



ALABAMA A&M UNIVERSITY CONTINGENCY PLAN

1.0 SCOPE AND PURPOSE

- 1.1 In order to rapidly and successfully respond to a hazardous substance release or emergency evacuation, emergency response personnel and the other employees must know the steps that need to be followed during and after an emergency is reported. This is the purpose of the described plan.
- 1.2 The contingency plan is comprised of multiple documents which describe actions that need to be taken during emergency situations. These documents are listed in Appendix A.
- 1.3 This plan is to be provided to the following agencies: Fire and Police Departments that may need to respond to an emergency, ADEM Field Operations, Huntsville Hospital, and any emergency spill response contractor called to perform emergency response services. It should be documented in writing that a copy was provided to these agencies.
- 1.4 Alabama A&M University is a land grant university located in Normal, AL. The university encompasses 291 acres and approximately 70 buildings.

SCHOOL INFORMATION

School Name: Alabama A&M University

Site Address: 4900 Meridian Street

Normal, AL 35762

Property Owner: Alabama A&M University

EPA I.D. number: ALD983167792

Emergency Coordinators

Primary: Gregory A. Bryant

Title: Hazardous Environmental Manager

Office Phone: 256-372-4090

Cell Phone: 256-924-0249

Office Address: University Services Building

Alabama A&M University

453 Buchanan Way

Normal, AL 35762



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Home Address: 100 Fox Hollow Court
Madison, AL 35758

Alternate: Melvin Lewis
Title: Life Safety Compliance Specialist
Office Number: 256-372-4274
Cell Phone: 256-947-9278
Office Address: Polk Cottage – Alabama A&M University
Normal, AL 35762

2.0 OBJECTIVE

- 2.1 This plan describes the information and processes for responding to hazardous substance releases and other emergencies that require evacuating the campus. It includes roles and responsibilities of the different response agencies, the location and availability of response resources, the process for conducting the response or evacuation and other actions necessary to ensure a safe and effective clean-up.
- 2.2 This contingency plan enables response efforts to proceed smoothly and effectively, minimizes danger to clean-up personnel, reduces overall cost of clean-up by avoiding unnecessary effort and ensures the protection of human health and the environment when used by properly trained personnel.
- 2.3 This plan will be implemented in the event of a hazardous waste spill, fire, any explosion, or a combination of these. Additionally, the plan will be implemented if the emergency coordinator determines that a threat of human health or the environment exists. Implementation is intended to mitigate or protect the university and neighboring community from injury; contamination of storm sewers with hazardous material; damage to equipment; damage to the environment; or a combination of these.
- 2.4 The procedure focuses on but is not limited to buildings that house chemicals or environmentally hazardous substances:
 - 2.4.1 Animal Research Center
 - 2.4.2 Carver Complex
 - 2.4.3 Carter Building



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- 2.4.4 Chambers Building
- 2.4.5 Eugene Kendrick Maintenance Facility
- 2.4.6 New Science Building (Under Construction)

3.0 DEFINITIONS AND ACRONYMS

- 3.1 AAMU – Alabama A&M University
- 3.2 EC - Emergency Coordinator, primary contact for hazardous substance control and disposal and emergency procedures. The university has one or more appointed Emergency Coordinator(s)
- 3.3 Hazardous Material – Unless otherwise specified for purposes of this procedure a hazardous material is defined as material for which there is an identified hazard rating of 1 or higher in any hazard category as evidenced on its HMIS label or other standard hazardous material labeling.
- 3.4 Hazardous Environmental Manager – Individual responsible for providing technical assistance and support as needed to the university to ensure that the university's Environmental, Health and Safety program meets all applicable federal, state and local laws and regulations.
- 3.5 SDS – Safety Data Sheet – Document provided by the manufacturer of a hazardous substance that explains the hazards, use, handling, storage, amelioration, and disposal of the material.
- 3.6 Spill Responder– Plant level group responsible, in conjunction with the Emergency Coordinator, Incident Commander for managing chemical spills.
- 3.7 HMIS – Hazardous Material Identification System, one of several standardized labeling systems for labeling chemicals and rating their hazard type and severity.
- 3.8 GHS – Globally Harmonized System, international system for standardizing and harmonizing the classification and labeling of chemicals
- 3.9 Laboratory Chemical and Safety Committee – Is a cross functional group of professors, managers and personnel responsible for developing and implementing chemical management and laboratory safety.



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4.0 UNIVERSITY RESPONSIBILITIES

4.1 Hazardous Environmental Manager or Designee

- 4.1.1 Maintains, revises, releases and controls this document with approval of the designated university personnel.
- 4.1.2 Provides guidance for the management, handling, and disposal of hazardous materials and wastes
- 4.1.3 Manages recordkeeping and reporting to the necessary parties and agencies required by applicable federal, state and local laws and regulations or by the company.
- 4.1.4 Maintains up-to-date information for the revision of this document and ensures distribution is made in the event regulations change.
- 4.1.5 Ensures all Emergency Contact information included in this procedure and its appendices are verified yearly and updated as needed.

4.2 Director of Physical Facilities – Alabama A&M University

- 4.2.1 Provides resources for implementation and support.

