I. Purpose

This policy has been developed to ensure the Orange County Sanitation District (OC San) Integrated Emergency Response Plan (IERP) is structured to contain plans and procedures for preparing for and responding to emergencies. The goal is to protect human life, the environment, mitigate risk of damage to critical OC San infrastructure, and to respond to and recover from manmade or natural disasters.

This policy establishes the requirements, procedures, and necessary training required for implementing the IERP and activating the Incident Command System (ICS). This policy applies to all OC San employees, contractors, visitors, and regulatory personnel who may interface with OC San during an emergency.

II. Background

OC San has developed the IERP to comply with the state of California Occupational Safety and Health Administration (CAL OSHA) regulation for Emergency Action Planning (Title 8, California Code of Regulations (CCR), Section 3220). The IERP covers the designated actions OC San and employees must take to ensure employee safety during foreseen emergencies, including identification of emergencies, response procedures and plans, notifications, evacuation, and training.

The IERP meets the requirements codified within the Standardized Emergency Management System (SEMS), a requirement of California Code §8607, the National Incident Management System (NIMS), a requirement of Presidential Policy Directive 8, and is compatible with federal emergency planning concept such as the National Response Framework (NRF).

III. Definitions

Activate – To implement the Incident Command System as appropriate to the scope of an emergency. OC San uses three levels of activation, minor emergency, major emergency, and disaster.

Disaster – A sudden calamitous emergency event causing great damage, loss, or destruction.

Emergency – A condition of disaster or of extreme peril to the safe of persons and properly caused by such conditions such as fire, flood, hazardous material releases, storms, epidemics, civil unrest, drought, sudden and severe energy shortage, animal infestation or diseases, earthquake (or prediction), or other conditions as determined by the General Manager or designee.

Subject: **Emergency Response Plan**

Incident Command System (ICS) – A nationally used, standardized on-scene emergency management system.

Mutual Aid – A voluntary provision of services and facilities provided by OC San or another agency or city when existing OC San or agency resources prove to be inadequate.

Standard Emergency Management System (SEMS) – A system required by the California Government Code for managing responses to multi-agency and multi-jurisdictional emergencies.

Unified Command – A unified effort that allows all agencies with responsibility for an incident to manage the incident by establishing a common set of incident objectives and strategies.

IV. Responsibilities

The roles and responsibilities for the IERP administration and implementation are included in the functional annexes of the IERP. The IERP includes a roster of the Emergency Operations Center (EOC). The roster contains the contact information and roles of the ICS. This policy and the IERP are maintained by the Risk Management Division and located on its SharePoint page. The Safety and Health Supervisor or Security and Emergency Management Planning Specialist can be contacted for further information regarding the IERP, including roles and responsibilities.

V. Requirements

A. General

1. The IERP contains a collection of emergency operational plans (EOPs), which outline the methodologies and procedures for preparing for and responding to all-hazards.

2. The IERP includes provisions for developing emergency specific procedures, including evacuation and exit route assignments.

B. IERP Structure

1. The IERP is organized into Functional and Situational Annexes which guide OC San's response to manmade and natural disasters.

   a. Functional Annexes align with the Federal Emergency Management Agency (FEMA) Emergency Support Functions (ESFs).

      1) Functional Annexes include logistics, communications, operations, maintenance, engineering, emergency management, cybersecurity, recovery, environmental, health and medical services, HAZMAT response, security, and public affairs.

      2) These are discipline-specific groups that develop Functional Annexes to describe goals, objectives, operational concepts, capabilities, organizational structures, and replaced policies and procedures.

   b. Situational Annexes are developed for each of the hazard responses that are likely to or could possibly occur at OC San.

1) Situational Annexes include earthquake, power outage, pandemic event, fire, Tsunami, atmospheric hazard, HAZMAT spill or release, man-made physical disruption, mand-made technological disruption, flood, landslide, coastal erosion, extreme weather, severe storm, high winds, severe thunderstorm, and drought.

2) These Annexes stipulate certain actions to be taken by individuals at the time of the incident. These actions would usually take course prior to or during the establishment of an Incident Command (IC) because they are time dependent.

2. OC San's emergency response organization utilizes the Incident Command System (ICS), which is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and are considered critical plant operations.

3. OC San has implemented the ICS into its operational framework to manage all emergencies and to better integrate its resources if they are utilized for mutual aid efforts throughout the County of Orange. As such, the IERP outlines the OC San ICS structure in the Base Plan Sec. VIII (Incident Command System) of the IERP.

