

SUNY Cobleskill

CHEMICAL/HAZARDOUS MATERIALS SPILL RESPONSE PLAN



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I. PURPOSE

Department personnel may be the first to arrive at the scene of an accident or incident involving hazardous materials. These events must be considered dangerous to both department personnel and to the public.

Furthermore, department personnel may be working with hazardous materials themselves, or assisting other contractors or agencies who are working with these materials.

This plan will help insure safety of our campus personnel, and will enable the Department to better perform its role in assisting emergency services personnel during a hazardous materials incident.

This plan is intended to fulfill the requirements of Federal regulation 29CFR1910.120 with respect to emergency response planning.

II. PRE-EMERGENCY PLANNING AND COORDINATION

This plan contains the general policies and procedures for hazardous materials planning, coordination, and emergency response.

This plan requires the use of the Incident Command System by all persons participating or responding to an incident involving Hazardous Materials.

III. PERSONNEL AND ROLES AND LINE OF AUTHORITY

Under the SUNY Cobleskill Chemical/Hazardous Materials Spill Emergency Response Plan, the Cobleskill Fire Department is the lead response agency, and has primary responsibility for management of a hazardous materials incident.

In the event of a hazardous materials emergency, the Cobleskill Fire Department may be called upon to assist in the following activities:

- a. Material spill
- b. Hazardous material release
- c. Fire
- d. Motor vehicle accident

The University Police cooperates with other primary and secondary supporting organizations and may, as the situation requires, direct other public organizations and activities.

When a Hazardous Materials Incident has been identified by personnel, these personnel will secure the scene, but will stay away from the immediate accident site and will not become involved in rescue or mitigation.

The appropriate Fire Service agency will be immediately notified.

In the event that University Police personnel must temporarily take charge of an incident, Incident Command will be transferred to a Fire Service office, Environmental Officer, or other appropriate agency as soon as is practical.

University Police personnel will confine their activities to those described herein, and will not engage in activities outside of the scope of their training.

The policy for University Police personnel when confronted with a hazardous materials incident is to:

1. Attempt to safely assess hazards that are present in the situation whenever possible, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present.
2. Immediately report the situation to the dispatcher and request that the local Fire Department and Police agency be notified.
3. Implement traffic and crowd control procedures when necessary.
4. Carry out an evacuation of the immediate area if the situation is too critical to await emergency services personnel.

IV. EMERGENCY RECOGNITION AND PREVENTION

University Police personnel, in the performance of their assigned duties, shall remain alert to the possibility of a hazardous materials incident.

When encountering traffic accidents, personnel must be alert to evidence of hazardous materials, including placards, unusual vehicle configurations, obvious leaks, and similar signs that indicate a possible hazard.

When working with hazardous materials, or with others who are using hazardous materials, department personnel will remain alert to the possibility of an accident. The Environmental, Health and Safety Officer will maintain current Material Safety Data Sheets (MSDS) for all hazardous materials which are used by employees, and shall train employees according to the Hazardous Material Communication Standard (HazCom).

V. RESPONSE

A. Alert and Notification

The University Police may receive an emergency notification and request for response to a hazardous materials incident from fire departments, police, or other public works agencies.

Upon receiving such a request, the University Police will verify that emergency services agencies are at the scene, and will notify employees who are to respond that the incident involves hazardous materials.

B. Communications

University Police personnel shall make contact with Incident Command at the emergency scene and obtain instructions as to the deployment of vehicles and personnel.

The University Police establish a communications link between the County EOC (if activated) and the designated Command Post via commercial telephone system or County radio system.

