

## 3357:13-16-14 Hazardous Materials Policy & Procedures

### (A) Purpose

To establish procedural guidelines to govern the proper and safe response and control of emergency situations involving suspected hazardous materials.

### (B) Policy

The College maintains small quantities of hazardous materials located within College buildings. The science laboratories, nursing labs, and other academic centers using chemicals are primary locations for spills and accidents. Other areas of concern include maintenance and outside vendors performing work on campus. College Facilities/Security will act as the initial responder and then assist authorities in the investigation of incidents involving hazardous materials by participating in an incident based command operation.

### (C) Definitions

**Hazardous Materials Incident:** Any discharge of chemical substance to the environment. This includes, but is not limited to, the following:

Discharge of oil or chemicals to the grounds of the College

Volatile or gaseous release of vapors

Fires or explosions involving hazardous materials

### (D) Procedures

- (1) The faculty or staff will at once notify the Facilities/Security supervisor on duty.
- (2) The supervisor will respond and assess the situation.
- (3) The local fire department will be notified if deemed an actual Haz-Mat incident, and the supervisor will initiate a full or partial evacuation of the building.
- (4) The supervisor will stay on the phone with authorities and advise on the following:
  - (a) Exact location of the incident
  - (b) Number and extent of injuries
  - (c) Nature of the incident
- (5) The College Facilities/Security will maintain a full copy of "SAFETY DATA SHEETS" for hazardous materials in Facilities to assist the first outside emergency responders. This set of material data safety sheets is in addition to the set already on file in all hazardous materials locations.

- (6) A Facilities/Security representative will be assigned to stand by in front of the building to provide information and assist the first responding emergency units.

(E) Documentation

- (1) At the conclusion of the incident, a detailed security report will be completed and forwarded to the President of the College.
- (2) The report will also be forwarded to the proper local and state authorities, including the Department of Environmental Protection.
- (3) A copy will also be provided to the college Safety committee. In a timely manner, the incident will be re-examined to determine how to avoid, provide better response, or mitigate damage if such incident should happen again.
- (4) In every instance that involves any personal injury or presents any future threat to the College community, notification will be sent to inform the campus about the status of the incident. Notification will be sent in a timely manner by way of College ELECTRONIC MESSAGE BOARD or E-MAIL. This notification may be strictly for informational purpose, or it may contain important instructions for personal safety.

(F) General Guidelines In The Event of a Hazardous Material Emergency – See also College Emergency Handbook

- (1) Stay calm
- (2) Evacuate the room at once
- (3) Follow procedures in College Emergency Handbook. If critical, call 911.

Effective: January 23, 2018

Expires: January 1, 2023

Review dates: 2/12/10, 3/15/13, 1/23/18