4.3 Director of Facilities – Aramark High Education

- 4.3.1 Provides resources for implementation and support especially but not limited to incidents involving Aramark Employees

4.4 On Site Incident Commanders

- 4.4.1 Coordinates emergency response activities when required: See Appendix B.

4.5 Life Safety Specialist

- 4.5.1 Responsible for fire safety and evacuation plans.

4.6 Department of Public Safety



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- 4.6.1 Responsible for gathering information and answering initial emergency call.
- 4.6.2 Coordination of outside emergency personnel and also providing security to the emergency.
- 4.6.3 Assess the situation and call the appropriate individuals to handle the emergency situation

4.7 Other Responsibilities

- 4.7.1 Employees are to follow the guidelines outlined.

5.0 CONTINGENCY PLAN AMMENDMENT TRIGGERS

- 5.1 Because the approaches and methods for responding to releases or evacuating the buildings are constantly evolving, the contingency plan is also constantly evolving and improving.
- 5.2 Situations requiring amendments include but are not limited to: University permits are revised; plan fails in an emergency; emergency coordinator or emergency equipment changes. Other changes to the university which increases the potential for fire, explosions, or release of hazardous waste could also trigger an amendment.

6.0 EMERGENCY REPORTING

- 6.1 Any person that discovers a situation such as a fire, explosion, unplanned release of hazardous waste or its constituents into the air, soil, surface water or sanitary sewers of affected buildings should immediately initiate these actions:
 - 6.1.1 Activate nearest FIRE ALARM & LEAVE THE AREA
 - 6.1.2 Contact AAMU Department of Public Safety (University Phone #9-1-1 or 5555) from a safe distance
 - 6.1.3 Cell Phone Users also may dial 9-1-1 and tell operator to connect you with AAMU Department of Public Safety. You may also dial 256-372-5555 to speak with the switchboard operator.



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- 6.2 Give Dispatcher as complete a description of the incident as possible:
 - 6.2.1 Provide your name and telephone number from the location where you are calling from
 - 6.2.2 Identify the building where the accident occurred using room number or location of the accident
 - 6.2.3 Describe the type of accident: fire, leaking drum and/or container etc...
 - 6.2.4 Note any markings or identifying labels on the drum should the concern involve a hazardous waste drum
 - 6.2.5 Please note any injuries and need for medical assistance
- 6.3 Await the arrival of AAMU Public Safety to reinforce and update if necessary, information previously provided that may have changed
- 6.4 Once informed that an incident has occurred involving chemical or infectious waste, AAMU Public Safety shall contact the Incident Commander (s) or the Hazardous Environmental Manager.
- 6.5 If the first Incident Commander cannot be reached, the alternate or Life Safety Specialist shall be reached.
- 6.6 Contact information for both is located on the first page of this plan.
- 6.7 The Incident Commander (s) or the Hazardous Environmental Manager is responsible for notifying outside emergency response agencies if necessary. See Appendix G for list of emergency contacts.

7.0 EXTERNAL COMMUNICATIONS WITH OUTSIDE AGENCIES

- 7.1 During an emergency situation, communications with outside agencies may be required. However, communication prior to an emergency will aid in quicker response times and aid in expedited medical care.
- 7.2 **Fire Department**



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- 7.2.1 Every year the Fire Department visits university facilities. During this visit, they look at the capabilities available for firefighting (fire hydrants, etc.) and chemical storage areas, etc. This allows the Fire Departments to acquaint themselves with the hazards at our university.
- 7.2.2 On an as needed basis, copies of MSDSs for bulk chemicals (55 gallon drums) or highly hazardous chemicals will be supplied to Huntsville Fire Department closest to the university. This plan which contains a map of the university showing chemical storage areas will be provided as required. When information is supplied to the Fire Department, it needs to be signed for and that record retained.
- 7.2.3 The Fire Department responds to fires, explosions, and some medical emergencies. They should know what materials are stored at the university. Fire Departments may be extended an opportunity to tour the facility to familiarize themselves with the types of hazards at the university.

7.3 Hospital/Clinic

- 7.3.1 On an as needed basis, copies of MSDSs for chemicals or highly hazardous chemicals will be supplied to the hospital. When information is supplied to the hospital, it needs to be signed for and that record retained.
- 7.3.2 During a fire, explosion, or chemical spill in which an individual may be injured or exposed to chemicals, they may need to visit the hospital. If such an event were to happen, perform the following steps:
- 7.3.3 If the employee was exposed to a known chemical, ensure a copy of the MSDS is given to the emergency response personnel or a copy of the MSDS is provided to the hospital the employee is being sent to.

7.4 State/City

- 7.4.1 Whenever there is an imminent or actual emergency situation resulting from a fire, explosion, or known chemical release, it is the legal responsibility of the Emergency Coordinator (or designee) to notify appropriate State, Local or Federal agencies. The Emergency



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Contact Information Appendix G is available as a reference for reporting emergency situations to the appropriate authorities.

7.4.2 If a chemical makes its way into the Sanitary, sewer or storm water sewer systems call Huntsville Utilities. Their number can be found in Appendix G.