C. Protective Actions

When assisting at the scene of a hazardous materials emergency, University Police personnel will observe the following precautions:

1. Safe Distances and Places of Refuge

a. Stop and park far enough away from the incident site so as not to introduce an ignition source. Do not smoke and refrain from using flares. Note any weather conditions, making special note of wind direction. Follow the instructions of the Incident Commander regarding placement of vehicles and personnel. **STAY UPWIND OF THE SCENE** unless otherwise advised.

b. Identify an escape route or specific place of refuge in the event that fire, explosion, or toxic gases pose a threat. If appropriate, park vehicles facing away from the incident scene. Do not block escape route with vehicles.

c. Do not drive or walk into or through any spilled material.

d. Avoid inhalation of all gases, fumes and smoke even if no hazardous material is apparently involved.

e. Never eat, drink, or smoke in the area of a possible hazardous materials release.

2. Hazard Identification

- a. If first on the scene, attempt to assess the situation at a distance. If binoculars are available, use them to read the placard identification number. If possible, identify any labels, placards, container shapes, shipping papers, and information on the vehicles and contents from the driver without subjecting yourself to any safety hazards. If there is no placard, or the placard is not visible, the vehicle could still contain hazardous materials.
- b. Refer to the U. S. Department of Transportation Emergency Response Guidebook for information of hazards from the materials involved.
- c. Inform the dispatcher of the situation, relaying as much information as you know to be fact, and continuously update that information as changes occur.
- d. If emergency personnel are at the scene, obtain information on the nature of the hazardous materials from them.

3. Emergency Medical Treatment and First Aid

- a. Cautiously determine if any injured require rescue and take appropriate action if possible. Leave rescue to emergency services personnel except in extreme cases.

(Note: Without protective clothing, you may not be able to assist anyone without becoming a victim yourself. If you or anyone becomes contaminated or exposed, report this immediately to your dispatcher and to arriving emergency personnel. Isolation or treatment may be required.)

- b. Request emergency medical personnel to respond, even if there are no apparent injuries. Medical assistance should be available as a precaution.

4. Site Security and Control

- a. Set up an outer perimeter and isolate the hazard area. If ever in doubt, use caution and provide for at least one quarter mile radius to protect yourself and the general public.
- b. Do not permit civilians or other emergency workers to inadvertently walk or drive through spilled material.
- c. Control traffic at the emergency scene as necessary to prevent vehicles from moving within the risk area. It is often necessary to seal off the area and re-route traffic.

5. Evacuation

Evacuation means the removal of the general public from their places of employment or residence. (It does not mean normal crowd control activities at an emergency scene.)

Many hazardous materials incidents involve small scale evacuations, such as the affected building, or adjacent surfaces.

If University Police personnel are the first to arrive at a hazardous materials incident, they may find it necessary to perform small scale evacuations based on the potential hazard. Evacuees must be moved to a safe place of refuge.

Large scale evacuation will be ordered by the Incident Commander or local chief executive.

6. Protective Clothing

Protective clothing is not issued to University Police personnel, and cannot be used without specialized training. Operations which require personal protective equipment (PPE) must be referred to the first service.

7. Decontamination

In the event that University Police personnel become contaminated at a hazardous materials incident, they must take steps to insure that they are decontaminated.

Decontamination may be as simple as the removal of shoes or boots, or more extensive removal of clothing combined with washing, chemical neutralization, or medical treatment may be required.

If contamination is a serious problem, the Fire Service will be responsible for establishing a decontamination station.

VI. CRITIQUE OF RESPONSE

A critique of the incident will be conducted at the close of all operations.

University Police personnel shall be debriefed by their supervisor immediately following the incident. This debriefing will focus on:

- A. A summary of response activities (who did what).
- B. Safety and health issues (are there any injuries, chemical exposures or effects, need for decontamination, etc.).
- C. Immediate problems (lost/damaged equipment, follow-up of investigation).

VII. TRAINING AND EXERCISES

All University Police personnel who may be called upon to respond to a hazardous materials incident will be trained as required by OSHA regulations in hazardous materials awareness. Training courses shall be conducted through courses offered by NYS OFPC, other governmental and private concerns.

The University Police will participate in at least one hazardous materials emergency drill or exercise per year.