

**Kansas State University
Department of Environmental Health & safety**

**Campus Emergency Spill
Response plan**



July 1, 2009

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1. GENERAL

All chemical, biological, and radiological emergencies must be reported immediately to Kansas State University (KSU) Public Safety by calling 911 or 532-6400. This plan addresses the procedures to be followed in the event of a release involving a hazardous substance. A hazardous substance is defined as a chemical, biological or radioactive material. Depending on the size of the release, Department of Environmental Health and Safety (EH&S) personnel will respond to the incident. For those incidents exceeding the capabilities of the EH&S department, outside assistance will be requested. Explosive or incendiary devices are not included in this plan and require law enforcement, fire department, or other specialized assistance to respond to these situations. EH&S staff will assume Incident Command at the scene.

2. APPLICATION

This plan only covers incidents on KSU property in Manhattan – spills onto adjacent property not owned by KSU and properties outside Manhattan are not included. All personnel working with hazardous materials in the various departments on campus must be aware of the hazards and properties of the materials, the risks in using or storing the materials, and must have operational procedures and equipment in place for handling small accidental releases. For the purposes of this plan, chemical spills are divided into three categories:

Category	Spill Size	Spill Responder
Small	<ul style="list-style-type: none">- Less than 9 inches in diameter- Mercury spills that personnel feel they can adequately clean up without EH&S assistance.	Personnel who caused the spill, or by safety personnel designated within that department
Medium	<ul style="list-style-type: none">- Equals or exceeds 9 inches in diameter, but less than 5 feet- Mercury spills that personnel do NOT feel they can clean up on their own.	EH&S
Large	<ul style="list-style-type: none">- Equal to or greater than 5 feet in diameter and any “running” spill where the source of the spill has not been contained or flow has not been stopped.- Mercury spills that personnel do NOT feel they can clean up on their own.	EH&S

**Remember - report all spills to Public Safety
by calling 911 or 532-6412**

3. INTERNAL NOTIFICATION PROCEDURES

3. A. Environmental Health and Safety (EH&S)

Upon notification of a chemical release, EH&S administrative staff or University Police Dispatch will:

1. Complete an Incident Report and a KSU Spill Reporting Form. (See Appendix A)
2. Personnel receiving the call should ascertain the category/size of the spill and response actions already taken, if any. If it is a medium or large spill or the caller does not have any information, continue internal notification procedures (see the table below). If the spill is small and has been cleaned up or remediated, forward the Incident Report and the KSU Spill Reporting Form to the EH&S Director.
3. Notify University Police Dispatcher if call made to EH&S.
4. Alert the EH&S Director or designee, **in order of succession as listed**, of the hazardous condition. See the following list:

KANSAS STATE UNIVERSITY INTERNAL EMERGENCY CONTACT LIST

Contact	Office
University Police	532-6412 or 911
EH&S Director: Steve Galitzer	
Emergency Management Coordinator Steve Broccolo	532-5856
Radiation/Biological Officer: Ron Bridges	532-5856
Environmental Manager: Kelly Phillips	532-5856
Hazardous Materials Manager: Sarah Benavides	532-5856
Emergency Response Team:	
Sarah Benavides	532-5856
Kelly Phillips	532-5856
Ray Boller	532-5856
Ahmed El-Sotouhy	532-5856
Lisa Linck	532-5856
Shane Garrett	532-5856

KANSAS STATE UNIVERSITY INTERNAL EMERGENCY CONTACT LIST (continued)

Contact	Office
Biological Response Team:	
Ron Bridges	532-5856
Radiation Response Team:	
Ron Bridges	532-5856
Ray Boller	532-5856

3. B. Facilities

The EH&S Director or designee will contact Facilities staff if it is necessary to shut down heating and ventilation systems, water supplies, etc. The list of phone numbers for Facilities personnel is located with Police Dispatch.

3. C. Campus Administration and Media Relations

The EH&S Director or his designee will notify appropriate University executives of hazardous materials incidents and respond to all media inquiries. When the extent of the spill is known and when it is deemed necessary, contact the following personnel:

Bruce Shubert, Vice President Administration & Finance: 2-6226

Cheryl May, Media Relations: 2-6415

Heather Reed, Office of Student Life: 2-6432

3. D. Lafene Health Center

The Police Dispatcher will notify the Lafene Health Center whenever there is a chemical spill. This will help Lafene prepare for possible incoming patients.

3. E. Animals

Several buildings on campus house animals. These buildings include:

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Trotter ● Mosier ● Coles ● Justin | <ul style="list-style-type: none"> ● Ackert ● Burt ● Bluemont ● Ag Units |
|--|--|

If any animal care facilities are impacted by a spill, contact the following personnel:

Name	Title	Phone Number
Jerry Jaax	University Veterinarian	532-3233/3224
Kerry Taylor	Attending Veterinarian	532-5640

They will contact the necessary personnel and, if necessary, order evacuation of the animals.