7.5 **Emergency Response Contractor**

7.5.1 The university has a service agreement with a 24-hr emergency response contractor. They will tour the university as often as necessary to ensure they are familiar with the building and the hazards present.

8.0 **BUILDING EVACUATION**

8.1 Buildings evacuations are coordinated by the Incident Commander or Hazardous Environmental Manager are responsible for dealing with the event (fire, spill, etc.) that necessitated the evacuation. Ensuring a safe and orderly evacuation regardless of the situation will greatly reduce the amount of time required to evacuate the facility. See Appendix B for building evacuation guidelines.

8.2 **Reporting a Fire or Spill**

8.2.1 If you see a fire, immediately exit the building using your assigned or nearest exit route. Upon exiting the building, activate the fire alarm pull station. These pull stations are located next to each exit door and along certain corridors within the various buildings. This alerts the fire monitoring outside contractor that a fire alarm has been activated. .

8.3 **Evacuation Routes**

8.3.1 Evacuation routes, emergency exits, and assigned assembly areas should be established for each building. See the Evacuation Map.

8.4 **Exiting the Building**

8.4.1 University employees in the area of the incident shall initiate evacuation, and check room(s) for occupants as they leave. Employees shall be observant for and sensitive to the needs of



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Handicapped individuals.

8.4.2 All students, professors, and employees must exit the building and assemble to an area at a safe distance from the emergency. **DO NOT RUN!** Do not linger in entranceways or parking lots where emergency vehicles may be required to drive.

8.4.3 Ensure all persons are kept as far away from the building as possible. No re-entry is permitted unless authorized to do so by the Emergency Response Coordinator, or his/her designee.

8.4.4 Permit only authorized Emergency Response Units and University personnel in possession of appropriate identification

9.0 EMERGENCY RESPONSE SPILL/RESPONSE EQUIPMENT

9.1 Emergency equipment and spill response equipment is to be inspected on regularly scheduled intervals and records maintained. See below the emergency equipment and inspection schedules and record locations.

9.2 Fire Extinguishers:

- Inspected monthly by Facilities Maintenance
- Records available on the Fire Extinguisher.

9.3 Fire Risers:

- Inspected yearly by contractor
- Records available in Office of Environmental, Health and Safety.

9.4 Eye Wash Stations/ Safety Showers:

- Inspected by Laboratory Personnel and periodically inspected by the Hazardous Environmental Manager

9.5 Emergency Spill Response Stations:

- Inspected yearly or after use by Hazardous Environmental Manager
- Records available in EHS Office.



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10.0 SPILL CLEAN-UP REFERENCE

- 10.1 This reference is provided for use only by personnel who have been trained to respond to chemical spills and by managers and technical staff who supervise or define methods and procedures for areas where hazardous materials are in use.
- 10.2 Alabama A&M University has contracted with emergency response contractors for hazardous material clean up. . Notify the Incident Commander(s) or Hazardous Material Specialist immediately. A determination will be made if the spill can be safely cleaned up locally. Otherwise, all hazardous material spill cleanups should be referred to the local contractor.

10.3 Initial Preparation

- 10.3.1 Initial preparation is the key to a successful emergency response. Being aware of material on hand, exit routes, and emergency equipment will aid in effective clean-up and returning to normal operating status. This involves understanding the contents of this plan.

10.4 Pre-Planning Checklist

Before a spill occurs, ask the following questions:

- What chemicals do I have on site?
- Do I have the necessary spill clean-up materials?
- Do I have the spill guidelines posted or know where to get them if I need them quickly?
- Do I have an evacuation route for the university in the event there is a large spill that results in an emergency?
- Have employees who may be exposed to chemicals had appropriate hazard communication training as required by OSHA?
- Do I have an inventory of chemicals on site?
- Are material safety data sheets (MSDS) available?

If any of the questions reveal an area that needs improvement it is essential that the issue be corrected expeditiously.



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Warning: Never attempt to clean up or neutralize a chemical whose identity is unknown.

Caution! Spills in and around electrical equipment (including batteries) can result in electric shock hazards. Do not enter spill area unless it is safe to do so. If necessary, de-energize equipment and use lockout tag-out methods.

10.5 Responding to Spills

- Estimate the size of the spill. Determine the type and amount of clean-up materials needed.
- Secure and isolate the area.
- If safe to do so, attempt to stop the source of the spill.
- If safe to do so, attempt to contain the spill.
- Use the method in the appropriate spill clean-up guideline (Appendix C through Appendix E)
- For acids and bases, when not discarding rinse water as hazardous waste, check pH which when neutral should be between 5 and 8. In some cases, it may be necessary to use sodium bicarbonate or citric acid to neutralize rinse water.
- Store the clean-up material for proper disposal. Cleanup materials must be disposed of within 90 days.
- If any liquid is thought to have gone down a drain immediately, notify the Incident Commander(s). This must occur for proper notification of government agencies.

10.6 Spill Clean-Up Supplies

10.6.1 Spill cleanup supplies and equipment are maintained by the Hazardous Environmental Manager. The spill kit contents and replacement supplies are available from Grainger (1-800-356-0783) or other supplier. Bags of spill cleanup granules (kitty litter) can be obtained from local hardware stores.



