

INTERNAL/DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Hazardous Materials Spill/Release Emergency Procedures

EFFECTIVE DATE: May 23, 2024

CANCELLATION: None

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Risk Management/Safety/Compliance (Y)

RESPONSIBLE DEPARTMENT: Safety and Risk Management Office

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To promulgate the College's procedures for preventing exposure to and mitigating hazardous materials spills/releases on Delgado Community College campuses and sites.

2. Scope and Applicability

This policy applies to students, employees, visitors, and persons using College facilities who may work or enter facilities with identified or unidentified hazardous materials spills/release. *This policy does not provide instruction on the safe handling, removal, or alteration of hazardous materials spills/releases.*

3. Introduction

In accordance with the College's [Hazardous Materials Plan policy](#), Delgado Community College is committed to a continuing and aggressive effort to maintain a safe work environment for employees, students, and persons using College facilities. All employees responsible for hazardous materials at the College are required to rigorously enforce safety regulations governing the handling, storage, and disposal of the materials. Department heads and supervisors are responsible for maintaining up-to-date inventories of all hazardous materials in their respective units. The College's designated Risk and Safety Manager maintains up-to-date inventories of hazardous material at all College locations and ensures periodic inspections are conducted to maintain compliance with safety regulations for these hazardous materials.

Hazardous Materials Spill/Release Emergency Procedures are designed to minimize hazards to human health and the resulting environment from any unplanned release of hazardous materials. These emergency procedures outline the steps that shall be followed by personnel if hazardous materials are released. The Safety and Risk Manager has designed these procedures in compliance with all Local, State, and Federal Regulations.

4. **Training**

Each employee shall receive departmental training on proper handling of chemicals and emergency response procedures.

Initial departmental training must be completed during the first month of employment and subject to additional training when a new substance is introduced or as needed.

Emergency procedure training will be conducted as part of the annual laboratory safety training. Additional training resources can be arranged by calling the Delgado Safety and Risk Manager at (504) 671 – 5654.

Emergency Response Contractors shall comply with the regulations in the HAZWOPER Standard (29 CFR 1910.120). Contracted employees shall be thoroughly informed in our Emergency Response Procedures. Contractor shall submit to the Safety and Risk Manager all training documentation to be kept on file. Any employees or contractors who are responsible for the removal of hazardous materials from laboratories shall have, at minimum, the OSHA 40 Hour HAZWOPER certification.

Each department shall document all emergency response training. Training records will be kept for at least three years from the date the employee last worked at the university.

5. **Hazardous Material Spill Identification**

The Safety and Risk Manager shall separate hazardous material spills into two main categories:

A. **Major Spills**

1. *Chemical Spills Greater than 500 ml/gm –*

The Safety and Risk Manager defines major spill as a large spill that is greater than 500gm or 500 ml or any amount of an acutely hazardous material. An acutely hazardous material is any material that is imminently dangerous to life and health.

2. *Select Agent Spills*

The Safety and Risk Manager defines select agent spill as any amount of regulated select agent released into the environment that could threaten the safety and health of the building occupants. Select agent spills are considered major spill events. Upon identifying a release laboratory occupant must immediately implement the major spill procedures.

3. *Hazardous Gas Release*

The Safety and Risk Manager defines hazardous gas releases as any amount of hazardous gas released into the environment that could threaten the safety and health of the building occupants. Hazardous gas releases are considered major spills. Upon identifying a release laboratory occupant must immediately implement the major spill procedures.

4. *Mercury Releases*

The Safety and Risk Manager considers mercury an extremely toxic and dangerous material. In effort to reduce possible exposure risks to personnel and students all mercury spills are regarded as major spills. Upon identifying a release immediately implement the major spill procedures.

B. **Minor Spills**

The Safety and Risk Manager defines minor spill as a small spill that is less than 500 gm or 500 ml of non-acutely hazardous materials.

All spills that occur in educational and/or vacant laboratories shall initially be identified as a major spill. The Facilities and Planning Office shall assess the situation and determine the appropriate course of action.