4. EXTERNAL NOTIFICATION PROCEDURES

The following agencies may be notified and asked for assistance as determined by the EH&S Director or his designee. These same agencies may also have reporting requirements for the spill (see Section 9).

KANSAS STATE UNIVERSITY EXTERNAL EMERGENCY CONTACT LIST

CONTACT	PHONE NUMBER
Riley County Police Department	911 or 537-2112
Manhattan Fire Department	911 or 587-4500
Riley County Ambulance	911 or 539-3535
Hospital (Mercy at College Ave) Emergency Room	776-3322 776-2800
Riley County Emergency Management	537-6333
Riley County Health Department	776-4779
City of Manhattan Public Works Dept.	587-2415
Emergency numbers (on-call)	587-4550 (water) 587-4555 (sewer) Traffic lights – call Police
Westar Energy	1-800-383-1183 (customer service) 1-800-544-4857 (power outage)
KS Department of Health & Environment (KDHE)	(785) 296-1679
KS Department of Emergency Management (KDEM)	1-800-275-0297

5. SPILL RESPONSE RESPONSIBILITIES

5. A. EH&S Director or Designee:

1. Conduct a site hazard assessment to determine:
 - a. What spilled
 - b. How much
 - c. Hazards of the material
 - d. The location of injured or contaminated individuals
 - e. The need to shut down mechanical and electrical systems
 - f. The potential for environmental contamination
2. Determine which type of the following response or clean up will be needed:
 - a. EH&S Emergency Response Team
 - b. Manhattan Fire Department
 - c. Contractor response
3. Relay hazard assessment information to responding unit(s)

5. B. Emergency Response Team (ERT)

ERT members will

1. Immediately respond to the EH&S Director or Designee upon notification of an emergency. This may be done in person or via telephone.
2. Gather emergency response equipment. Equipment is located in the Hazardous Waste truck, the Hazardous Waste Storage Site, the Emergency Response trailer (located at the Hazardous Waste Storage Site) and Edwards Hall, Room B12.

See Appendix B for the EH&S Spill Control Material Inventories.

No less than 2 ERT members will respond to the incident site. Responding team members must have a means of communication with the EH&S Director or Designee (radio or cell phone). Other ERT members will respond to Edwards Hall for further instructions, unless the incident dictates otherwise.

5. C. Incident Commander (IC)

The EH&S Director or designee will normally assume the role of IC and direct emergency response operations. IC responsibilities may be transferred to the Manhattan Fire Department or other more qualified individuals who are on-site when appropriate to do so. EH&S Director designees will be assigned in the following order:

1. Radiation/Biological Officer (Ron Bridges)
2. Environmental Manager (Kelly Phillips)
3. Emergency Response Team Leader (Sarah Benavides)
4. Emergency Management Coordinator (Steve Broccolo)

The IC will dispatch a two-member team (unless a team is already at the scene) to assess and characterize the incident, and implement prompt action to control the situation to protect human health and the environment. The response team obtains and relays information to the IC immediately. The IC may be part of this two-person team.

Upon determining the incident level, the IC will take reasonable measures necessary to ensure that the incident is appropriately contained, responded to, and cleaned up. These measures could include stopping operations, evacuating work areas or buildings, shutting down air handling systems, protecting nearby storm sewers, collecting and/or containing released wastes, and removing containers.

When necessary, the IC will direct the Emergency Response Team or the K-State Police to initiate evacuation of an area or building.

The IC will direct Emergency Response Team members to provide medical assistance as necessary.

The IC will assess available information, analyze potential hazards and relay pertinent information to Emergency Response Team members at the scene. The hazard assessment will consider both direct and indirect effects of the release.

The IC may notify and request assistance from outside public and private emergency responders as necessary.

6. SPILL RESPONSE PROCEDURES

6. A. 10-Step Procedure

All emergency operations shall be conducted in accordance with the following 10-step incident management procedure:

1. Isolate Area/Deny Entry
2. Identify Material(s)
3. Evaluate Hazards and Risks
4. Choose Protective Clothing/Equipment
5. Coordinate Information/Resources
6. Control and Confine Product/Material
7. Clean up Spilled Product
8. Decontaminate
9. Return Area to Service
10. Terminate (Debrief/Document/Critique)

All hazardous materials responses will be considered high risk until confirmed otherwise.

