

1.0 INTRODUCTION

1.1 PLANNING AND PREPARATION.

Hazardous materials are used daily for many different purposes at Colgate University. Many of the chemicals and substances that are essential to research as well as everyday operations can be detrimental, if not handled properly. It is the responsibility of everyone that interacts with these materials to prevent accidents and to minimize the effects of such accidents when they occur.

In planning for a hazardous materials incident, it is necessary to specify the threat. An understanding of the nature of hazardous materials used at Colgate, the specific risks they create, and the identification of the areas most vulnerable to accidental release are essential to our emergency planning effort.

Substances are hazardous if they are toxic, flammable, corrosive, or reactive. Toxic materials are poisonous and can cause injury or death through inhalation, ingestion, or contact with/absorption through the skin. Toxic materials are used in our science labs, to chlorinate the pool, as fertilizers and pesticides, in the print shop, at the art studio, for maintenance activities, as well as other areas.

Many substances like gasoline or propane are flammable. Vapors from these materials or the materials themselves, under certain conditions, can ignite from a single spark. Most flammable substances are also toxic to some degree, magnifying the hazard. Examples of flammable substances used at Colgate are acetone, ethanol (alcohol), gasoline, ether, propane, hydrogen, methanol, toluene, acetylene, and xylene.

Some materials, because of their chemical properties are quite reactive. They can combine violently or explosively with other materials, sometimes even with water. Some materials are self reactive when exposed to heat, shock, friction, or pressure.

Corrosive materials can cause damage to the skin, eyes or other materials. Sodium hydroxide, acids such as nitric, hydrochloric, phosphoric and sulfuric are examples of corrosive materials used on campus. Many of the cleaning agents used on campus contain one of the caustic ingredients mentioned above.

Hazardous wastes generated on campus are hazardous materials as well, and can be dangerous, if not handled properly. Hazardous wastes are stored in McGregory Hall, Olin Hall, and in the Maintenance Building.

There is also the potential for a release or a spill of a hazardous material or chemical during transport around campus.

A few of our science laboratories also use small quantities of radioactive materials for teaching and research. Radioactive materials are located in Olin, Wynn, and Lathrop Halls.

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For emergency response purposes hazardous materials can be grouped into categories according to similarities. All hazardous substances fall into the following accepted classifications which form the basis for the Department of Transportation's placarding and labeling system:

1. Explosives
2. Gases (compressed, liquefied, or dissolved under pressure)
3. Flammable and Combustible Liquids
4. Flammable Solids, Spontaneously Combustible, Dangerous When Wet
5. Oxidizers and Organic Peroxides
6. Poisonous and Infectious Substances
7. Radioactive Substances
8. Corrosives
9. Miscellaneous Dangerous Substances

The magnitude of the threat posed by these various hazardous materials used at Colgate demands a well coordinated response by the individuals, departments, and agencies that may be involved. The intent of this planning effort is to insure that everyone will be prepared to provide assistance if called upon.

1.2 OBJECTIVES.

The objectives of this hazardous materials emergency response plan are to:

1. Set forth a course of action which will minimize hazards to life and university property and adverse effects on the environment from the release of a hazardous material.
2. Establish procedures to provide for a coordinated effort on the part of Colgate University, local agencies, and Madison County.
3. Identify emergency response organizations, equipment, and other resources which can be employed during such a response.

1.3 NOTIFICATION AND ALERTING.

All hazardous material emergencies should be FIRST reported to Campus Safety.

Timely, informative, and accurate notification of a hazardous materials emergency is critical for an effective emergency response operation.

Campus Safety must determine if outside emergency response agencies are needed to properly and thoroughly respond to the emergency situation.

Colgate University also has a responsibility to notify local, state, and federal officials of a spill or release of a hazardous substance (to include hazardous waste). Section 304 of SARA

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Title III requires the immediate notification of a reportable quantity (RQ) to federal, state, and local emergency response agencies. An RQ is a quantity assigned to hazardous substances, the release of which triggers reporting requirements. RQ's are applicable to all hazardous substance releases to land, air, ground water, and surface water. A list of hazardous substances and their RQ's is located in Appendix 2.

1.4 NOTIFICATION PROCEDURES.

The following agencies must be notified of any release of a hazardous material in greater than RQ quantities:

National Response Center	800-424-8802
NY State Response Center	800-457-7362
Madison County Communications Center	363-2090

If necessary, reports will be made using the information required on the NY State Release Report Form located in Appendix A.