6. **Hazardous Material Spill Procedures for Minor Spills**

A. In the event of a minor spill the following emergency procedures shall be implemented:

1. If injured or contaminated with a hazardous substance immediately implement personal decontamination procedures prior to reporting spill.
2. Laboratory personnel will be responsible for the containment and cleanup of all **minor** spills.
3. Proper personal protection equipment shall be donned during the clean-up of all **minor** spills. If laboratory personnel do not have the proper personal protective equipment then contact the Safety and Risk Manager at 504-671-5654 for assistance.
4. All non-disposable personal protective equipment shall be decontaminated and stored.
5. All disposable personal protective equipment and clean up materials shall be disposed of as hazardous waste.
6. If the material spilled is not covered under the **minor** spill definition (< 500 ml or 500 gm of non-acutely hazardous material) then laboratory personnel shall implement the **major spill procedures**.

B. Education and Vacant Laboratories

All minor spills occurring in vacant laboratories, education/prep laboratories, or any other university area shall be considered a major spill. Therefore, anyone observing a minor spill in these areas shall implement the major spill procedures.

7. **Hazardous Material Spill Procedures for Major Spills**

A. The following procedure applies to:

- Laboratory personnel
- Education personnel
- Facilities Personnel
- Maintenance personnel
- Outside Contractor Personnel

- Environmental Services personnel
- Administrative personnel

B. In the event of a major spill in a university area, all laboratory, education, facilities, maintenance, outside contractor, administrative, and/or environmental services personnel will implement the following steps:

1. Notify persons in the immediate area that a spill has occurred.
2. Avoid breathing vapors, mists or dust of the spilled material.
3. Turn off all ignition sources, if possible.
4. If injured or contaminated with a hazardous substance immediately implement personal decontamination procedures (i.e. eyewash, safety shower, etc.) prior to reporting spill.
5. Evacuate room and close the door.
6. Contact the Office of Facilities and Planning.
7. In order to assess the situation, be prepared to provide the following information:
 - Name and call back number
 - The location of the spill (building and room number)
 - Type of material spilled
 - The amount of material spilled
8. Remain on or near the telephone until you have received instructions from the emergency operator or the Public Safety Dispatcher or the Safety and Risk Manager.

C. Delgado Campus Police

In event of a report of a major spill in a university area, the emergency operator will be responsible for implementing the following steps:

The following spill-related information will be noted when any spill is reported:

- Date and Time
- Name of caller
- Call back number
- Did the event occur on-campus? (If yes proceed with the rest of the questions. If no refer to the Hospital HMERP)
- Location of the spill (building and room number)?
- Type of spill
- Amount of spill
- Any injuries related to spill?
- Has the spill been contained?

D. Safety and Risk Manager

In event of a report of a major spill in a university area, the Safety and Risk Manager will be responsible for implementing the following procedures:

The following spill related information will be noted when any spill is reported:

- Date and Time
- Name of caller
- Call back number
- Type of spill
- Amount of spill
- Any injuries related to spill?
- Has the spill been contained?

If deemed necessary, the Safety and Risk Manager will advise the dispatcher to notify the New Orleans a Fire Department of the situation by calling 911. The Dispatcher must be prepared to provide the exact location of the spill (building name and street address), the dispatcher's name, and any additionally requested information.

E. Housekeeping Supervisor

In the event of a major spill the Environmental Services supervisor will be responsible for implementing the following procedures:

- Notify all key personnel of the hazardous situation.
- Keep all personnel from entering the hazardous area.
- Wait for instructions from the Safety and Risk Manager.

In the event of a major spill, the Safety and Risk Manager will be responsible for implementing the following procedures:

1. The Safety and Risk Manager will contact Campus Police to discuss the situation in detail and determine the severity of the spill.
2. Identify the character, exact source, and amount of released material. Identification can be performed by observation, chemical analysis, SDS review, and/or chemical inventory.
3. Evaluate the situation.
4. If spill needs immediate response, direct Campus Police to immediately contact the New Orleans Fire Department. However, if spill does not need immediate response then contact emergency response contractor.
5. Evacuation of areas potentially affected by the spill (e.g. adjacent room or the rooms below or above) will be at the discretion of the Safety and Risk Manager. During evacuation of these areas, be sure that laboratory personnel shuts down all experiments and ignition sources.
6. Notify local authorities if other areas outside the building need to be evacuated or if spilled material has the potential to migrate off site into the public storm/wastewater system or surface water.
7. Obtain chemical inventory for area in question.
8. Obtain safety data sheets on spilled material.

