University of West Georgia
Contingency Plan and Emergency Procedures Manual

SUMMARY: This document provides emergency information that would be needed in the event of a chemical emergency, including fire, explosion, and spill, at UWG. This Contingency Plan is being provided to all organizations in the Carroll County Area that could be involved in rendering services during a chemical emergency situation on campus.

CONTENTS:

A current copy of this manual has been provided to:

Department of Public Safety, State University of West Georgia
Facilities Division, State University of West Georgia
Campus Planning & Development, State University of West Georgia
Health Services, State University of West Georgia
Public Relations, State University of West Georgia
Fire Department, City of Carrollton
Tanner Medical Center, Carrollton
Carroll County Emergency Management Agency, Carrollton
Board of Reagents Environmental Office, State of Georgia
Georgia Environmental Protection Division

Signed_____	Signed_____
Mike Renfrow	Theresa Jablecki-Kriel
Assistant Vice President	Director, Risk Management/
Campus Planning and Facilities	Environmental Health & Safety
(678)-839-6385	(678)-839-6278
11/12/2004	11/12/2004
Date	Date

Emergency Response Information Directory

- **Requests for off-campus emergency services should be routed through the UWG Department of Public Safety (DPS)**

Local Emergency Contacts	**Telephone Numbers**
UWG Department of Public Safety (DPS)	678-839-6000
❖ Carrollton Police/Fire/Ambulance	❖ 8911 (On Campus)
❖ Carrollton Haz/Mat Response Team	❖ 8911 (On Campus)
Director of Public Safety Emergency Disaster Coordinator (EDC) Tom Mackel	678-839-6000 (Campus) 770-214-6991 (Pager) 378-678-4017 (Cell Phone) 770-258-3520 (Home)
Risk Management/Environmental Health & Safety (RM/EHS) Hazardous Materials Emergency Coordinator (HMEC) Theresa Jablecki-Kriel	678-839-6278 (Campus) 770-550-5728 (Cell Phone) 334-821-0872 (Home)
Risk Management/Environmental Health & Safety (RM/EHS) Coordinator Matt Jordan	678-839-6279 (Campus) 770-550-9297 (Cell Phone) 770-214-2626 (Home)
Tanner Medical Center	770-836-9666
Tanner Occupation Health Center	770-836-9445
Facilities and Grounds Director Bob Watkins	678-839-6576 (Campus) 770-550-0269 (Cell Phone) 770-574-9751 (Home)
Campus Planning & Development Director Lynn Agan	678-839-6371 (Campus) 770-550-3567 (Cell Phone) 770-646-8181 (Home)
Local Emergency Planning Coordinator Tim Padgett	770-830-5882
State Emergency Contacts	**Telephone Numbers**
GEMA/Communication Division Georgia Department of Natural Resources (DNR)	800-241-4113
Georgia Environmental Protection Division/ Emergency Response Team	404-656-6905
National Emergency Contacts	**Telephone Numbers**
Chemtrec	800-424-9300
National Response Center	800-424-8802
Poison Control Center	800-282-5846

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Section 1 Introduction

The State University of West Georgia (UWG) operates as a Small Quantity Generator (SQG) with the potential to become a Large Quantity Generator (LQG) any given month, due to the generation of acutely hazardous waste in excess of 2.2 pounds. The Environmental Protection Division (EPD) of the Georgia Department of Natural Resources has issued UWG the Environmental Protection Agency (EPA) Identification Number GA0000082099. This number applies to the entire University and is referred to as a "Facility" by the EPA/EPD. This plan meets the 40 CFR requirements for emergency response procedures and facility contingency plan for both small and large quantity generators, as well as the requirements for a written security plan for facilities receiving or shipping certain hazardous materials contained in 49 CFR –172.800-.804. This plan also incorporates and supplements information contained in The State University of West Georgia's Emergency Disaster Plan and Spill Prevention Control/Countermeasures Plan.

