

University of Tennessee Safety Plan

Plan Subject: Contingency Plan for Hazardous Materials and Waste Releases	Reviewed/Revised: 8/4/2016
Affected Areas/Departments: UT Knoxville	Date Effective: 1/1/2009
Contact Information: Program Owner: Environmental Health and Safety Subject Matter Expert: Sr. Environmental Coordinator	

Plan

In order to reduce hazards to employees, property and the environment in the event there is an incident involving hazardous waste materials at the University of Tennessee, Knoxville (UTK), the following contingency plan has been developed.

Scope

This plan will be implemented in the event of a fire, explosion, or release of hazardous material or waste that occurs at UTK, and which threatens public health or the environment. The appendices to the plan list the EHS emergency coordinators and the emergency equipment available for response.

Acronyms

EHS – Environmental Health and Safety
RSO – Radiation Safety Officers
SERF – Science and Engineering Research Facility
WLS- Walters Life Science

Emergency Response Actions Facility Personnel Will Take Spill Procedures

The following procedures should be followed in the event of a hazardous material or waste spill:

1. If possible, shut off any sources of ignition and/or the source of the spill without endangering yourself.
2. Evacuate the immediate area, closing doors.
3. If building evacuation is necessary, pull the emergency pull station as you exit the building. Call 911. Be prepared to provide the following

information: your name, the specific location of the spill, the name of the substance spilled (if known), and the quantity spilled (if known).

4. Wait outside the affected area for UT Police, Knoxville Fire Department, or representatives from EHS or the RSO.

Fire/Explosion Procedure

The following procedures should be followed in the event of a fire or explosion:

1. Rescue anyone in immediate danger, if it is safe to do so.
2. Pull the nearest pull station.
3. Proceed to the nearest available exit by following exit signs.
4. Close doors as you leave.
5. Call 911
6. Do not return for any reason once you have exited the building.
7. Assemble with other building occupants at your designated area.
8. Once the building or area is considered safe, you will be allowed to re-enter the building or area.

EHS Emergency Responsibilities

When a hazardous substance/waste emergency has been identified, one of the EHS emergency coordinators should be contacted immediately using the safety one-call number (865-974-9586).

EHS Emergency Duties

The following is a list of the EHS emergency 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
 - f. community and facility resources that can be used to manage a release
4. Authority to commit the resources needed to carry out the contingency plan.

Emergency Procedure

The emergency procedures are outlined below, which the EHS emergency coordinators will follow in case of a fire, explosion or chemical spill:

1. Activate internal facility alarms and communications systems if necessary.
2. Consult the university's Spill Prevention Control and Countermeasures (SPCC) plan notification and associated requirements.
3. If facility personnel cannot contain the release of hazardous material, notify the Knoxville Fire Department HAZMAT Team by calling 911. If needed, contact Tennessee Department of Environmental Conservation at 594-6035. Contact EnSafe Inc. at 888- 590-8885, or other qualified vendor on contract with the state or UT if site clean-up will be necessary.
4. If a release has occurred, identify the source; characterize the amount and extent of any released material by record review or chemical analysis.
5. Assess the hazards to human health and the environment, considering all direct and indirect effects.
6. 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 UT Emergency Management, and be available to assist local authorities with evacuation measures.
 - b. Determine if a reportable threshold has been exceeded. Contact the EHS Director if a reportable threshold has been exceeded.
 - c. Notify the National Response Center (800-424-8802) with the following information if a reportable threshold has been exceeded:

- Emergency Coordinator's name and phone number
 - Facility name and address
 - Time and type of incident
 - Quantity of material(s) involved to the extent known
 - Extent of any injuries
 - Possible hazards to human health and the environment outside the facility
7. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste or chemicals at the facility. These measures will include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.
 8. 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 this is appropriate.
 9. Immediately after the emergency, the EHS emergency coordinator will 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.
 10. Ensure that in the affected areas of the facility, no waste that may be incompatible with the release material is stored until the cleanup procedures are completed and all emergency equipment is cleaned and restored to a usable condition.

