



FACILITIES MANAGEMENT – OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
**EMERGENCY RESPONSE PLAN FOR HAZARDOUS SUBSTANCE
RELEASES ON UA’S UPTOWN & DOWNTOWN CAMPUSES**
April 4, 2018 – Last Revision

This plan is designed to describe proper actions and procedures to be followed by University employees on the Uptown & Downtown Campuses 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 Albany 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 numbers:

Power Plant	518-442-3444
University Police	911 or 518-442-3131

Either action will trigger an **immediate** response to summon the Albany or *McKownville Fire Department and University 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.

University 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 University 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 along with other physical plant personnel. 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. Albany or *McKownville Fire Department will be met by University Police at the appropriate Campus entrance and escorted to the emergency scene.
4. Upon arrival, Albany or *McKownville 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 will immediately try to identify the character, exact source, amount and a real extent of any released materials. He will do this by observation or review of facility records (waste room log) or manifests kept in Chemistry B72. 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 Chemistry B72.
5. Concurrently, the Director of Environmental Health and Safety or alternate and 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 Albany or *McKownville 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 of Environmental Health and Safety will immediately notify University Police and other appropriate local authorities. The Director will also immediately notify the New York State Department of Environmental Conservation using the NYS Spill Hotline 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 Power Plant) 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 Albany and *McKownville Fire Department, University Police Department, Power Plant, 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.

***McKownville Fire Department has jurisdiction over the Service Building Complex, the SEFCU Arena, the Physical Education Building and Indian Quad.**

EMERGENCY EQUIPMENT AT THE UNIVERSITY AT ALBANY FOR HANDLING A HAZARDOUS WASTE RELEASE/CHEMICAL SPILL

Hazardous Waste Storage Facilities – Chemistry and Life Sciences

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

The Office of Environmental Health and Safety routinely inspects these extinguishers. If the extinguishers are discharged, the Hazardous Waste Specialist submits them for immediate recharge. The specialist also makes sure 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

Spill cleanup kits, a spill kits' instruction manual and protective equipment to handle small spills of flammable solvents, caustics, and acids, up to 1 to 2 liters of a spill, depending on the type of spill. The Hazardous Waste Specialist replaces the spill kits when used. The replacement kits are kept in the EHS storage area/laboratory in Chemistry B55A.

3. Mercury Spill Kit

The spill kit contains protective equipment, mercury absorbent and sponges to handle a small spill of mercury, approximately 1 to 2 mercury containing laboratory thermometers. Replacement kits are kept in the EHS storage area/laboratory in Chemistry B55A.

4. Personal Protective Equipment: chemical splash goggles, gloves, and coated Tyvek coveralls.

The Hazardous Waste Specialist replenishes this equipment as needed. This equipment is kept in the EHS storage area/laboratory in Chemistry in B55A and B48A.

5. An emergency phone was installed in the Chemical Hazardous Waste Storage Room and immediately outside the Life Sciences Hazardous Waste Storage Room and will be used to summon emergency assistance.

These phones will be tested weekly by the Hazardous Waste Specialist.

6. Sprinkler Systems in the Hazardous Waste Storage Rooms

When the sprinkler system is activated, the building's alarm system is also activated.

7. DOT 85 gal. Overpack Salvage Drum and a 65 gal. Overpack Storage Drum

These are kept only in the Life Sciences Hazardous Waste Storage room. These will handle a leaking 55 gal. drum and will be replaced as necessary by the Hazardous Waste Specialist.

8. Universal Spill Control Pads to absorb and retain any type of spill, including oils, coolants, solvents and water, up to 22 gals. of a spill, Oil-Only Spill Pads to absorb and retain oil, up to 22 gals. of spilled oil, Haz-Mat Spill Control Pads to absorb and retain acids, bases or unknown liquid spills, up to 22 gals. of a spill.

These are restocked as necessary by the Hazardous Waste Specialist.

9. Various Reference Books are kept in the Hazardous Waste Storage Room.
10. Emergency Phone Numbers for the labs and the Emergency Response Plan are kept in the Chemistry Hazardous Waste Storage Room.

EH&S Storage Area/Laboratory-Chem B55A and B48A

1. Universal Spill Control Pads to absorb and retain any type of spill, including oils, coolants, solvents and water, up to 22 gals. of a spill Oil-Only Spill Pads to absorb and retain oil, up to 22 gals. of spilled oil. Haz-Mat Spill Control Pads to absorb and retain acids, bases or unknown liquid spills, up to 22 gals. of a spill.

These are restocked as necessary by the Hazardous Waste Specialist.

2. Spill Cleanup Kits for Flammable Solvents, Caustics, and Acids, up to 4 liters of a spill, depending on the type of spill.

All wet labs using chemicals are given these kits for free. The kits are ordered and restocked by the EH&S Office as necessary.

3. Personal Protective Equipment: chemical splash goggles, nitrile gloves, latex gloves, Silver Shield gloves, Tyvek coveralls, Chemrel Incident Suits (Level B), assortment of respirators, polyethylene booties, HazMat booties, face shields and hardhats.

This personal protective equipment is inventoried, ordered and restocked by the EH&S Office as necessary. The Director of EH&S and the Occupational Safety Specialist have training in the fitting and usage of respirators.

4. Spill Control Carts (2) containing spill clean up kits for flammable solvents, caustics, formaldehyde, and acids to clean up to 1 to 2 liters of a spill, depending on the type of spill, mercury spill kit to clean up a spill from 1 to 2 mercury containing laboratory thermometers, Universal Spill Control Pillows and Haz-Mat Spill Control Pads to absorb up to 10 gals. of a spill, mop, bucket, duct tape, DO NOT ENTER tape, HazMat booties, chemical splash goggles, nitrile gloves, latex gloves, polycoated

tyvek coveralls, Level B Chemrel suits, 4 ml plastic bags for spill cleanup waste, NIOSH Pocket Guide to Chemical Hazards, 3M Respirator Selection Guide, DOT Emergency Response Guidebook, and Emergency Phone Number list.

The Hazardous Waste Specialist restocks these carts as necessary.

5. Nilfisk Mercury Vacuum Cleaner to clean up small mercury spills less than 1 lb. in size.

The mercury waste from the vacuum cleaner goes out as a hazardous waste.

6. Mercury Spill Cleanup Kits contains mercury absorbent and sponges to clean up small mercury spills, up to 10 mercury containing laboratory thermometers.

The EH&S Office orders and restocks these kits as necessary.

7. Self-Contained Breathing Apparatus (2 units).

Environmental Health and Safety Office – Chemistry B72

1. University master inventory of chemicals and products containing chemicals and several chemical reference books.

Uptown Power Plants

1. Spill Control Carts stocked with socks, pillows, and pads to clean up oil, coolants, solvents, and water, up to 55 gals. of a spill.
2. Drain Blockers.

Grounds Building (near Fuel Stations), Downtown Power Plant and Liberty Terrace

1. Spill Control Carts stocked with socks, pillows, and pads to clean up oil, coolants, solvents, and water, up to 22 gals. of a spill.
2. Drain Blockers.

Life Sciences Research Building and Social Sciences Loading Dock

1. Spill cleanup materials to handle spills up to 2 gals.