The following abbreviations will be used through out this document

CAA	-	Central Accumulation Area(s)
CFD	-	Carrollton Fire Department
DOAS	-	Department of Administrative Services - State of Georgia
DOT	-	Department of Transportation - United States
DPS	-	Department of Public Safety - UWG
F&G	-	Facilities & Grounds - UWG
EPD	-	Environmental Protection Division - State of Georgia
EPA	-	Environmental Protection Agency - United States
GPM	-	Gallons Per Minute
HMEC	-	Hazardous Materials Emergency Coordinator - UWG
LQG	-	Large Quantity Generator
OIC	-	Officer-in-Charge
RSPA		Research and Special Programs Administration - U.S. DOT
RM/EHS	-	Risk Management/Environmental Health & Safety - UWG
RMSEF		Risk Management Self-Evaluation Framework
SAA	-	Satellite Accumulation Area(s)
SQG	-	Small Quantity Generator
TSDF	-	Treatment, Storage, and Disposal Facility
UCC	-	University Community Center
UWG	-	State University of West Georgia

This document has been developed to ensure the safety and well-being of both UWG and the surrounding community. There are three major sources of hazardous waste generation on campus. The primary source comes from the biology, chemistry and geology laboratories. The second major source comes from the F&G Paint Shop; and the third source is from the Art Department.

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Waste chemicals generated from laboratories are kept in Satellite Accumulation Areas (SAA) until the department requests the Office of Risk Management/Environmental Health & Safety (RM/EHS) to transfer the material to the Central Accumulation Areas (CAA) located at F&G Plant Operations. RM/EHS will contract a licensed waste disposal company to package the material for disposal to a permitted Treatment, Storage, and Disposal Facility (TSDF), before the accumulation limits are exceeded depending on UWG's generation status (SQG 180 days or LQG 90 days). Because of the volume of waste generated from the paint shop, full 55-gallon drums are transferred to the universal, solid and hazardous waste ASA within three days.

The campus generates varying amounts of waste that fall into the following Department of Transportation (DOT) hazard classes. These are listed according to descending volume of generation.

DOT Hazard Class	Name of Class or Division	Examples of Material Generated
Class 3	Flammable (and Combustible) Liquid	Mineral Spirits, Acetone, Acetonitrile, Hexane, Propanol, Ethyl Ether
Class 8	Corrosive material	Acetic Acid, Sulfuric Acid, Nitric Acid, Formic Acid
Class 6.1	Poisonous materials	Phenol, Mercuric Compounds, Potassium Cyanide, Sodium Cyanide
Class 5.1	Oxidizer	Ammonium Peroxydisulfate, Chromium Nitrate, Potassium Permanganate, Sodium Nitrate
Class 9	Miscellaneous Materials	Acetates, Oxides, Sulfates,
Class 2.1	Flammable Gas	Acetylene,
Class 2.2	Non-flammable gas	Argon, Nitrogen, Oxygen
Class 4.1	Flammable Solid	Paraformaldehyde, Picric Acid,
Class 4.3	Dangerous When Wet Material	Sodium metal, Sodium Hydride, Sodium Ethoxide, Sodium Borohydride, Barium, Chlorotrimethylsilane
Class 4.2	Spontaneously Combustible Material	Lithium Alkyls, Phosphorous
Class 1	Explosives	Azides, Picrates, Cartridges for weapons
Class 7	Radioactive Materials	Uranyl Acetate, Uranyl Nitrate, Thorium Nitrate

Section 2 Location of Central Accumulation Areas

Currently there are two permanently designated central accumulation areas on campus. Both are located at Facilities & Grounds within the Shackleford Facilities Maintenance Compound and are noted on the campus map in Section 3. All waste materials in these accumulation areas are sent off-site to a permitted TSDF before exceeding accumulation storage times.

Universal, Solid and Hazardous Waste Accumulation Area

This site is used primarily for the accumulation of hazardous waste in 5-gallon, 30-gallon and 55-gallon containers. Two secondary-containment pallets are located in this area. This ASA is located on the northeast end of the compound.

Chemical Waste Accumulation Building

This is a prefabricated hazardous materials storage building, acquired in August, 2003, for the accumulation of containers less than 55-gallons in volume. This CAA is located on the northwest side of the compound, behind the motor pool maintenance facility, and adjacent to the vehicle fueling station.