1.5 COMMAND AND CONTROL.

The purpose of this section is to provide for effective leadership, and coordination, and on-scene command of emergency response forces in the event of a hazardous materials emergency at Colgate University.

Colgate University's Emergency Services do not have training or experience in the area of hazardous materials response. A hazardous materials emergency response on campus will likely require assistance from a broad range of on-scene response organizations, including; local and state police organizations, local and county fire personnel, government officials, and private contractors.

Command and control begins with the initial response by Campus Safety, but is expanded as the emergency escalates, or the emergency level increases.

It is imperative to understand that for hazardous material emergencies involving a response by the Hamilton Fire Department, the ranking officer of the Hamilton Fire Department serves as the On-Scene Commander. For level 0 or level I emergencies not involving the local fire department, the Emergency Response Coordinator acts as the On-Scene Commander. The On-Scene Commander retains overall command responsibility until he determines that the threat to lives and property has been mitigated.

2.0 RESPONSE PROCEDURES

2.1 LEVEL 0 EMERGENCY

2.1.1 DEFINITION

1. No immediate adverse impact on health, property, or the environment.
2. Evacuation of affected areas/buildings is not required.
3. Control is within the capabilities of the department or individuals involved.
4. An outside agency may be involved as a precaution or as part of standard University procedures.

2.1.2 EXAMPLES

1. A small chemical spill or release.
2. A radioactive material spill.
3. A localized undetermined odor problem.

2.1.3 RESPONSE

1. Campus Safety is notified of the emergency, if necessary.
2. The individual(s) or department involved resolves the incident with assistance or advice from the Environmental Health and Safety Coordinator, the Radiation Safety Officer, and/or Buildings and Grounds personnel.
 - a. If radioactive materials are involved, a spill report is filed with the Radiation Safety Officer.
 - b. If an employee is injured, an Employee Incident Report Form is completed and submitted to Human Resources.
 - c. If a student is injured, a Non-Employee Incident Report Form is completed and submitted to Risk Management (Treasurer's Office).
 - d. If the incident was a chemical spill with no injuries, a Chemical Accident Report is filed with the Environmental Health and Safety Coordinator.

2.2 LEVEL I EMERGENCY

2.2.1 DEFINITION

1. Adverse impact on/or threat to health, property, or the environment in a single area.
2. Requires the evacuation of affected area or building.
3. Duration of event is relatively short, but could last up to 24 hours.
4. Resolution of the incident requires outside agency personnel.
5. Control is beyond the capabilities of university employees.

2.2.2 EXAMPLE

1. A chemical spill, release, or fire requiring the assistance of the Hamilton Fire Department.
2. An odor requiring the evacuation of an area or building.

2.2.3 RESPONSE

1. Campus Safety is notified of the emergency.
2. Campus Safety calls emergency response agencies, if necessary.
 - a. Hamilton Fire Department
 - b. Southern Madison County Ambulance
 - c. Hamilton Community Hospital
 - d. Hamilton Police
3. Campus Safety establishes the Emergency Response Center, if necessary.
4. Campus Safety calls the individuals that will form the Emergency Response Resources Group, if necessary.
5. Evacuation -- coordinated by Campus Safety, if necessary.
 - a. CAUTION must be exercised in response to any hazardous material emergency. Individuals must be removed from the surrounding incident area as quickly and efficiently as possible without risk to those responding. The risks of exposing personnel to danger must be weighed against the benefits of rescue actions. Evacuees should be directed or moved to an assembly area up wind, up hill, or indoors from the release.
 - b. Evacuation distance depends on the materials and quantity involved, weather conditions, and the area where incident occurred. The priority is evacuation of the immediate area with expansion of the evacuation radius as is necessary and as time permits. If the spill or release occurs indoors, the building in which the spill occurred should be evacuated using established alarm and routing procedures. For

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a spill or release occurring outside, the best possible protection may be to take shelter inside a building.

6. Secure hot zone, restrict access, and establish traffic control -- coordinated by Campus Safety, if necessary.
 - a. Coordinate with state and local law enforcement officials to establish orderly traffic flow for emergency response vehicles.
 - b. Coordinate with fire department and police agencies to establish and secure control zones as follows:

Zone 1: "RESTRICTED ZONE" This zone is referred to as the HOT ZONE. This area presents an immediate danger to life and health and must be approached with extreme caution. No one will enter this zone without appropriate protective clothing and a direct order from the On-Scene Commander or his designee.

