incidents

- All incidents are tracked through the FPS Mega Center. This information is provided to the GSA Regional Administrator.
- The GSA Regional Administrator or designated person is subsequently briefed by FPS, about any emergencies affecting buildings owned or leased by GSA. These reports are tracked as FPS Police Reports.
- The EPG tracks spills and discharges that affect and impact the environment.

5.7 Review Policy

This SEMS Emergency and Preparedness Response Plan will be reviewed annually and after each emergency event.

6.0 Records Management



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- FPS manages their records according to DHS policy and are therefore, not under the purview of GSA.
- GSA Emergency Management manages their emergency response and OEP records according to 41 CFR and other appropriate requirements.
- GSA records pertaining to environmental issues and day-to-day operations that may impact the environment (e.g. spill reports, hazardous waste manifests) are maintained by the EPG in accordance with RCRA, NPDES and other appropriate federal, state and local regulatory requirements. GSA maintains no air permits. Air Permits in Region 8 are the responsibility of the responsible government agency that requires an air permit.

7.0 References

- Code of Federal Regulations, 41 CFR Part 102-74, Public Contracts and Property Management-Facility Management; .230 through .260 Occupant Emergency Program
- GSA Occupant Emergency Plan, May 2012
- GSA Occupant Emergency Program Guide, March 2002
- ISO 14001:2004, "Environmental management systems -- Requirements with guidance for use"
 - o subclause 4.4.7 and A.4.7 "Emergency Preparedness & Response"
- U.S. Immigration Customs and Enforcement, Occupant Emergency Plans, Development, Implementation and Maintenance, June 2007

8.0 Appendices

Attachment A: Geographic Distribution of GSA Owned & Leased Properties in Region 8 **Attachment B:** Generalized Emergency Response Flowchart

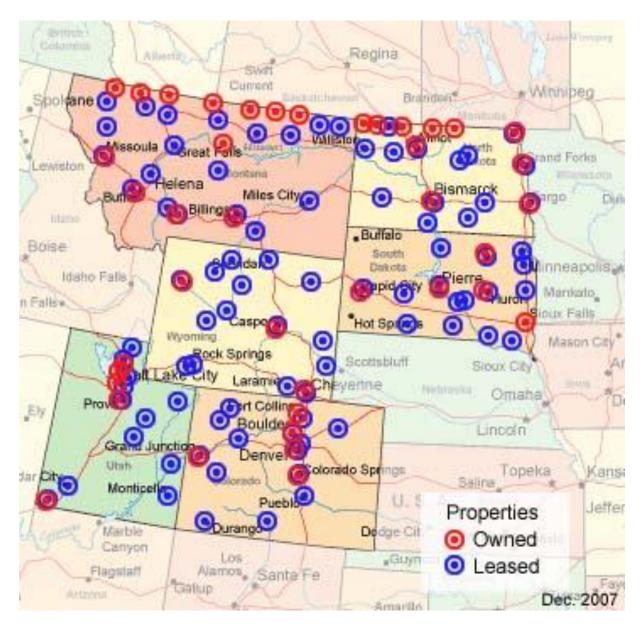
Document Control Information:	Approved & Dated:
"Year" SEMS EPR Plan "month-date".doc	RJM 08/19/2013

Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
01/10/2007	Original-Draft	Robert Melvin
01/17/2008	Update	Robert Melvin, Sue Grant [Reviewed by Erik
		Petrovskis, Ph.D, P.E.; revisions made]
08/08/2012	Changes in GSA policy with COOP	Dennis Killinger
	functions and update phone numbers	
08/19/2013	Change in staff and websites	Vickie Deal



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Attachment A: Geographic Distribution of GSA Owned & Leased Properties in Region 8



Source: GSA Owned & Leased Properties: [http://www.iolp.gsa.gov/iolp/NationalMap.asp]



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Attachment A: Generalized Emergency Response Flowchart