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11.0 GENERAL SAFETY GUIDELINES

11.1 Personal Safety

- 11.1.1 Wash hands before eating, drinking, smoking or applying cosmetics;
- 11.1.2 No food or drinks in production area; and
- 11.1.3 If skin contact with chemicals should occur, immediately flush area with water.

11.2 General Safety

- 11.2.1 Know emergency numbers:
 - 11.2.1.1 External Emergency: 9-911
 - 11.2.1.2 AAMU Public Safety: 5555 or 9-911
 - 11.2.1.3 Hazardous Environmental Manager: 4090
 - 11.2.1.4 Life Safety Specialist: 4274
 - 11.2.1.5 Director of Physical Facilities: 4276
- 11.2.2 Know location of fire extinguishers; and
- 11.2.3 Keep stations clean; and
- 11.2.4 Keep aisles and exits clear of material; and
- 11.2.5 Be familiar with at least two (2) evacuation routes from your location and meeting point outside the building; and



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APPENDIX A

List of Appendices and Associated Documents

Appendices

Appendix B	Emergency Procedures Responsibilities
Appendix C	Spill Clean-up Instructions Acids, Caustics, Petroleum Oil & Non- Flammable Solvents
Appendix D	Spill Clean-up Instructions Solvents and Flammable Liquids
Appendix E	Spill Clean-up Instructions Lead Acid Battery Spills (Acid Neutralization)
Appendix F	Emergency Contact Information
Appendix G	External Emergency Contact Information
Appendix H	Emergency Release Notification



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APPENDIX B

Emergency Procedures Responsibilities

Student/Professor/Employee Responsibilities:

1. Identifies what they believe could be an urgent environmental or safety hazard.
2. For life threatening emergencies, the individual will pass the word for immediate evacuation of the building. Notify the AAMU Public Safety of the emergency by telephone (5555 or 911).
3. Do not try to address the spill but gather as much information as possible (i.e. type of chemical, building and room number).
4. Aid the Incident Commander (s) or Hazardous Environmental Manager in obtaining additional information necessary for completing the emergency information report form.

On Site Incident Commanders or Hazardous Environmental Manager:

1. An Incident Commander(s) must be on site or on call at all times.
2. Whenever there is an emergency situation the Incident Commander(s) must:
 - a. Call AAMU Public Safety to notify all personnel of the danger.
 - b. Notify appropriate agencies if their help is needed.
3. Whenever there is a release, fire, or explosion the Incident Commander(s) or Hazardous Environmental Manager must immediately identify the nature of the problem, exact source, amount, and extent of any released materials. This can be done by direct observation, use of records, manifests or material safety datasheets, or by chemical analysis, if necessary.
4. The Incident Commander(s) or Hazardous Environmental Manager must assess possible hazards to human health and the environment, resulting from the releases, fire, or explosion. Examples include toxic gases or hazardous materials running off-site when control measures are used.
5. If local areas need to be evacuated, the Incident Commander (s) is responsible for notifying local authorities. S/he must also be available to provide technical information and to assist officials in the decision to evacuate.
6. The Incident Commander(s) or Hazardous Material Specialist must notify appropriate agencies if the emergency extends outside the university. See Alabama Emergency Management Agency (AEMA) Form 20, Appendix H for contact information.
7. During the emergency, the Incident Commander(s) must take all reasonable steps to ensure that fires, explosions or releases do not spread to other hazardous materials or wastes stored at the university. Control measures must include: Securing hazard sources (electricity, gas, etc.), Stopping processes and operations,



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Collecting, and containing released hazardous materials or wastes, and Removing or isolating collected hazardous materials.

8. If the university stops operation for a fire, explosion or release, the Incident Commander(s) must monitor for leaks, pressure buildup, or problems with process equipment at the university.
9. Immediately after the emergency, the Incident Commander(s) must provide for treating, storing, or disposing of any recovered waste, contaminated soil or surface water or any other hazardous material that results from a release, fire, or explosion at the university.
10. In the affected areas the following must be done:
 - No waste that may be incompatible with the released material is treated, stored, or disposed of until clean-up procedures are completed.
 - All emergency equipment listed in this plan is cleaned and fit for its intended use. All materials or equipment that needs to be replaced must be replaced as well.
 - Notify ADEM, (334) 271-7730 or after hours (256) 353-1713 that all emergency equipment is cleaned or replaced and fit for use before the university resumes operations.
11. The Incident Commander(s) and or Hazardous Environmental Manager must ensure that all required written reports are filed with the appropriate regulatory agencies within the required reporting periods.

