HAZARDOUS MATERIALS/WASTE EMERGENCY CONTINGENCY PLAN
University of Southern Maine – Portland Campus

Issued By: Office of Finance and Administration
Name: Chief Financial Officer
Effective Date: November 1990

Purpose:
This document outlines the University of Southern Maine’s (USM) contingency plan for emergency response and prevention procedures related to a hazardous materials or hazardous waste incident. The procedures described have been designed to minimize risks to public health, safety and the environment from major spills, explosions, fire, and the release of hazardous materials/wastes. The plan was designed in accordance with all Federal and State laws related to emergency preparedness and prevention of emergency events, including the Environmental Protection Agency requirements contained in 40 CFR 264 subpart D, 40 CFR 265 subpart D, 40 CFR279.52, (SPCC) 40 CFR 112, and State of Maine Department of Environmental Protection (Handbook for Generators of Hazardous Waste)

Site Locations:
A. Portland Campus – Science Building, Room 95

Identified Hazardous Waste Stored:

I. Flammable
II. Acids
III. Corrosives
IV. Reactive
V. Low Level Radioactive

Emergency Coordinators (EC):
Director, University Environmental Health and Safety
88 Bedford St., Portland, ME 04101
1. Cell 420-4831
2. Work 780-5338
3. The emergency coordinator is responsible for:
   a) Declaring a hazardous materials emergency, recognizing, and identifying hazardous materials involved
   b) Contacting the appropriate emergency response organizations using the Office of Public Safety as an emergency liaison
   c) Performing a hazard risk assessment of the incident
   d) Operating field survey equipment (i.e. flammable/combustible meters, detector tubes).
   e) Performing limited containment and control (absorption) procedures on hazardous materials releases within the resources and equipment provided
   f) Determining if emergency evacuation is required, and insuring that the evacuation procedures have been put into effect
   g) Notifying the appropriate regulatory agencies in the event of a release of a reportable quantity.
The Alternate Emergency Coordinator will assume all of the responsibilities of the Emergency Coordinator when the Emergency Coordinator is unavailable or unable to perform these duties.

I. Emergency Recognition
   A. A distinction exists between incidental releases of hazardous substances and releases that require emergency response. Those which require the initiation of emergency response procedures are also required to be in compliance with the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.120 (q) Emergency Response to hazardous substance releases.
   B. Releases can be categorized in three distinct groups in terms of planning and response requirements:
      i. Releases that are clearly incidental regardless of the circumstance;
      ii. Releases that may be incidental or may require emergency response depending on the circumstance; and,
      iii. Releases that clearly require emergency response regardless of circumstance.
      iv. Note: Maine DEP/Public Safety shall be notified immediately regardless of the release amount.

II. Incidental releases:
   A. An incidental release of a hazardous material is a release that does not pose a significant safety or health hazard to the people in the immediate vicinity or to the person cleaning it up, nor does it have the potential to become an emergency within a short period of time. Incidental releases are limited in quantity, exposure potential, and toxicity. If the hazardous substances that are in the area are always stored in very small quantities, such as in the laboratory setting, the risk of a release that escalates into an emergency is reduced.
   B. It may be possible for the person who generated the spill to perform the cleanup provided that all of following conditions are met:
      i. The individual is trained in the hazards and clean-up methods of the spilled materials,
      ii. Adequate Personal Protective Equipment (PPE) and Spill Response Supplies are available and used,
      iii. And, the individual is certain that there is no level of personal danger to themselves or anyone else on campus.
   C. If a release involves a hazardous substance of extreme toxicity, regardless of the quantity released, the situation will always warrant an immediate emergency response. If there is any risk of injury to any campus personnel including the person who generated the spill, or if available PPE is in any way inadequate, or if the number or qualifications of on-site personnel is in any way inadequate, outside resources must be requested immediately by dialing 911. Do not allow anyone to enter the hazard area until emergency response personnel arrive.