Zone 2: "LIMITED ACCESS ZONE" This zone is referred to as the COOL ZONE. This area will most often be the location of the forward control point as well as serving as a staging area for support personnel. This zone should be restricted to essential personnel and equipment only.

Zone 3: "SUPPORT ZONE" This zone is referred to as the COLD ZONE and is the area where the command post should be located, equipment and manpower staged, and all personnel will report.

- c. Provide ID card/badge system whereby personnel needing access to COOL ZONE can be identified and let through fire/police lines quickly and easily, while restricting access to non-essential individuals.
 - d. Establish alternate traffic flow patterns for closed off streets and parking areas.
 - e. Coordinate with communications to publicize closed areas, rerouting, etc.
7. Remediation of hazardous waste -- coordinated by Emergency Response Coordinator, if necessary.
 - a. Coordinate resources to provide for the cleanup of any hazardous materials.
 - b. Contact cleanup/disposal company if remediation is beyond abilities of the University. A list of spill response and cleanup companies is located at Appendix C.
 - c. B&G will provide or coordinate for emergency repairs, debris removal, and power requirements.
8. Provide for claims management -- coordinated by Treasurer's Office, if necessary.
 - a. Survey and assess damages to university property.
 - b. Document all damages for later insurance purposes.

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- c. Coordinate inventory/documentation of losses and damages to University property for recovery through University and personal insurance policies.
9. Non-hazardous restoration services -- coordinated by Buildings and Grounds.
10. Follow-up reporting requirements -- coordinated by the Environmental Health and Safety Coordinator.
- a. If necessary, submit a written report to:
 - NY State Department of Environmental Conservation
 - Bureau of Spill Prevention and Response
 - 50 Wolf Road
 - Albany, NY 12233

2.3 LEVEL II EMERGENCY

2.3.1 DEFINITION

1. Adverse impact or threat to health or property.
2. Duration is greater than 2 hours.
3. Extensive evacuation or shutdown of area is required.
4. One or more locations within University impacted.
5. Control of incident will require specialists.
6. Long term implications may result.

2.3.2 EXAMPLES

1. A chemical spill or release requiring the evacuation of one or more buildings.
2. Fire or explosion involving chemicals.

2.3.3 RESPONSE

1. Campus Safety is notified of the emergency.
2. Campus Safety calls the appropriate emergency response agencies.
 - a. Madison County Communications Center
 1. Hamilton Fire Department
 2. Southern Madison County Ambulance
 3. Hamilton Community Hospital
 4. Hamilton Police
3. Campus Safety establishes the Emergency Response Center.
4. Campus Safety calls the individuals that will form the Emergency Response Resources Group.
5. Evacuation -- coordinated by Campus Safety.
 - a. CAUTION must be exercised in response to any hazardous material emergency. Individuals must be removed from the surrounding incident area as quickly and efficiently as possible without risk to those responding. The risks of exposing personnel to danger must be weighed against the benefits of rescue actions. Evacuees should be directed or moved to an assembly area up wind, up hill, or indoors from the release.

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- b. Evacuation distance depends on the materials and quantity involved, weather conditions, and the area where incident occurred. The priority is evacuation of the immediate area with expansion of the evacuation radius as is necessary and as time permits. If the spill or release occurs indoors, the building in which the spill occurred should be evacuated using established alarm and routing procedures. For a spill or release occurring outside, the best possible protection may be to take shelter inside a building.
 - c. The Emergency Response Coordinator and/or On-Scene Commander will establish an assembly area based on the location of the emergency. All individuals in the evacuation area are directed to or moved to the assembly area for accountability.
6. Accountability -- census will be conducted by affected department(s), and Human Resources.
- a. Human Resources Staff conducts census and records names of those at assembly area, coordinates with affected departments to determine who is accounted for and who is missing.
7. Secure hot zone, restrict access, and establish traffic control -- coordinated by Campus Safety.
- a. Coordinate with state and local law enforcement officials to establish orderly traffic flow for emergency response vehicles.
 - b. Coordinate with fire department and police agencies to establish and secure control zones as follows:

Zone 1: "RESTRICTED ZONE" This zone is referred to as the HOT ZONE. This area presents an immediate danger to life and health and must be approached with extreme caution. No one will enter this zone without appropriate protective clothing and a direct order from the incident commander or his designee.

