HAZARDOUS MATERIALS CONTINGENCY PLAN

3.0 RESPONSIBILITIES

This Plan is the responsibility of the Senior Manager, Laboratory Safety within the Beverly K. Fine School of the Sciences. Campus Security is the designated first responders for the Beverly K. Fine School of the Sciences, as well as the rest of Stevenson University.

3.1. The duties of Campus Security responding to spills or leaks include, but are not limited to:

Coordinate with the Laboratory Services Team to assess any possible danger to human health and/or the environment.

Make certain that any individuals affected by the release are aware of the emergency situation and move them to a safe location. Appendix E can be used as a reference for areas of safe refuge.

Coordinate an evacuation in the event the Laboratory Services Team and/or local authorities deem it necessary to evacuate the affected area.

3.2. The duties of the Laboratory Services Team responding to spills or leaks include, but are not limited to:

Make certain that any individuals affected by the release are aware of the emergency situation and move them to a safe location. This should be coordinated with Campus Security. Appendix E can be used as a reference for areas of safe refuge.

Identify the chemical nature of the spill or leak (health and environmental hazards associated with the chemical may be identified on the SDS).

Assess any possible danger to human health and/or to the environment.

Notify and request needed assistance (i.e. Contracted Hazardous Material Response Company or the Baltimore County Fire Department Hazardous Materials Unit).

In conjunction with appropriate local authorities, decide if evacuation of the affected area is necessary. If a real and present danger exists, evacuate the area immediately utilizing Campus Securityǿs assistance.

During resolution of the emergency, the Laboratory Services Team must take all reasonable measures to limit the extent of the threat and take appropriate measures to correct the condition and return to a safe condition.

The Laboratory Services Team must assure all cleanup and decontamination procedures are performed consistent with instructions, procedures, and information available.

3.3. If a danger to human health and/or the environment exists, the Senior Laboratory

- Bloodborne Pathogens

Security personnel receive refreshers in the above training annually, or as required by federal and local regulations.

All new hires complete required training within a timely manner according to the federal and local regulations.

All training records for Security personnel are managed by Human Resources.

4.2 Laboratory Services Team Members

All team members have received, at a minimum, the following training:

- General Laboratory Safety Training
- Globally Harmonized System (GHS) of Classification and Labeling of Chemicals
- CPR, AED, and First-Aid
- Bloodborne Pathogens
- Departmeg0 G[ )]TJETQ EMC /P /MCID 4>BDC q0.00000912 0 612 79 12 Tf6 G.2 0 61 51.e

5.0 SPILLS AND LEAKS

5.1 Spills

Manager. The remaining Laboratory Services Team Members will act as alternates to notify the appropriate agency if the Senior Laboratory Safety Manager is unable to notify.

5.3 Spill Classification Criteria for Cleanup Procedures

5.3.1 Evaluate the risks

Human health effects ï This is the most important hazard category to consider when deciding to perform a spill cleanup. Some chemical releases may result in health hazards such as fires or explosions. Other chemical releases may present health threats because of their ability to spread rapidly and enter the body readily.

Physical damage to property ï The potential for physical damage to property, such as equipment, building materials, structures, or cleanup materials is important to consider when deciding to perform a spill cleanup. Do not attempt to protect property if there are any human health or fire/explosion hazards present.

Environmental threat ï Some spills have the potential of reaching and harming the environment. Spills may release into the atmosphere, discharge into the sewer, or leak directly into soil or surface waters. If possible, block the spreading of the spilled material to the environment prior to notifying the Baltimore County Fire Department Hazardous Materials Unit and the Maryland Department of Environment.

5.3.2 Evaluate Quantity

If a spilled chemical is hazardous, the cleanup depends on the spilled chemicalôs physical properties and hazards. The quantity depends on situational factors such as:

- Training and experience of laboratory personnel.
- Availability of spill control materials.
- Availability of personal protective equipment.
- Physical layout of the spill location.
- The more toxic, corrosive, or flammable a material is, the more dangerous the cleanup will be.

5.3.3 Evaluate Potential Impacts

Evaluate the potential broader impacts of the spill. A chemical spill in an area where its potential risks are magnified by specific situations may include:

- Large numbers of people.
- Physical barriers.