AAMU Public Safety:

1. Upon notification of an spill or fire by phone attempt to write down the caller's name, location of incident. If a prank call is suspected this information is vital in identifying the perpetrator.
2. If a chemical spill is reported, contact the Incident Commanders(s) or Hazardous Environmental Manager who will in turn activate the spill cleanup procedures if necessary. Based on information, the Incident Commander(s) or the Hazardous Environmental Manager will determine if Huntsville Fire Department/Hazmat Team or Spill Clean-Up Contractor is to be called;
3. Ensure that access to the spill area is clear of non-essential personnel.
4. Open truck entrances to allow for quicker egress from the university and emergency vehicles to enter;
5. Direct the Fire Department to the location of the fire and any employees that may still be inside;



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APPENDIX C

Spill Clean-up Instructions Acids, Caustics, Petroleum Oil & Non-Flammable Solvents

This guideline is for small spill clean-up of acids (e.g. sulfuric and hydrochloric acids), bases (e.g. potassium hydroxide found in batteries and sodium hydroxide), petroleum products (e.g. fuel oil and waste oil), anti-freeze (e.g. ethylene glycol) and other organic chemicals. It is not for hydrofluoric acid, gasoline, or flammable solvents.

Spill Cleanup Instructions

Refer to the product Material Safety Data Sheet to determine the class of substance and follow instructions in the appropriate sections. Before initiating the cleanup make sure to read and understand the hazards and personal protective equipment requirements specified in the MSDS.

WARNING:

Do not attempt to initiate these procedures if at any time you feel that continued clean-up operations would endanger yourself or others in the area.

No cleanup is more important than your safety.

Certain areas in university may contain extremely hazardous acids to include but not limited to: Hydrofluoric Acid (HF), Fuming Nitric Acid, Fuming Sulfuric Acid, and Red Fuming Sulfuric Acid. If these materials are spilled, the area must be evacuated and the Spill contractor called in.

Acids and bases can cause chemical burns. Exercise extreme caution when handling. Clean-up of large spills (for example, more than a gallon of acid, base, or petroleum products) should only be performed by personnel trained in hazardous materials emergency response.

In An Emergency

An emergency is a spill that is too large for to control and clean-up locally. Evacuate all personnel that may be affected by the spill. This includes spill response personnel. Contact the Emergency Coordinator, or alternate, as shown in the Emergency Contact Information, [Appendix H](#), immediately.



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Materials

Personal Protective Equipment (PPE)

- Rubber gloves.
- Goggles and face shield
- Rubber boots or plastic covers for shoes.
- Eye wash, if needed.
- If needed, chemical resistant clothing e.g. rubber apron or suit (Tyvek).

Diking Materials, Spill Kits

- Approximately 32 linear feet of universal absorbent spill pigs (e.g. eight (8) four foot pigs or two (2) ten foot plus three (3) four foot pigs).
- Universal absorbent spill pillows (with pigs, enough to absorb a 10 gallon spill).
- Plastic shovels.
- Plastic disposal container with lid, plastic bag liners, and plastic ties.
- Hazardous waste labels.
- Mop and bucket.
- Baking Soda

First Aid

Skin: Remove contaminated clothing. Immediately rinse thoroughly with water. Wash with soap and water. Get medical attention!

Eyes: Immediately flush eyes with eye wash for 15 minutes or, if using eye wash bottle, use all solution in bottle. Hold eyes open rolling from side to side. Get medical attention immediately. If possible continue to flush until medical help arrives.

Spill Cleanup Procedures

1. Notification

Notify the Emergency Coordinator or the Environmental Health and Safety Engineer that a spill has occurred. Secure the area.

2. Assessment

Put on personal protective equipment. Determine the following: what has been spilled, quantity, proximity to drains, and other hazards.

3. Planning

Determine best course of action i.e. clean-up, evacuation, reporting.



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4. Containment

Dike

- Block off floor drains with pigs.
- Stop flow of liquid from container, if possible without injury or contamination to self by any possible safe means.
- Use spill pigs around perimeter of spill to stop it from spreading.

Ventilate (particularly for petroleum products)

- If possible shut down general ventilation or shut vents in area to prevent dispersion of vapors throughout building.
- For spills that are larger than 2-3 gallons, in confined or small closed spaces, open windows and doors to outside to reduce build-up of vapors.

5. Cleanup

- Starting from the perimeter of the spill use pillows or pads to absorb.
- Line disposal container with plastic liner bag.
- After each pillow becomes saturated, use a shovel, or other tool, to place in plastic disposal container.
- As spills are absorbed use booms to reduce size of containment area by slowly pushing pigs toward center of spill.
- After spill is absorbed, coil spill pigs, use a shovel, or other tool, to pick up and place in plastic disposal container.
- Rinse area of spill with water. Use as little water as possible.
- Mop rinse water and pour into plastic disposal container.
- For acids and bases, if there is significant residue on sensitive equipment or the spilled material was highly concentrated, neutralization of the surfaces may be necessary. For acids, use a mop or cloth to apply a dilute solution of approximately 4 ozs. baking soda per gallon of water. For bases, apply household vinegar or a dilute solution of approximately 4 ozs. of citric acid per gallon of water.
- Wash spill area with soap and water.

NOTE: For very small spills, used absorbents can be stored in the plastic liner without the use of the plastic disposal container.

6. Decontamination

- Use plastic tie to close liner.
- Discard heavily contaminated gloves, worn shoe covers, and disposable protective equipment in plastic disposal container.



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- Rinse contaminated personal protective equipment with water.

