



FACILITIES MANAGEMENT – OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY  
**EMERGENCY RESPONSE PLAN FOR HAZARDOUS SUBSTANCE  
RELEASES ON THE HEALTH SCIENCES CAMPUS**  
April 4, 2018- Last Revision

**This plan is designed to describe proper actions and procedures to be followed by University employees during an emergency or event involving a fire, explosion, spill, or release of hazardous chemicals or in the case of a workplace related injury. This plan is incorporated into the University at Albany’s Emergency Management Plan. Depending on the scope of the emergency, the Campus Emergency Operations Center (EOC) may be activated and the Campus Incident Management Team (CIMT) may be summoned to the EOC.**

**Furthermore, this plan includes information necessary to respond to an emergency situation, in order to prevent or minimize hazards to human health or the environment and contain the incident, if possible, until professional responders such as the Clinton Heights Fire Department can take over the response.**

**This plan, its contents, and emergency notification procedures shall be made available to all appropriate University employees.**

In the event of an imminent or actual emergency situation on University property involving fire, explosion, or hazardous waste release/chemical spill:

1. Appropriate emergency response is summoned by one or more of the following:
  - A. Activation of facility alarm systems.
  - B. Telecommunication over University’s 24 hour emergency number:

**BOILER HOUSE (24 HOURS)            518-257-2036**  
**Clinton Heights Fire Department    518-479-1212 or 9-911**

Either action will trigger an **immediate** response to summon the Clinton Heights Fire Department and East Greenbush Police to the appropriate University facility and scene of the emergency. Tactical command will be established at a safe distance by the first responders. Unified Command will be established as necessary, with multiple agency responders. Medical assistance will also be summoned to offer first aid and medical treatment.

Upon activation of the facility alarm system or other notification to evacuate the building, all building occupants should proceed to the nearest exit following posted evacuation signs. After exiting the building, all personnel should move at least 100 feet away from the evacuated building. No one is to re-enter the building until authorized to do so.

The person who discovered and initially reported the incident must be available to assist and direct proper response personnel to the incident location.

East Greenbush Police will assume responsibility for site security and crowd and traffic control. In the event of a hazardous materials incident deemed to involve terrorist activity, the East Greenbush Police Department will immediately assume Incident Command.

2. In the event of a Level 1 emergency, as defined on Attachment 1, the Director of Environmental Health and Safety or alternate will be summoned. In the event of a Level 2 or Level 3 emergency, the Campus Emergency Operations Center (EOC) will be activated and the CIMT notified.
3. Clinton Heights Fire Department will respond at the appropriate building entrance and will be escorted to the emergency scene.
4. Upon arrival, Clinton Heights Fire Department, in coordination with the Director of Environmental Health and Safety or alternate, will assess the emergency and take the necessary corrective actions. The Director of Environmental Health and Safety will immediately try to identify the character, exact source, amount and a real extent of any released materials. The Director will do this by observation or review of facility records kept in Administrative Offices -second floor A-Wing and Chemistry B73 on the Main Campus. The Director may also contact the Principal Investigator responsible for the area, if the incident occurs in a research laboratory. Emergency phone numbers for the Principal Investigators are kept in Administrative Offices – second floor A-Wing.
5. Concurrently, the Director of Environmental Health and Safety or alternate and the Incident Commander will assess possible hazards to human health or the environment that may result from the release, fire or explosion. The assessment will consider both direct and indirect effects of the release, fire or explosion.
6. If the Director of Environmental Health and Safety or alternate and Incident Commander determine that the facility has had a release, fire or explosion which could threaten human health, or the environment, **outside the facility**, he and the Incident Commander, along with input from the Clinton Heights Fire Department, will assess if evacuation of local areas is advisable and determine initial evacuation distances and places of refuge by consulting the DOT EMERGENCY RESPONSE GUIDEBOOK. If evacuation is decided upon, the Director will immediately notify appropriate local authorities. The Director will also immediately notify the New York State Department of Environmental Conservation using the NYS Spill Hotline at 1-800-457-7362 and the National Response Center at 1-800-424-8802. The report will include:
  - a) name and telephone number of reporter;
  - b) name and address of facility;