Temporary Accumulation Areas

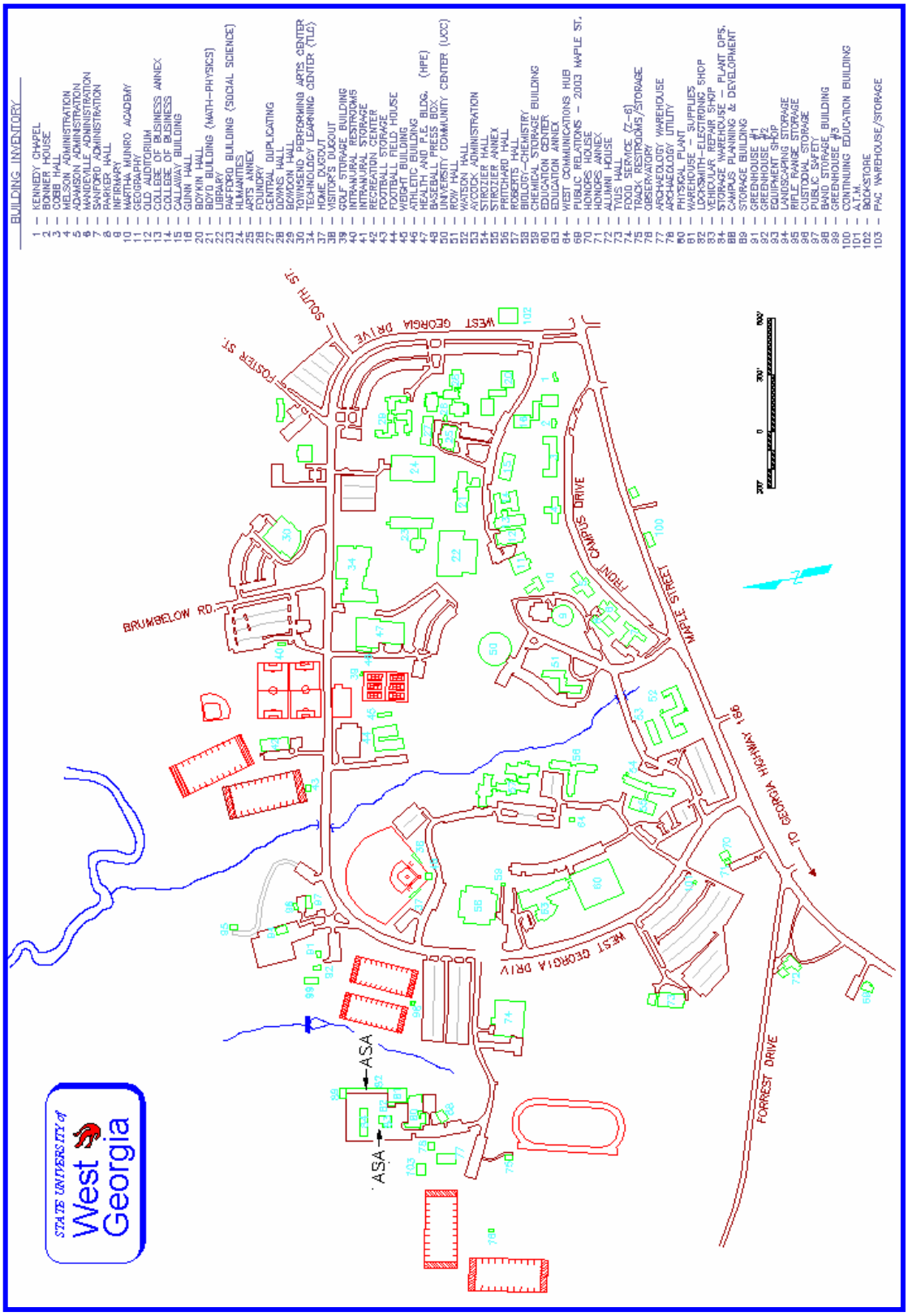
Occasionally, additional accumulation areas may be commissioned on a temporary basis within an academic building because of a planned “chemical inventory clean-out” which usually results in large volumes of containers for disposal. These areas are secured by RM/EHS and are provided with emergency contact names/phone numbers signage, spill containment equipment, and fire extinguishers. RM/EHS adds the new CAA to their weekly inspection process until all items have been shipped to a permitted TSDF.

The UWG Public Safety Department and the City of Carrollton Fire Department are notified when a temporary CAA is commissioned and decommissioned in an area other than the two designated CAA’s in the Facilities Maintenance Compound. Once all of the waste on inventory is disposed of, the area is thoroughly cleaned by RM/EHS and decommissioned. All inspection records, inventories and manifests are kept on file by RM/EHS in room 309 of the University Community Center (UCC).

Satellite Accumulation Areas

Satellite Accumulation Areas (SAA) are established in each laboratory/shop area on campus that has the potential to generate chemical waste. These areas are clearly marked with a yellow satellite accumulation area sign listing the requirements for storage and the quantity limitations.

Section 3 Campus Map



Section 4 Preparedness and Prevention Plan

The following preparedness and prevention actions apply to both designated CAAs.