Notification and Recordkeeping

1. Within 15 days after the incident, complete a written report including the following information:
 - a. Date
 - b. Name and quantity of material(s) involved
 - c. Extent of injuries, if any
 - d. Assessment of actual or potential hazards to human health or the environment if applicable
 - e. Estimated quantity and disposition of the recovered material that resulted from the incident.
2. The contingency plan will be reviewed and will be revised under the following conditions:

- a. Applicable regulations change
- b. The plan fails during an emergency
- c. The facility changes in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency
- d. The list of emergency coordinators or equipment changes
- e. Periodically (e.g. annually)
- f. Upon request from regulatory agency

Building Evacuations

When a building has an emergency evacuation, the UT Police will direct the movement of evacuees to a safe location.

Plan Posting

The Contingency Plan for Hazardous Materials and Waste Releases shall be kept on the EHS website, posted at the SERF and WLS waste chemical storage rooms, and in the EHS emergency management one-call notebook, as well as on the EHS web-site.

Plan Distribution

Copies of the most recent revision of the contingency plan will be distributed to the UT Campus Police Department, Knoxville City Fire Department and the UT Emergency Management Department.

Appendix I

EHS Emergency Coordinators (HAZWOPER Certified)

Mr. Steve Crouch, Sr. Environmental Coordinator Department of Environmental Health and Safety Office: (865) 974-5084	Primary
Ms. April Case, Sr. Safety Coordinator Department of Environmental Health and Safety Office: (865) 974-5084	Secondary
Ms. Pamela Koontz, Sr. Lab Safety Specialist Department of Environmental Health and Safety Office: (865) 974-5084	Secondary
Mr. Scott Moser, Sr. Lab Safety Specialist Department of Environmental Health and Safety Office: (865) 974-5084	Secondary

For emergencies after hours, please contact UT Police at 974-3111, or 911.

Emergency Notification Contacts:

University of Tennessee Police Department
(865) 974-3114 or 911

Department of Environmental Health and Safety
(865) 974-5084 After Hours One-Call (865) 974-9586

UT Radiation Safety Officer – Marsha Smith
(865) 974-5580 After Hours One-Call (865) 974-9586

UT Biosafety Officer – Brian Ranger
(865) 974-1938 After Hours One-Call (865) 974-9586

Knoxville Fire Department
911

Tennessee Emergency Management Agency
1-800-424-3300

Knoxville-Knox County Emergency Management Agency
(865) 215-2297

Campus Wide Emergency Coordinators

Chief Troy Lane - University Emergency Coordinator
University of Tennessee Police Department
(865) 974-3111 or (865) 974-6631

Mr. Mark Smith, Director - Department of Environmental Health and Safety
Office: (865) 974-5084
Home Phone: (865) 588-8445

Brian Gard - UT Director of Emergency Management
Office: (865) 974-3061
Cell: (865) 250-4714

Appendix II
List of Emergency Equipment

Emergency Equipment Available

1. Personal Protective Equipment

*Located in EHS truck #2776
and EHS office East Stadium Hall*

- A. A variety of N95 and chemical cartridge air purifying respirators
- B. A variety of body protective coveralls
- C. A variety of impermeable gloves, including nitriles
- D. Boots and boot covers
- E. Eye and Face Protection to include:
 - safety glasses
 - chemical goggles
 - face shields
 - respirator masks
- F. An assortment of additional personal protective equipment

2. Monitoring Equipment

Located in EHS Office East Stadium Hall

4 gas meter for monitoring oxygen, carbon monoxide, hydrogen sulfide, and flammability

3. Chemicals Control Equipment

- A. Spill management agents to include:
 - Located in EHS office East Stadium Hall
and in Hazardous Waste Storage Rooms*
 - oil dry
 - vermiculite
 - absorbent pillows and pads
 - sodium bicarbonate

- B. Containment equipment to include:
Located in SERF hazardous waste storage room
- plastic buckets
 - large, heavy duty plastic bags
 - sealing tape
 - 55 gallon drums
 - over-pack containers
- C. Spill pick-up equipment to include:
Located in SERF hazardous waste storage room
- brooms
 - shovel - spark resistant
 - dust pans
- D. Fire suppression equipment to include:
*Located in EHS office East Stadium Hall, EHS truck 2776
and in Hazardous Waste Storage Rooms*
- dry powder extinguishers

All emergency equipment will be inspected and thoroughly cleaned after each usage. All necessary maintenance will be performed before the equipment is placed back into storage. A routine, periodic inspection of the equipment will be performed.

All satellite accumulation areas should be equipped with the following:

- Fire alarm system
- Portable fire extinguisher (ABC type)
- Safety shower (within 10 seconds access)
- Eye wash (within 10 seconds access)