9. Move all information related to the spill to the established incident command center. Refer to Section, "Incident Command Center".

If it is determined that a minor spill has occurred in a vacant laboratory or educational laboratory or any other area then steps 1 through 6 of the major spill procedures shall be implemented.

8. **Spill Cleanup Procedures**

In the event of a spill, the Safety and Risk Manager, laboratory personnel and hazardous material clean up contractors will implement the following clean up procedures. Proper personnel protection equipment will be donned during cleanup of all hazardous materials. Personnel protection equipment compatibility charts will be referenced prior to cleaning up any spilled material(s). If the laboratory personnel do not have the proper personal protective equipment, then contact the Safety and Risk Manager for assistance at 504-671-5654.

1. Contain spilled material(s) using absorbent pads and/or absorbent socks. Paper Towels will not be used for containment of spill nor will they be used for clean-up.
2. Neutralize spilled material(s) using the appropriate neutralizing agent.
3. Clean up neutralized material using dustpan and/or plastic scoop.
4. Place neutralized material in hazardous waste bags. Dispose of as hazardous waste.
5. Wash area where spill has occurred with water several times making sure no residue was left behind. Dispose of any towels used as hazardous waste.
6. All emergency equipment shall be decontaminated and stored.
7. All non-disposable personal protective equipment shall be decontaminated and stored.
8. All disposable personal protective equipment and clean up materials shall be disposed of as hazardous waste.
9. Always use extreme caution when cleaning up hazardous substances.
10. A chronological report of the spill event must be drafted to document all event activities.

9. **Incident Command Center**

The Safety and Risk Manager will establish an incident command center. The location will be in area outside the hot zone. The incident command center will be equipped with telecommunication equipment.

10. **Command Structure**

In accordance with the College's [Emergency Planning, Response and Recovery policy](#), the Vice Chancellor for Business and Administrative Affairs serves as the College's Emergency Coordinator. For hazardous materials spill/release incidents, the Vice Chancellor for Business and Administrative Affairs will designate the Safety and Risk Manager serve as the Emergency Coordinator for the incident and will be responsible for coordinating all emergency response measures. The Safety and Risk Manager will be thoroughly familiar with all aspects of the College's contingency plan and the facility layout, will be authorized to commit the resources needed to carry out the contingency plan, and will be on call at all times during the incident.

11. **Emergency Contact Numbers**

The College will be responsible for posting emergency contact information on the laboratory entrance door. Contact information should include office phone, home phone and/or pager of emergency contact.

The College shall post emergency phone numbers in the laboratory. In addition to the laboratory posting, emergency phone numbers will be listed on all hallway and laboratory phones.

12. **Emergency Alerting**

The Safety and Risk Manager will activate the fire alarm system to alert all building occupants that the building is being evacuated. Once evacuated, the Safety and Risk Manager will call an "All Clear" notification to Campus Police dispatch.

13. **Evacuation Plan**

In accordance with the College's [Fire Emergency Plan](#) and [Evacuation/Relocation Procedures](#), the fire alarms will be activated by the Safety and Risk Manager if it is determined that the building needs to be evacuated.

1. When the fire alarms sound, LEAVE AT ONCE. Close doors behind you. Proceed into the nearest fire exit and remain there until you are given instructions either by the New Orleans Fire Department, Campus Police, or the Safety and Risk Manager. Fire exits are safe areas of refuge since they are enclosed and the doors and walls are fire-rated to keep smoke and heat from entering the stairway.
2. DO NOT USE ELEVATORS. They will stop if power fails, causing occupants to become trapped.
3. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped in your office or laboratory and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the emergency call box in your room to call the Campus Police dispatcher or call 911 and give the name and location of the building, the floor you are on, and the room number.
4. If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or fumes or if you feel heat pressure against the door. If the corridor is clear, proceed to the fire exits.
5. PERSON(S) WITH DISABILITIES: Using the College's [Evacuation/Relocation of Persons with Disabilities Procedures](#), these person(s) should be taken into the fire exit and remain on the landing in the fire exit until assisted by the New Orleans Fire Department or other emergency personnel.
6. If caught in smoke or heat, stay low where the air is better. Take short breaths through you nose until you reach the fire exit.