7. Storage

- Place lid on the container and label as hazardous waste.
- Check container for leaks.

8. Follow up

- Used spill clean-up materials will require disposal as hazardous waste.
- If not already done report spill to the Emergency Coordinator.
- Restock Supplies.



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APPENDIX D

Spill Clean-up Instructions Solvents and Flammable Liquids

This guideline is for small spill clean-up of flammable liquids such as solvents and fuel. Solvents include mineral spirits, thinners, and alcohol. Fuels include gasoline and diesel fuel. Extra care to reduce risk of fire and explosion should be taken during clean-up of flammable liquids. Only small spills should be cleaned-up by employees. In some instances, even small spills in confined areas will require the assistance of personnel trained in hazardous materials emergency response. Solvents tend to evaporate quickly, which can result in inhalation exposure, and vapors can travel to ignition sources. Clean-up of large spills (in some cases more than 1 to 2 pints of flammable liquid) should only be performed by personnel trained in hazardous materials emergency response.

Spill Cleanup Instructions

Refer to the product Material Safety Data Sheet to determine the class of substance and follow instructions in the appropriate sections. Before initiating the cleanup, make sure to read and understand the hazards and personal protective equipment requirements specified in the MSDS.

WARNING:

Do not attempt to initiate these procedures if at any time you feel that continued clean-up operations would endanger yourself or others in the area.

No clean-up is more important than your safety.

In An Emergency

An emergency is a spill that is too large for to control and clean-up locally. Evacuate all personnel that may be affected by the spill. This includes spill response personnel. Contact the Emergency Coordinator, or alternate, as shown in the Emergency Contact Information, [Appendix H](#), immediately.

Materials

Personal Protective Equipment (PPE)

- Rubber gloves.
- Goggles.
- Rubber boots or plastic covers for shoes.



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- Eye wash, if needed.
- If needed, chemical resistant clothing e.g. rubber apron or suit (Tyvek).

Diking Materials, Spill Kits

- Approximately 32 linear feet of universal absorbent spill pigs (e.g. 8 four foot pigs or 2 ten foot plus 3 four foot pigs).
- Universal absorbent spill pillows (with pigs, enough to absorb a 10 gallon spill).
- Plastic shovel.
- Plastic disposal container with lid, plastic bag liners and plastic ties.
- Hazardous waste labels.
- Mop and bucket.

First Aid

Skin: Remove contaminated clothing. Rinse thoroughly with water. Wash with soap and water. If skin irritation results seek medical attention.

Eyes: Immediately flush eyes with eye wash for 15 minutes or, if using eyewash bottle, use all solution in bottle. Hold eyes open rolling from side to side. Get medical attention if irritation persists.

Inhalation: If dizzy or lightheaded, get to fresh air. If breathing is difficult or victim is unconscious immediately, get medical attention.

Spill Cleanup Procedures

1. Notification

Notify the Emergency Coordinator or Hazardous Environmental Manager that a spill has occurred. Secure area.

2. Assessment

Extinguish all sources of ignition including pilot lights and electrical apparatus such as power tools. Put on personal protective equipment. Determine the following: what has been spilled, quantity, proximity to drains, and other hazards.

3. Planning

Determine best course of action i.e. clean-up, evacuation and reporting.

4. Containment

Dike

- Block off floor drains with pigs.
- Stop flow of liquid from container, if possible without injury or contamination to



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self by any possible safe means.

- Use spill pigs around perimeter of spill to stop it from spreading.

Ventilation

- If possible, shut down general ventilation or shut vents in spill area to prevent dispersion of vapors throughout building.
- In confined/closed spaces open doors to outside to reduce build-up of vapors.

5. Cleanup

- Starting from perimeter of spill use pillows or pads to absorb.
- Line disposal container with plastic liner bag.
- After pillow is saturated, use plastic shovel, or other tool, to place in disposal container.
- As spills are absorbed use pigs to reduce size of containment area by slowly pushing pigs toward center of spill.
- When absorbed, coil pigs and place in plastic disposal container.
- Rinse area of spill with water. Use as little water as possible.
- Mop rinse water and pour into plastic disposal container.
- Use plastic tie to close liner.
- Wash spill area with soap and water.

Note: For very small spills, used absorbents can be stored in plastic liner without the use of the plastic disposal container.

6. Decontamination

- Rinse contaminated personal protective equipment with water.
- Discard heavily contaminated gloves, worn shoe covers, and disposable protective equipment in plastic disposal container.

7. Storage

- Place lid on the container and label as flammable and hazardous waste.
- Check container for leaks.

8. Follow up

- Used spill clean-up materials will require disposal as hazardous waste.
- If not already done, report spill to the Emergency Coordinator
- Restock Supplies.
- Review Cause of Spill and Correct Deficiencies.



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APPENDIX E

Spill Clean-up Instructions Lead Acid Battery Spills (Acid Neutralization)

This guideline is for small spill clean-up of sulfuric acid found in batteries. It is not for hydrofluoric acid, gasoline, or flammable solvents. Acids can cause chemical burns. Exercise extreme caution when handling. Clean-up of large spills (for example, more than one gallon of acid) should only be performed by personnel trained in hazardous materials emergency response.