6. B. General Procedures

1. Response personnel will proceed with caution. Initial response to all hazardous substance incidents will be conducted in the defensive mode until sufficient information and resources are gathered to ensure a safe offensive response. Restrict access to area. Keep unprotected personnel upwind of spill area. Avoid contact with spilled product. Eliminate ignition sources. Prevent liquid from entering drains, sewers, and confined spaces. Take into account – while planning the response – interaction of incompatible materials, volatility, and flammable nature of the constituents involved. Use explosion-proof and spark-proof equipment where necessary. **Do not exceed level of skill and training.**
2. Hot, Warm, and Cold Zones should be established, clearly identified, and properly secured when possible. This plan shall be flexible and able to change as conditions warrant.
3. If possible, visual contact will be maintained between response team members and the IC.
4. The “buddy system” will always be used for Hot Zone activities and other tasks that require the donning of respiratory protection and/or personal protective clothing. Responders will always work in teams of two or more.

5. All responders operating in the Hot Zone and those who are serving as back-up should have a radio on their person at all times. Radios must be in working condition and set to the same frequency as the IC's.
6. All personnel operating in a Hazard Sector (Hot, Warm, & Cold Zones) will be briefed on site safety policies, the type of hazards that may be encountered, effects and exposure, symptoms, and other necessary health and safety information.
7. **No Emergency Response Team member or other responder will be allowed to participate in any activity in the Hazard Sector without proper personal protective equipment (PPE) and required training or competency.**
8. Proper decontamination procedures shall be followed for all incidents when applicable.
9. All response equipment used at the incident must be properly decontaminated, inspected and returned to service as soon as possible by Emergency Response Team members.
10. Formal termination procedures will follow all emergency incidents.

7. INCIDENT TERMINATION

The EH&S Director or his designee shall determine when an emergency incident is over. This decision may be based on input from the Emergency Response Team and/or outside emergency responders. When determining an emergency has ended, the Director/designee will consider:

1. Remaining potential threat to human health and the environment
2. Whether the incident has ceased or is under control
3. Whether it is safe for workers to enter evacuated areas
4. Clean up of site

8. DISPOSAL PROCEDURES

The recovery of spilled chemicals and removal of contaminated debris will be handled by the Hazardous Materials Manager. The EH&S Director will determine what, if any, outside assistance is needed.

1. Cleanup and disposal options will comply with all applicable federal and state laws.

2. Whenever possible or feasible, the released chemical will be returned to its original container or process for future use. The Emergency Response Team will ensure all leaks and punctures are repaired first.
3. Spills with the potential to cause an upset to the city wastewater treatment plant will be reported immediately to the appropriate officials. Response activities will initially focus on preventing spilled material from reaching the sewer.
4. Decontamination wastes such as gloves, protective clothing, and absorbent material will be classified as hazardous waste (as applicable) and appropriately managed.

Hazardous wastes that cannot be recovered will be collected and transported to the campus Hazardous Waste Storage Site to be disposed of by using licensed transporters and appropriately licensed off-site facilities.

9. SPILL REPORTING (STATE & FEDERAL)

Depending on the type and amount of substance spilled, it may need to be reported to state and federal agencies. This reporting should be done as soon as possible. Some agencies require IMMEDIATE reporting. For Spill and Release Reporting Requirements see Appendix C.

Note: If the spill poses an immediate threat to life or the environment, reporting should not be delayed even if all of the required information is not available.

For assistance in determining the type of spill (CERCLA, EPCRA, RCRA, CAA) refer to Appendix D – EPA’s List of Lists – Consolidated List of Chemicals subject to the Emergency Planning and Community Right-to-Know (EPCRA) Act and Section 112(r) of the Clean Air Act.

10. PLAN AMENDMENTS

This plan will be reviewed and amended by the EH&S personnel whenever:

1. It fails in an emergency.
2. Some other circumstance significantly increases the potential for the release of hazardous materials or changes the response necessary in an emergency.
3. Regular exercises or drills suggest amendment is necessary.
4. The EH&S Director deems a change to be necessary.

11. TRAINING

All personnel on the Kansas State University Internal Emergency Contact List (located on pages 2 and 3) are required to have the following training:

Course	Frequency	Reference
40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Course	Once. Afterwards, keep current with 8-hour annual refresher	29 CFR 1910.120
Medical Evaluation (for respirator)	Annually	29 CFR 1910.134(e) KSU Respirator Policy, II.B
Respirator fit testing*	Annually	29 CFR 1910.134(f)
Respirator training	Annually	29 CFR 1910.134(k)
EH&S Hazardous Waste Awareness Training	Annually	40 CFR 265.16
Radiation Safety	Annually	
Familiarization training on department equipment	Annually	Best management practice
Familiarization with campus emergency response plan procedures	Annually (sign review sheet)	Best management practice

* Not required to wear the Powered Air Purifying Respirator (PAPR) with the helmet-style face piece.

END OF PLAN