Internal Communications

Personnel working in either CAA are required to carry a two-way radio on them at all times. Telephones are available in the motor-pool office, warehouse and maintenance shops.

Testing and Maintenance of Equipment

Fire extinguishers are located at or near each CAA and are checked during the weekly inspections. An outside contractor checks all campus fire extinguishers monthly, and performs annual maintenance as required. Inventory of supplies are checked on a monthly basis.

Aisle Space

Aisles are allocated between waste containers in each CAAs, and are kept unobstructed to allow for the free movement of emergency personnel and equipment.

Inspections

RM/EHS inspects each CAA weekly for spills, leaks, odors and compliance with container management standards. Records of these inspections are part of the Hazardous Material Management Program file located in 309 UCC, RM/EHS.

Additional Spill Response Materials and Equipment

A 95-gallon capacity poly drum, stocked with additional spill response materials/equipment, is located in the universal, solid, and hazardous waste accumulation area.

An emergency spill cart that contains a spark-resistant shovel, plastic dustpan with brush, and absorbent pads and booms is located in Building #59. Also located in this building are two SCBA's and spare tanks. See Section 11 for a list of all emergency response equipment and location.

Decontamination Equipment

All pads, booms and absorbent used to contain, confine and clean up hazardous spills will be properly packaged, labeled and disposed of in lieu of decontamination. The non-sparking shovels, brooms and dustpans will be wiped down with appropriate cleaning solution. If these items cannot be properly decontaminated then they will be disposed of with the waste material.

Universal, Solid & Hazardous Waste Accumulation Area Site Specifics

Physical Description

This waste accumulation area, occupies a 24 X 24 ft. section of a large multipurpose covered pole shed. This section has an open front, with a concrete floor and no floor drains. Universal, solid and hazardous wastes are accumulated in this area. Two secondary containment pallets, for solid/hazardous wastes, are located in the front right corner of the accumulation area and are highly visible.

The area has “Caution Chemical Storage” and “No Smoking” signs posted. Emergency phone numbers and contact personnel are also posted on the middle pole to the left of the waste storage pallets.

Security

The facilities compound is a restricted area surrounded by a chain link fence. The vehicle entry way is restricted to university vehicles and authorized delivery vehicles only. The entrance gate is locked after normal business hours. DPS patrols the area at night and ensures that all areas are secured.

Fire Control Equipment

A 10-lb multi-purpose dry chemical fire extinguisher is mounted on the inside of the middle pole to the left of the waste storage pallet. The next nearest fire extinguisher is a 10-lb ABC, located 185 ft. from the accumulation area inside the side door of the motor-pool shop. Another extinguisher (10-lb ABC) is located 210 ft. from the accumulation area inside the middle of the landscape services maintenance area. A city fire hydrant is located 285 ft. from the accumulation area, inside the fenced-in compound.

Spill Control Equipment

All solid/hazardous wastes are stored on “poly-spill” secondary containment pallets capable of holding four 55-gallon drums.

Chemical Waste Accumulation Building Site Specifics

Physical Description

This prefabricated hazardous material accumulation building is capable of holding flammable, combustible, and /or hazardous chemicals. RM/EHS holds the only keys to this storage building. It has securely-mounted, self-contained galvanized steel shelves with 2" containment lips. Items pending waste determination are located on a cart in the center of the building. The building is also designed with galvanized steel floor planking and a secondary containment sump to contain larger spills or releases from five gallon or fifty-five gallon drums.

The chemical waste accumulation building has 3 caution signs: "Caution", "Hazardous Waste Material Storage Only", and "No smoking, open flames or opens lights" printed in English and Spanish posted on both sides and the rear of the building. The front of the building has an NFPA diamond listing the hazards as well as a "Dangerous" placard to assist fire fighters in the event of an emergency. Emergency phone numbers and contact personnel are also posted on the entrance door.

Fire Control Equipment

The building has a 4-hour fire rating and is equipped with explosion proof lighting to reduce the possibility of an explosion due to the buildup of flammable vapors, however, in the event of an incident; an explosion relief panel is located in the rear of the building for the safety of surrounding personnel and property. The building is also equipped with a 3-hour fire rated fusible link activated vent system.

A 10-lb CO_2 fire extinguisher is mounted 35 feet from the building on the outside of the motor pool facility. Additional CO2 and ABC fire extinguishers are located within the motor pool facility approximately 50 – 65 feet away. A city fire hydrant is located 115 ft. from the accumulation building, inside the fenced-in compound.