- c) time and type of incident (e.g. release, fire);
  - d) name and quantity of material(s) involved to the extent known;
  - e) the extent of injuries, if any; and
  - f) the possible hazards to human health, or the environment, outside the facility.
7. During the emergency, in coordination with the EOC (if activated), the Director of Environmental Health and Safety or alternate, the Incident Commander, along with other emergency response personnel, will take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur or spread to other hazardous waste at the facility. These measures will include, where applicable, stopping processes and operation, collecting and containing released waste, and removing or isolating containers.
8. The Director of Environmental Health and Safety or alternate will assist in coordinating the decontamination and cleanup of the hazardous waste release/chemical spill and will arrange for treating, storing, or disposing of recovered waste contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.
9. The Director of Environmental Health and Safety or alternate will ensure in the affected area(s) of the facility that no waste is stored until decontamination and cleanup procedures are complete and that all University emergency equipment used is cleaned and fit for its intended use before operations are resumed.
10. The Director of Environmental Health and Safety or alternate will notify, as necessary, the Commissioner of the Department of Environmental Conservation and appropriate State and local authorities that the cleanup of the affected area(s) is complete before operations resume in the above areas. The Director or alternate will note in the operating record (via Boiler House) the time, date and details of any incident that require implementing the Response Plan. The Director or alternate, as soon as possible, will arrange a critique of the response to the incident with all responding parties. As necessary, within 15 days after the incident, a written report will be submitted to the Commissioner stating:
- a) name, address, and telephone number of the owner and operator;
  - b) name, address, and telephone number of the facility;
  - c) date, time, and type of incident, (e.g. fire, explosion);
  - d) name and quantity of material(s) involved;
  - e) the extent of injuries, if any;
  - f) an assessment of actual or potential hazards to human health or the environment, where this is applicable; and
  - g) estimated quantity and disposition of recovered material that resulted from the incident.
11. Pre-emergency planning including review of the University's Emergency Management Plan, the University's Emergency Response Plan for Hazardous Substance Releases, and where necessary site review, shall take place with all responding internal and external parties. This shall include Clinton Heights Fire

Department, East Greenbush Police Department, Aramark ServiceMaster Facility Services, certain Academic and Administrative Departments, Albany Medical Center, and St. Peter's Hospital.

12. The Director of Environmental Health and Safety and his alternates shall have training equivalent to the Hazardous Materials Specialist as specified in 29 CFR 1910.120 (q) (6) (iv).
13. This plan and its contents must be reviewed, updated, and revised, if necessary, whenever:
  - a) the facility permit is revised;
  - b) the plan fails in an emergency;
  - c) the facility changes – in its design, construction, operation, maintenance, or other circumstances – in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;
  - d) the list of emergency coordinators changes; or
  - e) the list of emergency equipment changes.
14. University at Albany employees will be informed of this Contingency Plan by either the Office of Environmental Health and Safety or by their respective supervisors during their indoctrination program, education sessions, or in-service training programs.

**No University employee or student will enter an emergency scene unless specifically requested to do so by the Director of Environmental Health and Safety or the Incident Commander.**

**In all instances, NO University employee or student shall be expected to take any unreasonable risk involving actions relating to the emergency.**

**EMERGENCY EQUIPMENT AT THE UNIVERSITY AT ALBANY –  
HEALTH SCIENCES CAMPUS**

## FOR HANDLING A HAZARDOUS WASTE RELEASE/CHEMICAL SPILL

### Hazardous Waste Storage Facilities – Cancer Research Center

#### 1. Fire Extinguishers (2) – BC CO2 for flammables and electrical fires

Aramark routinely inspects these extinguishers. If the extinguishers are discharged, the Hazardous Waste Specialist submits them for immediate recharge. The specialist also makes sure that there are replacement extinguishers kept in the storage area while the others are being recharged. The Hazardous Waste Specialist has been trained in the usage of fire extinguishers.

#### 2. Spill Kits for Solvents, Caustics and Acids and Universal Spill Control Pads

Spill Kits for Solvents, Caustics and Acids capable of handling 1 to 2 liters of a spill, depending on the type of spill, are kept in the Waste Storage Facilities. Universal Spill Control Pads are also available to absorb up to 5 gal. of a chemical spill. The Hazardous Waste Specialist replaces the spill kits and pads when used.

#### 3. Mercury Spill Kit

The spill kit contains protective equipment, mercury absorbent and sponges to handle a small spill of mercury, approximately 1 or 2 mercury containing laboratory thermometers. The Hazardous Waste Specialist replaces the kit when used.

#### 4. Personal Protective Equipment: chemical splash goggles, gloves, Tyvek coveralls, and rubber booties.

The Hazardous Waste Specialist replenishes this equipment as needed.