C. Evacuation

1. The IERP Evacuation Annex prescribes procedures to ensure safe evacuation of OC San facilities. Responsibilities are delegated from the ICS to evacuation wardens, evacuation coordinators, IERP coordinator, employees, contractors, and visitors. Provisions are set in place for management to account for personnel location and presence following an emergency evacuation.

2. Procedures are developed to mitigate consequences of various hazards including but not limited to earthquakes, floods, wild and urban fires, and power outages.

D. Communication and Reporting

1. The preferred means of emergency and disaster reporting shall occur via notification to the OC San Control Center via two-way radio or telephone. The Control Center operator is available for emergency contact 24 hours a day, 7 days a week. From an OC San landline, the Control Center can be reached by dialing 2222, or the following from a cell phone:

   a. Plant 1 Emergency Phone number: 714-593-7133

   b. Plant 2 Emergency Phone number: 714-593-7677

   c. These emergency phone numbers can be found on emergency evacuation maps located near each emergency exit.

   d. Assistance from 911 will be summoned by the OC San Control Center and the Medical Response Team will be summoned by radio or other means.

2. Dial 911 emergency services when outside of OC San Plants 1 and 2 at offsite OC San pump stations and service locations. Notify the Control Center at 714-593-7025 regarding the emergency.

3. OC San has various alarm and mass communication tools to alert employees of emergencies and evacuation orders including but not limited to:

    a. Public Address infrastructure for occupied buildings

    b. Mass communication messaging software that alerts employees via SMS, email, and telecommunication

    c. Radio communications

    d. Process areas have area monitoring for hazardous atmospheres that trigger emergency action procedures.

4. After action reports are developed for real-world events and exercises. These reports will summarize findings and assist in developing Corrective Action Plans.

E. Training and Awareness

1. The IERP contains provisions for training personnel on the plan. Employees are advised of their respective responsibilities detailed in the annexes of the IERP initially when the plan is developed, whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan is changed.

    a. All staff undergo disaster service worker training.

    b. Employees assigned to ICS and EOP roles undergo Federal Emergency Management Agency National Incident Management Systems ICS Series training.

    c. Management train their respective divisions on their roles related to emergency response actions as dictated by the Annexes of the IERP.

2. Prevention planning is detailed in the IERP in the form of the hazard profile and mitigation strategy. Based off the likelihood of a hazard and its magnitude, OC San implements a variety of mitigation strategies that would lessen the impact of a disaster, shorten the total response time, and expedite recovery.

3. Medical Response Team (MRT) members are responsible for evacuating to assembly areas with OC San provided backpack and equipment containing medical supplies and await further instructions from the ICS. Treatment areas, documentation, treatment, and transportation procedures are outlined in the IERP Medical Plan Annex.

4. The IERP plan elements are used and tested on a regular basis to maintain, update, and reinforce best practices. Continued development and updates to the IERP are essential to OC San to maintain a state of readiness.

VI. Recordkeeping

All records created or generated during this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The OC San Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of OC San records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for ensuring that documents

are properly marked, indexed, and filed for their projects or area of responsibility. This policy and the IERP are maintained by the Risk Management Division and located on its SharePoint page.

VII.   References

CCR Title 8, § 3220 Emergency Action Plan,

CCR Title 8, § 3221 Fire Prevention Plan

CCR Title 8, § 5192 Hazardous Waste Operations and Emergency Response

CCR Title 19, Division 2, Chapter 4, Hazardous Material Release Reporting, Inventory, and Response Plans

CCR Title 22, § 66265.30 through 37, Preparedness and Prevention Plan

CCR Title 22, § 66265.50 through 56, Contingency Plan and Emergency Procedures

CFR, Title 40, Part 112, Spill Prevention Control and Countermeasure Plan

Health and Safety Code, § 2400 et seq. Standardized Emergency Management Systems

Health and Safety Code, § 25500 et seq. Minimum Standards for Business

Integrated Emergency Response Plan, Volume I, Emergency Preparedness.

Integrated Emergency Response Plan, Volume II, Emergency Procedures.

VIII.   Revision History

Version	Date	By	Reason
1.0	10/03/2013	Rivera, George	New policy
2.0	08/14/2020	Frattali, John Harp, Derek Huynh, Brian	Periodic Update – Refer to Program Change Log
3.0	12/8/2021	Ventanilla, Sheri	Annual Program Review – Refer to Program Review Findings Change Log