- The possibility that hazardous vapors or dusts might enter the buildingǿs ventilation system.
- The presence of incompatible chemicals.
- The proximity of offices or classrooms containing people who could be harmed by the spill.
- The possibility that spilled liquids may flow into other areas, thus expanding the threat of harm.
- Spills in the sink that might be connected to other sinks through the plumbing system.

5.4 Spill Reporting

Any spill or release of a hazardous substance equal to or in excess of its reportable quantity must be reported to the Maryland Department of Environment as soon as practicable, but no later than two (2) hours and the National Response Center as soon as practicable, but no later than twelve (12) hours by the Senior Laboratory Safety Manager. The remaining Laboratory Services Team Members will act as alternates to notify the appropriate agency if the Senior Laboratory Safety Manager is unable to notify.

- Maryland Department of Environment
  - Hazardous Materials and Oil Spills Reporting 1-866-633-4686
- National Response Center 1-800-424-8802

6.0 FIGHTING A SPILL OR LEAK

6.1 When confronting a chemical release, leave the immediate area before donning appropriate personal protective equipment (e.g. eyes, face, hands) as advised by the Safety Data Sheet (SDS).

6.2 Identify the spilled material (SDS and container label) and if possible to do safely, remove any documentation from the container to a safe location.

6.3 Select the appropriate spill-fighting equipment and agents (as recommended on the SDS).

6.4 Contain the spill by diking it with the appropriate spill containment material (as recommended on the SDS).

6.5 Absorb all free liquid with the appropriate absorbent materials (as recommended on the SDS).

6.6 Follow any instructions (identified on the SDS) for the neutralization or detoxification of any spilled hazardous materials.

6.7 Thoroughly decontaminate the area as recommended by the manufacturerõs directions or

HAZARDOUS MATERIALS CONTINGENCY PLAN

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the

Appendix B: Emergency Response Contact Information

Agency	Name	Title	Office #
Stevenson University	Campus Security	N/A	443-352-4500
Stevenson University	Sarah Brush	Senior Manager, Laboratory Safety	443-394-9757
Stevenson University	Brandon Smith	Senior Manager, Laboratory Administration	443-394-9762
Stevenson University	Meredith Durmowicz	Dean, Fine School of the Sciences	443-394-9647
Stevenson University	Stephen Gossage	Interim Director, Security	443-352-5469
Stevenson University	Michael Campbell	Director, Facilities	443-394-9510
Stevenson University	Leland Beitel	AVP Facilities & Campus Services	443-334-2064
Triumvirate Environmental Inc.	Emergency Response Line	N/A	410-636-3700
Baltimore County Fire Department	N/A	N/A	**911**
Baltimore County Fire Department	Hazardous Materials Unit Brooklandville Station 14	N/A	**911** Station Phone: 410-887-4564
Maryland Department of Environment ï Hazardous Materials & Oils Spills Reporting	N/A	N/A	866-633-4686
National Response Center	N/A	N/A	800-424-8802

Appendix C: FSOS Incident Report Form

INCIDENT REPORT FORM

SECTION I – CONTACT INFORMATION

NAME OF PERSON(S) INVOLVED: ______________________________

EMAIL: ______________________________ ROLE: ☐ STUDENT ☐ FACULTY ☐ STAFF

ADDITIONAL PERSON(S) INVOLVED/WITNESSES: ______________________________

REPORTED BY: ______________________________ TITLE: ______________________________

SIGNATURE: ______________________________ DATE: ______________________________

SECTION II – INCIDENT DETAILS

DATE & TIME OF INCIDENT: ______________________________

LOCATION OF INCIDENT: ______________________________

TYPE OF INCIDENT (check all that apply): ☐ INJURY (fill out section III) ☐ SPILL (fill out Section IV)

☐ FIRE ☐ OTHER ☐ ...

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CORRECTIVE ACTIONS TAKEN: ______________________________

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____

PLANS FOR PREVENTING RECURRANCE: ______________________________

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SECTION III – INJURIES

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FIRST AID/MEDICAL TREATMENT GIVEN? ☐ YES ☐ NO BY WHOM? ______________________________

DESCRIPTION OF TREATMENT: ______________________________

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Appendix E: Area of Safe Refuge for Chemical Emergencies

Areas of safe refuge for a laboratory emergency should be in close proximity to the laboratory where the emergency situation is in order to prevent cross contamination of clean areas. Containing the hazardous material while keeping all individuals involved in the emergency and other individuals in the general area safe is the primary concern. Note: These locations are