Spill Cleanup Instructions

Refer to the product Material Safety Data Sheet to determine the class of substance and follow instructions in the appropriate sections. Before initiating the cleanup make sure to read and understand the hazards and personal protective equipment requirements specified in the MSDS.

WARNING:

Do not attempt to initiate these procedures if at any time you feel that continued clean-up operations would endanger yourself or others in the area.

No clean-up is more important than your safety.

In An Emergency

An emergency is a spill that is too large for to control and clean-up locally. Evacuate all personnel that may be affected by the spill. This includes spill response personnel. Contact the Emergency Coordinator, or alternate, as shown in the Emergency Contact Information, Appendix F, immediately.

Materials

Personal Protective Equipment (PPE)

- Rubber gloves.
- Goggles and face shield.
- Rubber boots or plastic covers for shoes.
- Eye wash.
- Chemical resistant clothing e.g. rubber apron or suit (Tyvek).

Diking Materials, Spill Kits

- Clay kitty litter (2-25 lb. bags) or spill pigs.
- Acid Spill kit, agricultural lime, or sodium bicarbonate (baking soda).
- Plastic shovel.
- Plastic disposal container with lid, plastic bag liners, and plastic ties.



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- Hazardous waste labels.
- Mop and bucket.

First Aid

Skin: Remove contaminated clothing. Immediately rinse thoroughly with water. Get medical attention!

Eyes: Immediately flush eyes with eye wash for 15 minutes or, if using eyewash bottle, use all solution in bottle. Hold eyes open rolling from side to side. Get medical attention immediately! If possible, continue to flush until medical help arrives.

Spill Cleanup Procedures

1. Notification

Notify the Emergency Coordinator or the Environmental Health and Safety Engineer that a spill has occurred. Secure area.

2. Assessment

Put on personal protective equipment. Determine the following: what has been spilled, quantity, proximity to drains, and other hazards.

3. Planning

Determine best course of action i.e. clean-up, evacuation, reporting.

Note: Battery spills can result in lead contamination that may require secondary treatment.

4. Containment

Dike

- Block off floor drains with kitty litter or pigs.
- Stop flow of acid from container, if possible without injury or contamination to self by any possible safe means.
- Use kitty litter or spill pigs around perimeter of spill to stop it from spreading.

Ventilate

- Neutralization will generate carbon dioxide, which is harmless when ventilated. If possible, open doors to outside before neutralizing spills in closed spaces.
- For larger spills, use of mechanical ventilation is recommended. If possible, shut down general ventilation or shut intake vents in spill area to prevent potential dispersion of acid mist throughout building.

5. Cleanup



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- Neutralize spill with acid spill kit, sodium bicarbonate, or agricultural lime. Add neutralizer slowly to minimize generation of heat, sputtering, foaming, and small amounts of acid mist.
- Mix with plastic shovel.
- Continue adding neutralizer until bubbling stops. Then add a few cups more to be sure, neutralization is complete.
- Add kitty litter to absorb, mixing as necessary.
- Line disposal container with plastic liner bag.
- Shovel into plastic disposal container.
- Rinse area of spill with water. Use as little water as possible.
- Mop rinse water and pour into plastic disposal container with extra absorbent.
- Wash spill area with soap and water.

NOTE: For very small spills, used absorbents can be stored in plastic liner without the use of the plastic disposal container.

6. Decontamination

- Use plastic tie to close liner.
- Discard heavily contaminated gloves, worn shoe covers, and disposable protective equipment in plastic disposal container.
- Rinse contaminated personal protective equipment with water.

7. Storage

- Place lid on the container and label as hazardous waste.
- Check container for leaks.

8. Follow up

- Used spill clean-up materials will require disposal as hazardous waste.
- If not already done report spill to the Emergency Coordinator.
- Restock Supplies.
- Review Cause of Spill and Correct Deficiencies.



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APPENDIX F

Emergency Contact Information

Company Information:

Company Name: Alabama A&M University

Company Address: 4900 Meridian Street
Normal, AL 35762

EPA ID Number: ALD983167792

Business Telephone: (256) 372-5000

Business Days and Hours: Monday through Friday/7:00 am through 5:00 pm

Business Description: University

Internal Emergency Contact Information

During Normal Business Hours

- Office of Environmental ,Health and Safety, 256-372-4090
- AAMU Public Safety, 256-372-5555
- Life Safety Specialist at 256-372-4274
- AAMU Director Physical Facilities, 256-372-4276

After Hours

- AAMU Public Safety, 256-372-5555 or 911



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Appendix G
External Emergency Notification Telephone Poster
(In addition to internal contacts)