III. Circumstantial Releases: (may be incidental or may require emergency response)
   A. The properties of a hazardous substance (toxicity, volatility, flammability, explosiveness, corrosiveness, etc.), as well as the specific circumstances of the release (quantity, confined space considerations, ventilation, etc.), and the level of training of the personnel involved, may result in a spill that requires emergency response. If any doubt exists on the part of the personnel who first became aware of the spill, the spill must be handled as an emergency in accordance with the requirements of this plan. Outside resources must be requested immediately by dialing 911 or activating the evacuation alarm if evacuation of the building is deemed necessary. Do not allow anyone to enter the area until emergency response personnel
IV. Releases Requiring Emergency Response:
A. Releases of hazardous substances that pose a significant threat to public health, safety, or welfare or the environment from fires, explosions, spills or any unplanned sudden or non-sudden release of hazardous material/waste or hazardous material/waste to air, soil, surface water, or ground water, by their very nature, require an emergency response regardless of the circumstances surrounding the release or the mitigating factors.
B. A release of hazardous material/waste that occurs in excess of reportable quantities identified under 40 CFR 355 shall also be designated as an emergency.
C. Outside resources must be requested by dialing 911 or activating the building evacuation alarm if evacuating the building is deemed necessary. Do not allow anyone to enter the area until emergency response personnel have arrived.

V. Internal (USM) Emergency Communication:
A. Two employees, namely the Director and Life Safety Associate carry a cell phone when handling substances and inspecting sites. In the event of an emergency, said employee will immediately notify the USM Public Safety at 911.

II. Important Emergency Phone Numbers
1. Oil Spill 800-482-0777
2. Hazardous Materials Incident
   1. (In state) 800-452-4664
   2. (Out of state) 207-287-7076
3. DEP Regional Office
   1. Southern Maine 207-822-6300
   2. Central Maine 207-287-7688
4. Maine Emergency Management Agency
   1. (In state) 800-452-8735
   2. (Out of state) 207-624-4400

III. Office of Public Safety:
1. The Office of Public Safety will be responsible for the following actions:
   1. Dispatching the emergency coordinator defined in this plan whenever a hazardous material spill or release is brought to their attention,
   2. Dispatching the Portland Fire Department at the direction of the Emergency Coordinator or in the event of a suspected or confirmed emergency, as defined above,
   3. Dispatching emergency response organizations such as ambulance and/or contracted hazmat teams at the direction of the Emergency Coordinator or in the event of a suspected or confirmed emergency requiring these emergency response organizations
   4. Dispatching Public Safety Personnel to the scene to ensure the safety of others and to secure the scene until the Portland Fire Department arrives on the site.

IV. Portland Fire Department
The Portland Fire Department has a designated Hazardous Materials Response Team. The senior fire department official at the scene is in charge of the incident as Incident Commander. The Incident Commander (IC) can summon the Hazardous Materials Response Team if the situation requires such action. To contact the Portland Fire Department, dial 911.
V. Maine Medical Center
In the event that injuries related to a hazardous materials incident require medical attention, the individual will be transported to Maine Medical Center via ambulance.
To contact Maine Medical Center or to call for an ambulance, dial 911 and USM’s Office of Public Safety will complete the dispatch.
To reach Maine Medical Center directly: (207) 662-0111

VI. Designated Hazardous Materials Response Contractor:
1. In the event of an emergency requiring off-site emergency response, the following designated Emergency Response Contractor will be called to the site:

   Clean Harbors (207) 799-8111 (24-hour service)

2. The designated emergency response contractor will be responsible for conducting emergency haz mat response and spill clean-up activities, at the request of the emergency coordinator.

VII. Spill Response and Personal Protective Equipment
1. The following list of equipment is maintained at designated locations on the campus, to be used in the response of an incidental spill. Emergency level hazardous incidents will be controlled under the direction of, and using the response equipment provided by the Portland Fire Department or their designee. In the event that the Portland Fire Department or their designee requires additional response personnel or equipment, the Designated Hazardous Materials Response Contractor (Clean Harbors) shall provide the required personnel and equipment.

2. Spill Equipment Provided at each Site:
   1. CO² or ABC Fire Extinguisher
   2. Chemical absorbent pads
   3. Absorbent containment trays

VIII. Fire Control Equipment Provided:
1. 10 lb. CO² inside;
2. (2) 10 lb. CO² just outside room.

XI. Evacuation Procedures:
1. In the event of a hazardous materials incident that requires complete building evacuation, the building fire and alarm systems will be activated. The determination for evacuation may be made by persons with knowledge of the incident, the hazardous materials involved, and/or the characteristics of the building. Alternatively, the decision to evacuate may be made by the Emergency Coordinator. In the event that a partial evacuation is adequate to provide for the health and safety of all personnel, verbal instructions shall be given in the immediate area of the spill or release. The following evacuation procedures will be used to ensure safe evacuation in the event of a building evacuation:

