



## **HAZARDOUS WASTE CONTINGENCY PLAN**

### **1.0 Introduction**

In accordance with Federal, State, and local requirements, a Contingency Plan or Chemical Emergency Plan is required for response to fires, explosions, or any unplanned sudden or non-sudden release of chemicals or hazardous waste or their constituents to air, soil, or surface water. Any of these disasters could threaten human health or the environment at Berry College.

Berry College stores, handles, and uses chemical products in conjunction with the education and training of medical and nursing students, scientific research, and facilities maintenance and operations.

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### **2.0 Purpose**

This contingency plan is designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned or sudden or non-sudden release of chemicals or hazardous waste to the air, soil, or surface water.

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### **3.0 Scope**

This document contains the basic procedures for dealing with chemical emergencies at Berry College facilities.

**All Faculty, Staff, and Students:**

- Report chemically related incidents and emergencies

**Berry College Campus Safety:**

- Contact Emergency Coordinator(s) in the event of an incident.

- Secure the scene of the incident.
- Do not attempt to stop a spill or come in contact with the spilled material.

**Berry College Environmental Health & Safety:**

- Maintain and update this document as needed.
- Advise when consulted.
- Appoint and train Emergency Coordinators.
- Maintain records of all incidents.

**Berry College Emergency Coordinator:**

- Shall be either on-site or on-call.
- Shall be notified by Berry College Campus Safety immediately in the event of an actual or imminent chemical emergency.
- When applicable, activate internal facility alarms or Berry Alert system.
- Notify appropriate state or local emergency response agencies if their help is needed.
- Identify the character, exact source, amount and extent of released materials.
- Assess possible hazards to human health and the environment that may result from the release, fire, or explosion.
- Initiate actions to contain the chemical spill and start corrective action.
- Prepare reports of all incidents and provide 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.

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## **4.0 Procedures**

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### **4.1 Spill Procedures**

The following procedures should be followed in the event of a hazardous materials spill:

- 1.) Evacuate the immediate area, closing the doors behind you.
- 2.) If building evacuation is necessary, pull the fire alarm.
- 3.) Call the Berry College emergency phone number, 2262. Be prepared to provide the following information:

Your name

The specific location of the spill

The name of the substance spilled

The quantity spilled

- 4.) Wait outdoors for Campus Safety to arrive and identify yourself to them.
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## **4.2 Fire/Explosion Procedures**

In the event of a fire or explosion:

- 1.) Pull fire alarm.
  - 2.) Call Berry College Campus Safety at 2262.
  - 3.) Proceed to the nearest available exit by following exit signs.
  - 4.) Close doors as you leave.
  - 5.) Do not smoke or use elevators while exiting.
  - 6.) Do not return for any reason once you are clear of the building.
  - 7.) Assemble with other building occupants at the designated evacuation area.
  - 8.) Once the building or area is considered safe the Berry College Campus Safety Officer in charge may announce re-entry if permitted.
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## **5.0 Emergency Coordinator Responsibilities**

Emergency coordinators are members or designees of the Environmental Compliance and Sustainability Office with 40 hours of HAZWOPER training for managing response to chemical emergencies. When an emergency has been identified as involving hazardous materials, they should be contacted immediately for evaluation of the situation.

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### **5.1 Emergency Coordinator Duties**

The following is a listing of the emergency coordinator's duties during a fire, explosion, or chemical spill involving hazardous waste:

- 1.) Available 24 hours a day to respond to an emergency within a short period of time.
- 2.) Responsible for coordinating all emergency response measures.
- 3.) Familiar with:
  - a. All aspects of the facility's contingency plan
  - b. All facility operations and activities
  - c. Locations and characteristics of wastes handled
  - d. Location of all hazardous waste records within the facility
  - e. Facility layout

- 4.) Authority to commit the resources needed to carry out the contingency plan.
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## **5.2 Emergency Coordinator Procedure**

The emergency procedures which the emergency coordinator will follow in the case of a fire, explosion, or chemical spill:

- 1.) Activate internal facility alarms and communications systems.
- 2.) If needed, notify
- 3.) If a release has occurred, identify the source, character, amount and extent of any released materials by record review or chemical analysis.
- 4.) Assess the hazards to human health and the environment, considering all direct and indirect effects.
- 5.) If it is determined that the facility has had a fire, explosion, or release which could threaten human health or the environment outside the facility:
  - a. Determine if local evacuation may be necessary, and if so, notify the appropriate local authorities and be available to assist local authorities with evacuation measures
  - b. Notify the National Response Center (800) 424-8802 with the following information:
    1. Emergency Coordinator's name and telephone number
    2. Facility name and address
    3. Time and type of incident
    4. Quantity of materials involved to the extent known
    5. Extent of any injuries
    6. Possible hazards to human health and the environment outside the facility
- 6.) 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 operations, collecting and containing released waste, and removing or isolating containers.
- 7.) If the facility stops operations in response to a fire, explosion, or chemical release, the emergency coordinator will monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes, or other equipment wherever appropriate.

- 8.) Immediately after the emergency, the emergency coordinator shall provide for treating, storing, or disposing of recovered waste, contaminated soils, or surface water, or any other material that results from a release, fire, or explosion at the facility.
- 9.) Ensure that in the affected areas of the facility, no waste that may be incompatible with the released material is stored until the cleanup procedures are completed and all emergency equipment is cleaned and restored to a usable condition.

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## **6.0 Training**

All training is coordinated through the Office of Environmental Compliance and Sustainability, with joint efforts from Campus Safety and the Physical Plant. Building coordinators will not be required to receive HAZWOPER or other hazardous materials training but emergency response training will be necessary.

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## **7.0 Control Procedures**

The primary chemical emergency control measure will be the adequate provisioning of containment areas. Fire extinguishers, spill kits, and other response equipment will be located in areas where hazardous substances or oils are stored since these areas are most prone to spills. Response equipment for large spills will be stored in central locations for easy access and quick response to any emergency that may arise. Arrangements have been made with local response groups such as the fire department and emergency services in the event that their assistance is needed. The Office of Environmental Compliance and Sustainability will routinely inspect and oversee inspections of these areas as well as maintain records of inspections and any emergencies or corrective actions taken.

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## **8.0 Emergency Equipment**

Bulk containers of spill pillows, vermiculite, and booms are stored on-site for larger spills
Hand tools including non-sparking shovels, squeegees, drum uprighter and drum plug kit
Portable spill response kit containing small quantities of vermiculite, spill pillows, drain stopper, tape, sorbent booms and towels for small spills

Respirator Cartridges (combination)
Sampling Equipment
Saranax-coated Tyvek Suits
Solvex gloves
Spill kits throughout buildings
Tyvek suits (uncoated)
Vermiculite

- Main buildings are equipped with automatic sprinkler systems (wet systems).
- Each chemical storage area is equipped with automatic sprinkler systems (wet systems).
- An emergency telephone is located in or near the Hazardous Waste Accumulation Area.
- The emergency alarm system monitors all smoke detectors, water flow alarms, manual pull stations, and fixed extinguishing systems.