

HAZARDOUS MATERIALS (HAZMAT) INCIDENT - ON CAMPUS

A release of hazardous materials (HAZMAT) could involve chemical, biological, or radioactive materials. The ability to respond to a hazardous materials release will depend on many factors, including the amount of material spilled or involved in an incident, the physical, biological and chemical characteristics of the material, the material's health and hazard characteristics, the location of the spill, the level of response training obtained, and the types of personal protective and spill response equipment available.

If a HAZMAT release occurs on campus that cannot be handled safely by a TRAINED employee, then:

1. Alert people in the immediate area of the spill, evacuate the area, and call Notre Dame College Police at (216) 373-5212.
2. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment. Activate the emergency electrical shutoff if a laboratory is equipped with one.
3. Confine the hazard by closing doors as you leave the area. DO NOT put yourself at risk by rescuing or providing aid to contaminated persons unless you are properly protected.
4. If you are contaminated every attempt should be made to avoid cross contamination of others. Use eyewash or safety showers as needed to rinse contamination off you. If you are not contaminated, you can direct others on how to de-contaminate from a safe distance. After you decontaminate isolate yourself in a safe location. Do not assume it is safe to come into contact with others even if you have had emergency decontamination.
5. Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building do not delay evacuating the entire building. If there is a chance of explosion from the hazardous material release do not activate the building fire alarm. Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a manual pull station. Follow the building's evacuation procedures.
6. The staff or faculty member responsible for the area that the incident occurred must call Notre Dame College Police at (216) 373-5212 to provide additional information about the material release. Be prepared to provide as much information as possible on the hazardous materials released so the information is available to first responders. At the designated evacuation point, notify emergency responders of the location, nature and size of the spill. Isolate contaminated persons. Avoid cross-contamination or chemical exposure from contaminated persons.

WHAT WILL HAPPEN

The College will notify Hazmat officials and the South Euclid Fire Department, if needed. Campus police and Maintenance Department personnel will be notified and respond as well. Additional emergency responders may respond from the affected jurisdiction. Rescue, evacuation, investigation, containment and clean-up will be conducted as directed by the Hazmat/Fire officials, police officials, and the Incident Commander, if the Incident Command System was activated. **ALL SPILLS/ RELEASES MUST BE REPORTED even if they are isolated and cleaned immediately!**

HAZARDOUS MATERIALS INCIDENT - OFF CAMPUS OR LARGE SPILL

OFF CAMPUS OR LARGE SCALE RELEASE

Large-scale hazardous material releases either on campus, contiguous roads, railways, or from local jurisdictional areas have the potential to impact the Notre Dame College campus community. These incidents have the potential to cause serious injuries and fatalities, significant property damage, and /or require major evacuations.

WHAT YOU SHOULD DO

A sudden release of hazardous materials may allow little time for an organized response. The appropriate initial action may be to **“shelter in place,”** (remain in a closed building) and find a way to receive emergency information from the College or jurisdiction. To shelter in place for a hazardous materials incident follow these guidelines:

- Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.
- Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
- Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
- Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
- Use material to fill cracks and holes in the room, such as those around pipes.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel.
- Avoid eating or drinking any food or water that may be contaminated.

Depending on the circumstances, evacuation may be the appropriate protective measure to take. If an evacuation is ordered you will be notified via the emergency communications methods described in the General Emergency Procedures of this handbook. Your personal vehicle may not be accessible during an incident. Any major evacuation will be coordinated by Notre Dame College Police and local police/ fire department officials.

Plans may change quickly during a hazardous materials emergency. Any instructions you receive via emergency communications or given directly from first responders during the emergency shall take precedence over these procedures.

If you are caught outside stay uphill, and upwind of the spill. In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical

deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from accident victims until the hazardous material has been identified.