IX. Building Evacuation Procedures
1. All building evacuations will occur when an alarm sounds (e.g., fire alarm) and/or upon verbal notification by Public Safety or other responsible parties.
2. When the building evacuation alarm is activated or verbal notification is provided, occupants are to leave by the nearest marked exit. If the nearest exit is smoke filled, or blocked by another
hazard, proceed to an alternate exit and alert others to do the same. Directions may be given as to the location of a safe assembly area. However, if no directions are conveyed, proceed to the outside of the building.

3. Once outside, occupants should proceed to a clear area that is at least 100 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. During periods of inclement weather, relocate to an alternate building, which will be determined at the time of the crisis and conveyed to all persons affected.

4. Occupants will not be permitted to return to an evacuated building unless told to do so by the Portland Fire Department or other responding agency.

5. Elevators should never be used in cases of fire or earthquakes.

X. Emergency Procedures:

**Emergency Coordinator Responsibilities:**

1. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release of hazardous materials, the emergency coordinator (or his/her designee) shall:
   a. Identify the character, exact source, amount, and a real extent of any released hazardous materials.
   b. Assess possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must consider both direct and indirect effects (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.).
   c. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
   d. Notify appropriate local authorities (i.e., call 911).
   e. Notify the Maine Department of Environmental Protection (DEP) at (207) 822-6300 or 800-482-0777.
   f. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
   g. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.

2. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
   a. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or hazardous materials release.
   b. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
   c. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
   d. Notify the fire department’s hazardous materials response team that the facility is in compliance with requirements 2-a and 2-b above.
   e. The following actions are to be followed by USM personnel in response to fire, explosion, or release of hazardous materials or waste.
3. Immediately notify (call) USM Police at 911 reporting location and emergency.
   a. USM Police will notify the appropriate Emergency Coordinator of the release including the nature and extent of the incident
   b. USM Police will notify the USM UEH&S Office and Facilities Management.
   c. The USM University Environmental Health and Safety director or director of Facilities will notify DEP at (1-800-452-4664) if the situation requires notification.
   d. All notifications to the DEP are to be reported for documentation purposes to the USM University Environmental Health & Safety office within 24 hours.
   e. Submit a written report to DEP within fifteen days of the incident including the following information:
      i. Name and telephone
      ii. Facility (site) address
      iii. Specific location
      iv. Time and type of incident
      v. Name and quantity of materials released
      vi. Injuries, if any
      vii. Possible human health or environmental hazards.

XI. Aid Agreements:

1. A copy of this plan along with a cover letter requesting Mutual Aid in the event of a hazardous materials incident, has been sent to the following organizations annually:
   a. Portland Fire Department
   b. Portland Hazardous Materials Response Team
   c. Portland Police Department
   d. Maine Medical Center
   e. Clean Harbors

2. It is the responsibility of the University of Southern Maine Environmental Health and Safety Department to send the above mentioned cover letter. The Letter must include a request that the agency provide support to the site in case of fire, explosion, or release of hazardous materials/waste.
   In accordance with 264.53(b), 264.37(b)
   a. A copy of the letter of request will be included in the contingency plan. The Letter will be sent via Certified mail to each entity listed in XI. 1.
   b. Copies of the responses from the entities listed in XI. 1. will be included in the contingency plan. If an agency declines to enter into such an arrangement, document their refusal. If you receive no response to your request document that the letter was sent to the agency.

3. Agreements must be renewed annually by the University of Southern Maine Environmental Health and Safety Department. If the plan is changed and/or amended, Copies of the plan and all revisions shall be submitted on an annual basis or as the plan is amended to the aforementioned authorities in section XI.1.

   Copies of the University’s Emergency Response Plan for Hazardous Materials shall be maintained at the facility within Environmental Health and Safety located at Abromson Center, 88 Bedford St., Portland, ME 04101 and on our website.


The Emergency Response Plan for Hazardous Materials shall be reviewed and amended by Environmental Health and Safety on an annual basis and when any of the following situations occur:
1. Applicable regulations are revised;
2. Plan fails during an emergency;
3. List of emergency coordinators changes;
4. List of emergency equipment changes; or
5. Any facility change that would affect the plan.