Type of Emergency	Organization	Phone	Reporting Requirements	Notification Period	
Injury (Any) (Contact HR)		(256) 372-5835 or 911 After hours (256) 372-5555	<ol style="list-style-type: none"> 1. Name and Telephone of Reporter 2. Name and Address of University 3. Time and type of incident (fire, chemical release, etc.) 4. Name and quantity of material(s) included, to the extent known. 5. The extent of injuries, if any. 6. Possible Hazards to human health or the environment outside the university 	Immediately or within 24 hours	
Poisoning	Alabama Poison Center	(800) 222-1222			
Fire or Explosion	(Fire) Huntsville Fire Dept. Public Safety – Alabama A&M (Police) Huntsville Police Dept. Non-Emergency	911 (256) 372-5555 (256) 722-7120			
Hazardous Material/Waste Spill/Release Travels Outside University	Local LEPC State Emergency Response Commission National Response Center	(256) 427-5130 (334) 260-2700 (800) 424-8802			Agencies may request a follow-up report in writing
IN ADDITION TO ABOVE, IF SPILL REACHES:	Local LEPC State Emergency Response Commission National Response Center	Consult each agency for their reporting requirements			15 Days
Storm Drain/Creeks					(256) 535-1200 and (256) 883-3964
Sanitary Sewer	Huntsville Utilities Huntsville Natural Resources Division	(256) 535-1200 and (256) 883-3964 (256) 427-5750			
Gaseous Release into the atmosphere					
Underground Storage Tank Leak	(Fire) Huntsville Fire Dept. Alabama Department of Environmental Management-Water Division	911 (334) 270-5655			
ADDITIONAL RESPONSE RESOURCES:					
Spill Clean up					Tradeb
Electrical/Gas/Utilities	Huntsville Utilities	(256) 535-4448	Check with Contractor for requirements	As soon as possible or as situation requires	
Chemical – Emergency information	Chemtrec	1 (800) 424-9300			



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APPENDIX H EMERGENCY RELEASE NOTIFICATION (TITLE III, SARA, SECTION 304)

FACILITIES MUST REPORT RELEASES IMMEDIATELY AS REQUIRED BY SECTION 304 of PUBLIC LAW 99-499. PROVIDE THE FOLLOWING INFORMATION:

1. CHEMICAL NAME OR IDENTITY OF SUBSTANCE.
2. IS SUBSTANCE ON SARA LIST (SECTION 302(a) (2)) OR ON CERCLA LIST (SEC. 101)?
3. ESTIMATE OF QUANTITY RELEASED (IN POUNDS WHEN POSSIBLE)
4. TIME AND DURATION OF RELEASE.
5. THE MEDIUM OR MEDIA INTO WHICH RELEASE OCCURRED (AIR, WATER OR LAND).
6. KNOWN OR ANTICIPATED ACUTE OR CHRONIC HEALTH RISK AND, WHERE APPROPRIATE, ADVISE CONCERNING MEDICAL ATTENTION NECESSARY FOR EXPOSED PERSONNEL.
7. PROPER PRECAUTIONS TO TAKE AS A RESULT OF RELEASE INCLUDING EVACUATION (UNLESS ALREADY AVAILABLE IN EMERGENCY OPERATIONS PLAN).
8. NAME AND PHONE NUMBER(S) OF PERSON(S) TO BE CONTACTED FOR MORE INFORMATION.

NOTIFICATION MUST BE MADE TO THE FOLLOWING:

- A. LOCAL FIRE DEPARTMENT (IF RESPONSE IS REQUIRED): 911
- B. DESIGNATED LEPC (Local Emergency Planning Committee) EMERGENCY COORDINATOR: (Monday-Friday, 8:00 a.m.-5:00 p.m.): (256) 427-5130
- C. STATE EMERGENCY RESPONSE COMMISSION (SERC): 1-800-843-0699 (IN STATE ONLY) (334) 260-2700
- D. NATIONAL RESPONSE CENTER (NRC): 1-800-424-8802

FOLLOW UP EMERGENCY NOTICE:

THE UNIVERSITY MUST MAKE A WRITTEN REPORT (SECTION 304c), AS SOON AS PRACTICABLE BUT NOT LESS THAN 5 WORKING DAYS, TO THE SERC AND LEPC. SEE REVERSE SIDE OF FORM 20.



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FOLLOW UP EMERGENCY NOTICE (Written Report)

CONTENT OF WRITTEN REPORT:

WRITTEN REPORT SHOULD CONTAIN ITEMS 1-8 UNDER "FACILITIES" ON FRONT SIDE OF THIS FORM. IN ADDITION, INCLUDE THE FOLLOWING:

1. ACTION TAKEN TO RESPOND TO AND CONTAIN THE RELEASE.
2. ANY KNOWN OF ANTICIPATED ACUTE OR CHRONIC HEALTH RISK ASSOCIATED WITH THE RELEASE
3. WHERE APPROPRIATE, ADVISE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS.

ADDRESSES TO SEND WRITTEN REPORT:

- A. STATE EMERGENCY RESPONSE COMMISSION (SERC):

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
FIELD OPERATIONS DIVISION
1751 CONG. W. L. DICKINSON DRIVE
MONTGOMERY, ALABAMA 36130
(334) 260-2700

- B. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC):

MADISON COUNTY EMERGENCY PLANNING COMMITTEE (MCEPC)
C/o HUNTSVILLE-MADISON COUNTY EMERGENCY MANAGEMENT AGENCY
P.O. BOX 308
HUNTSVILLE, ALABAMA 35804