Zone 2: "LIMITED ACCESS ZONE" This zone is referred to as the COOL ZONE. This area will most often be the location of the forward control point as well as serving as a staging area for support personnel. This zone should be restricted to essential personnel and equipment only.

Zone 3: "SUPPORT ZONE" This zone is referred to as the COLD ZONE and is the area where the command post should be located, equipment and manpower staged, and all personnel will report.
 - c. Provide ID card/badge system whereby personnel needing access to COOL ZONE can be identified and let through fire/police lines quickly and easily, while restricting access to non-essential individuals.
 - d. Establish alternate traffic flow patterns for closed off streets and parking areas.
 - e. Coordinate with communications to publicize closed areas, rerouting, etc.

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8. Provision for medical, psychological, and physical needs -- coordinated by Emergency Response Coordinator and Campus Safety.
 - a. Contact University Physician to assist emergency agencies with medical response, if necessary.
 - b. Contact Counseling and Psychological Services, if necessary.
 - c. Coordinate with Provost/Dean of the Faculty, if classes or labs need to be canceled or relocated, or if affected students will be unable to attend.

9. Remediation of hazardous waste -- coordinated by Emergency Response Coordinator.
 - a. Coordinate resources to provide for the cleanup of any hazardous materials.
 - b. Contact cleanup/disposal company if remediation is beyond abilities of the University. A list of spill response and cleanup companies is located at Appendix C.
 - c. B&G will provide or coordinate for emergency repairs, debris removal, and power requirements.

10. Establish a communications center -- coordinated by Director of Communications.
 - a. Set up media center to coordinate the flow of information to all parties internal and external. Coordinate with local Public Information Officer, if necessary.
 - b. Act as University spokesman for the emergency. Prepare press release, if necessary.

11. Provide for claims management -- coordinated by Treasurer's Office.
 - a. Survey and assess damages to University property.
 - b. Document all damages for later insurance purposes.
 - c. Coordinate inventory/documentation of losses and damages to University property for recovery through University and personal insurance policies.

12. Non-hazardous restoration services -- coordinated by Buildings and Grounds.

13. Follow-up reporting requirements -- coordinated by The Supervisor of Chemical Management.
 - a. Submit a written report to:
NY State Department of Environmental Conservation
Bureau of Spill Prevention and Response
50 Wolf Road
Albany, NY 12233

2.4 LEVEL III EMERGENCY

2.4.1 DEFINITION

1. Severe damage an/or severe threat to health, property, or the environment.
2. Control of the incident will require multiple agencies.
3. Large geographic impact extending beyond the university.
4. Duration of event is unpredictable and long term implications are likely.
5. Major evacuation of the university.

2.4.2 EXAMPLES

1. A large chemical spill or release affecting a significant portion of the University.
2. An explosion in a science laboratory or the heating plant.

2.4.3 RESPONSE

1. Campus Safety is notified of the emergency.
2. Campus Safety calls emergency response agencies.
 - a. Madison County Communications Center.
 1. Hamilton Fire Department
 2. Southern Madison County Ambulance
 3. Hamilton Community Hospital
 4. Hamilton Police
4. Campus Safety establishes the location of the Emergency Response Center.
5. Campus Safety calls the individuals that will form the Emergency Response Resources Group and tells them to report to the Emergency Response Center.
6. Evacuation -- coordinated by Campus Safety.
 - a. CAUTION must be exercised in response to any hazardous material emergency. Individuals must be removed from the surrounding incident area as quickly and efficiently as possible without risk to those responding. The risks of exposing personnel to danger must be weighed against the benefits of rescue actions. Evacuees should be directed or moved to an assembly area up wind, up hill, or indoors from the release.
 - b. Evacuation distance depends on the materials and quantity involved, weather conditions, and the area where incident occurred. The priority is evacuation of the immediate area with expansion of the evacuation radius as is necessary and as time permits. If the spill or release occurs indoors, the building in which the spill occurred

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should be evacuated using established alarm and routing procedures. For a spill or release occurring outside, the best possible protection may be to take shelter inside a building.