14. **Communication**

Communication between the Safety and Risk Manager and all parties involved will be by telephone or cell phone. Cell phones and radios will not be used in combustible or flammable atmospheres.

The Office of Communications, Marketing, and Public Relations will handle any communication with the news media, after meeting with the Vice Chancellor for Business and Administrative Affairs, Campus Police, and the Safety and Risk Manager.

15. **Emergency Medical Treatment**

Anyone who may be injured or had an exposure to the hazardous material will receive assistance in accordance with the College's [Medical Emergency Procedures](#). Campus Police will be immediately contacted to arrive on the scene, and the impacted individual will be treated by the nearest emergency room, as applicable.

16. **Emergency Response Equipment**

Spill clean-up materials (i.e. absorbent pads, neutralizing agents, broom, shovel, and disposal bags) are located on each campus. The Safety and Risk Manager will be responsible for maintaining the spill kits.

17. **Emergency Response Arrangements**

The Safety and Risk Manager will contact the third-party spill response contractor, if needed.

18. **Emergency Response Contractor**

The Safety and Risk Manager shall require emergency response contractors to comply with the HAZWOPER Standard 29 CFR 1910.120. In addition, the contractor shall comply with any local or state regulations on hazard response.

The Safety and Risk Manager, at request, shall require emergency response contractors to provide copies of the following for the department's records:

- Names of all members of emergency response team
- Training certification of all members of the emergency response team
- Emergency Response equipment list
- Health and Safety Plan (HASP)

19. **Reporting Requirements**

The Safety and Risk Manager shall comply with all reporting requirements set forth by local, state and federal agencies.

If it is determined that the College has had a release which could threaten human health or environment, outside the College, then the National Response Center will be notified. In addition, a written report on the incident shall be submitted to the state. The report shall include the following:

- Name, address and phone number of operating officer.
- Name, address and phone number of College.
- Date, time and description of incident.
- Number of injuries
- Assessment of actual or potential hazards to human health or environment (if applicable).
- Estimated quantity and disposition of recovered materials that resulted from incident.

20. **Personal Decontamination Procedures**

- A. The following procedures are general decontamination procedures. These procedures might not be appropriate for certain types of hazardous materials. In effort to ensure proper decontamination consult the Material Safety Data Sheet prior to conducting any experiments.

If injured or contaminated with a hazardous substance these procedures will be implemented **immediately** prior to cleaning up or reporting spill.

- B. For spills contacting the of skin, follow these procedures:

1. Immediately flush with flowing water for no less than 15 minutes (i.e. sink or safety shower).
2. If there is no visible burn, wash with warm water and soap, removing any jewelry to facilitate clearing of any residual material.
3. Check the material safety data sheet to see if any delayed effects should be expected. If the MSDS is not available contact the Safety and Risk Manager immediately at 504-671-5654
4. Seek medical attention for even minor chemical burns.
5. Do not use creams, lotions, or salves.

- C. For spills on clothing, follow these procedures:

1. Do not attempt to wipe the clothes.
2. Quickly remove all contaminated clothing, shoes, and jewelry while using the safety shower.
3. Seconds count, so do not waste time because of modesty
4. Take care not to spread the chemical on the skin or, especially, in the eyes.
5. Use caution when removing pullover shirts or sweaters to prevent contamination of the eyes; it may be better to cut the garments off.
6. Immediately flood the affected body area with warm water for no less than 15 minutes. Resume if pain returns.
7. Get medical attention as soon as possible.
8. Discard contaminated clothes as hazardous waste or have them laundered separately from other clothing.

D. For splashes into the eye, take these steps:

1. Using the eyewash immediately flush for at least 15 minutes.
2. Hold the eyelids away from the eyeball, and move the eye up and down and sideways to wash thoroughly behind the eyelids. Get medical attention immediately. Follow first aid by prompt treatment by a member of a medical staff or an ophthalmologist who is acquainted with chemical injuries.

Reference:

Delgado Community College [Comprehensive Safety Program policy](#)
Delgado Community College [Hazardous Materials Plan policy](#)

Review Process:

Ad Hoc Committee on Hazardous Materials Spill Release Emergency Procedures
Policy 3/25/24
Business & Administrative Affairs Council 5/22/24

Approval:

Vice Chancellor for Business and Administrative Affairs 5/23/24