
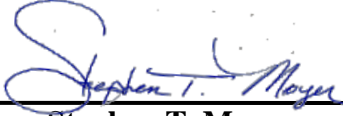



Executive Directive



Title: Environmental Compliance, Safety, and Emergency Operations	Executive Directive Number: CAP.080.0005 Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland Occupational Safety and Health Act of 1970, 29 U.S.C. §§651 et seq., 84 STAT. 1590, P.L. 91-596 Maryland Labor and Employment Article, §5-101, Annotated Code of Maryland Department of Public Safety and Correctional Services and the U.S. Environmental Protection Agency Consent Agreement and Final Order (March 3, 2003) CFR Title 40, Protection of Environment	Supersedes: CAP.080.0005, dated 06/16/14
Related ACA Standards: 4-4012; 4-4013; 4-4145 – 4153; 4-4211 – 4225 2-CO-2A-01 and 02; 2-CO-3B-01 and 02	Responsible Authority:  Executive Director, Environmental Compliance, Safety and Emergency Operations
Related MCCS Standards: COMAR 12.02.08.03; COMAR 12.14.03.02; COMAR 12.14.04.02; COMAR 12.14.05.02; COMAR Title 26	Effective Date: June 12, 2015 Number of Pages: 4


Stephen T. Moyer
 Secretary


David N. Bezanson
 Assistant Secretary
 for Capital Programs

.01 Purpose.

- A. This directive continues the Environmental Compliance, Safety, and Emergency Operations Unit (ECSEO) under the Assistant Secretary for Capital Programs for the Department of Public Safety and Correctional Services (Department).
- B. This directive assigns oversight for specific responsibilities related to environment, safety, and emergency operations requirements established by federal and State statute and regulation.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department is committed to a proactive approach to ensuring a safe and healthy work environment for employees and other individuals conducting business at a Department facility.
- B. The Department shall research, develop, document, implement, and maintain procedures necessary to address, to the degree possible, potential emergency conditions affecting employees, inmates, and the public.

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.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Employee.

(a) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.

(b) “Employee” includes:

(i) A volunteer; or

(ii) An intern.

(2) “Facility” means a building or workspace owned, leased, or operated by the Department or a unit to conduct Department or unit business.

(3) “Managing official” means the Department employee with administrative or operational responsibility for a facility.

(4) “Unit” means an organization, institution, agency or division, established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary) within the Department.

(5) “Unit head” means the highest authority of a Department unit.

.05 Responsibility.

A. The Executive Director for Environmental Compliance, Safety, and Emergency Operations (Executive Director) reports to the Department’s Assistant Secretary for Capital Programs.

B. The Executive Director, or a designee, is responsible for:

(1) Supervisory activities related to employees assigned to Environmental Compliance, Safety, and Emergency Operations (ECSEO);

(2) Ensuring that personnel assigned to assist ECSEO perform duties related to environmental compliance, safety, and emergency operations;

(3) Oversight of duties that include, but may not be limited to, researching, developing, documenting, distributing, implementing, maintaining, and monitoring procedures for:

(a) Environmental compliance and management;

(b) Safety Management;

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- (c) Continuity of Operations;
 - (d) Facility Emergency Operations Plans that, based on the type of facility, address:
 - (i) Fire safety practices;
 - (ii) Storage and use of flammable, toxic, and caustic materials;
 - (iii) Emergency power;
 - (iv) Communications;
 - (v) Fire control;
 - (vi) Escapes;
 - (vii) Riot Control;
 - (viii) Death notifications;
 - (ix) Medical Emergencies; and
 - (x) Employee work stoppage; and
 - (xi) Other conditions such as floods, tornados, chemical spills;
 - (e) Managing contracts and agreements related to ECSEO activities;
 - (f) In cooperation with the Police and Correctional Training Commissions, training and education related to ECSEO responsibilities;
 - (g) Ensuring facility compliance with federal, State and local codes as they relate to
 - (i) Fire and safety;
 - (ii) Sanitation; and
 - (iii) Health;
 - (h) Ensuring that facilities are inspected to determine compliance by authorized officials and that corrective action is taken to correct reported deficiencies; and
 - (i) Unit representatives designated by the unit head to assist with ECSEO activities;
- (4) Representing the Department at Maryland Emergency Management Agency (MEMA) State Emergency Operations Center, when activated and Department participation is required;
- (5) Reporting to the Assistant Secretary on ECSEO activities;

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- (6) When appropriate, including representatives of affected units in developing ECSEO procedures and projects;
- (7) Coordinating with unit representatives to ensure support of, participation in, consistent application of, and compliance with, ECSEO related procedures;
- (8) Coordinating with federal, State or local government agencies in matters related to environmental compliance and management, safety and emergency operations;
- (9) Complying with federal and State statute and regulatory ECSEO related reporting requirements;
- (10) Authorizing operational manuals documenting procedures related to performing ECSEO requirements;
- (11) Ensuring that emergency plans, at a minimum, are reviewed annually and updated if necessary;
- (12) Oversight of the Department's Recycling program; and
- (13) Other responsibilities assigned by the Assistant Secretary or the Secretary.

C. A unit head and managing official shall comply with and ensure employee compliance with policy and procedures created to implement and maintain ECSEO responsibilities and programs.

.06 Attachment(s)/Links.

There are no attachments or links to this directive.

.07 History.

- A. This directive replaces Executive Directive Number: CAP.080.0005 dated June 16, 2014 to align responsibilities based on changes to Department organization. Changes to this directive are indicated by underlining.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Operations Distribution.

- A
S Compliance Auditors
Safety Officer
Maintenance Officer