- c. The Emergency Response Coordinator and/or On-Scene Commander will establish an assembly area based on the location of the emergency. All individuals in the evacuation area are directed to or moved to the assembly area for accountability.
7. Accountability -- census will be conducted by affected department(s), and Human Resources.
 - a. Human Resources Staff conducts census and records names of those at assembly area, coordinates with affected departments to determine who is accounted for and who is missing.
 8. Secure hot zone, restrict access, and establish traffic control -- coordinated by Campus Safety.
 - a. Coordinate with state and local law enforcement officials to establish orderly traffic flow for emergency response vehicles.
 - b. Coordinate with fire department and police agencies to establish and secure control zones as follows:

Zone 1: "RESTRICTED ZONE" This zone is referred to as the HOT ZONE. This area presents an immediate danger to life and health and must be approached with extreme caution. No one will enter this zone without appropriate protective clothing and a direct order from the incident commander or his designee.

Zone 2: "LIMITED ACCESS ZONE" This zone is referred to as the COOL ZONE. This area will most often be the location of the forward control point as well as serving as a staging area for support personnel. This zone should be restricted to essential personnel and equipment only.

Zone 3: "SUPPORT ZONE" This zone is referred to as the COLD ZONE and is the area where the command post should be located, equipment and manpower staged, and all personnel will report.
 - c. Provide ID card/badge system whereby personnel needing access to COOL ZONE can be identified and let through fire/police lines quickly and easily, while restricting access to non-essential individuals.
 - d. Establish alternate traffic flow patterns for closed off streets and parking areas.
 - e. Coordinate with communications to publicize closed areas, rerouting, etc.
 9. Provision for medical, psychological, and physical needs -- coordinated by Emergency Response Coordinator and Campus Safety.

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- a. Contact University Physician to assist emergency agencies with medical response, if necessary.
- b. Contact Counseling and Psychological Services, if necessary.
- c. Contact University Chaplain, if necessary
- d. Coordinate with Provost/Dean of the Faculty, if classes or labs need to be canceled or relocated, or if affected students will be unable to attend.

10. Additional evacuation requirements -- coordinated by the Emergency Response Coordinator.

- a. Increase evacuation radius, if necessary.
- b. Plan for temporary relocation of residents during evacuation, if necessary.
- c. Establish temporary shelter or sleeping quarters. Possible sites are Reid Athletic Center, Huntington Gym, or Sanford Field House.
- d. Provide cots and blankets. Sources are Madison County Emergency Preparedness Office at 366-2280, or Building and Grounds stockpile.
- e. Athletic Department may be able to provide clothing, if necessary.
- f. Coordinate with Food Service for meals at site.
- g. Begin arrangements for transportation to temporary shelter.
- e. Appoint leadership for temporary site.

11. Remediation of hazardous waste -- coordinated by Emergency Response Coordinator.

- a. Coordinate resources to provide for the cleanup of any hazardous materials.
- b. Contact cleanup/disposal company if remediation is beyond abilities of the University. A list of spill response and cleanup companies is located at Appendix C.
- c. B&G will provide or coordinate for emergency repairs, debris removal, and power requirements.

12. Establish a communications center -- coordinated by Director of Communications.

- a. Set up media center to coordinate the flow of information to all parties internal and external.
- b. Act as University spokesman for the emergency. Prepare press release, if necessary.
- c. Coordinate with Madison County Information Officer to assist in public warnings and emergency instructions, if necessary.

14. Aftercare for affected students and employees -- coordinated by Office of Dean of the College and Office of Dean of the Faculty.

- a. Name point person from Dean of the College and Dean of the Faculty staff to coordinate aftercare of affected students and staff.
- b. Assess need for continued psychological care.

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- c. Provide academic support and make adjustments to academic calendars and expectations, if necessary.
- d. Coordinate chaplaincy, psychological, and medical services.
- e. Assign alternate locations for long term displacement of offices, classrooms, or labs.

15. Provide for claims management -- coordinated by Treasurer's Office.

- a. Survey and assess damages to University property.
- b. Document all damages for later insurance purposes.
- c. Coordinate inventory/documentation of losses and damages to University property for recovery through University and personal insurance policies.

16. Non-hazardous restoration services -- coordinated by Buildings and Grounds.

17. Follow-up reporting requirements -- coordinated by The Supervisor of Chemical Management.

- a. Submit a written report to:
NY State Department of Environmental Conservation
Bureau of Spill Prevention and Response
50 Wolf Road
Albany, NY 12233