Spill Control Equipment

All solid and hazardous waste containers are located on galvanized steel shelves with a 2" lip for secondary containment. All shelves are lined with absorbent pads to help identify and contain potential spills. The building is also equipped with a secondary containment sump designed to contain at least 25% of the liquid storage capacity of the building. Waste containers are segregated according to hazard class. Small amounts of absorbent and neutralization materials are located inside the building.

Section 5 Security Plan

UWG utilizes the Risk Management Self-Evaluation Framework (RMSEF) template developed by the U.S. Department of Transportation, Research and Special Programs Administration (RSPA) to evaluate and manage potential risks associated with transporting hazardous materials in a proactive manner. This template can be found at: http://hazmat.dot.gov/rmsef.htm.

RISK MANAGEMENT SELF-EVALUATION FRAMEWORK

MODIFED FORMAT

MANAGEMENT COMMITMENT TO RISK MANAGEMENT

SCOPING	1. Identify your hazmat transport activities/materials/programs.
	2. Identify interactions with other parties and potential upstream and downstream risks.
	3. Set priorities for analysis, and determine risk management objectives and scope.
KNOWLEDGE OF OPERATIONS	1. Collect data on activities/materials/quantities.
	2. Assemble information on baseline programs/policies and establish practices.
ASSESSMENT	1. Conduct risk analyses, considering a range of consequences and associated probabilities
	2. Assess baseline programs/policies and compare with established practices
	3. Identify risk control pints (i.e. risk reduction opportunities)
STRATEGY	1. Assess control options and set priorities for risk reduction; develop tailored risk management strategy, considering risk cost benefits, feasibility, and other factors.
ACTION	1. Implement the tailored strategy (e.g. improved maintenance, outreach, technical guidance.
VERIFICATION	1. Verify that strategy is being followed and that specified actions are being taken.
EVALUATION	1. Track incidents and performance data; periodically access effectiveness of strategy.

DOCUMENTATION OF PROCESS AND RESULTS, AS APPROPRIATE

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This plan was written because UWG occasionally ships hazardous waste for disposal in quantities which must be placarded in accordance with the hazardous materials regulations. UWG does receive various amounts of hazardous materials for teaching, research and maintenance activities and may also, on occasion, transport hazardous materials utilizing state vehicles.

UWG has the potential to be subject to the security plan requirements for receivers, shippers and carriers of hazardous materials. The expected activity per year is limited in occurrence and generally includes various classes and quantities of material. Security checklists for each activity have been completed by the appropriate departments on campus. These assessments are kept confidential for security reasons and are located only in the office of RM/EHS, 309 UCC.

UWG Vulnerability Assessment

A vulnerability assessment has been conducted by RM/EHS based on the types of materials received and waste generated, utilizing the U.S. Department of Transportation, Research and Special Programs Administration Department recommendations for Shippers, Carriers, and Receivers of Hazardous Materials. The materials with the lowest numbers are given the highest priority in planning our risk reduction strategy.

Hazardous Material	Hazardous (1 = most hazardous)	Exposure (1 = most likely exposed)	Final Ranking
Flammable Liquids	1	1	2
Corrosive Materials	2	1	3
Compressed Gases	1	2	3
Combustible Liquids	2	2	4
Poisonous Materials	1	3	4
Dangerous When Wet Materials	1	4	5
Explosives	1	5	6
Miscellaneous Materials	4	2	6
Spontaneously Combustible Materials	1	5	6
Radioactive Materials	1	5	6
Flammable Solids	2	4	6
Infectious Substances	3	5	8

Personnel security, training, unauthorized access and en route security is described below for each potentially hazardous materials activity at UWG. Training documentation is located in 309 UCC, RM/EHS.

Receivers of Hazardous Materials

All goods are delivered to the University's Central Warehouse, located on Plant Op Drive. The packages are received, inventoried and delivered to various departments on Campus by UWG warehouse employees. Warehouse employees are very familiar with drivers delivering packages to their site. RM/EHS is called immediately when a hazardous materials package appears to be damaged or leaking. The Warehouse is a controlled-access facility and is locked at all times when warehouse employees are not present. No one is allowed in the warehouse area unless escorted by warehouse personnel. Hazardous materials are delivered in their original unopened packages to the ordering department within the same day. All packages must be signed for by the receiving department. All warehouse employees participate in Right-to-Know Training, Chemical-Specific Training, and DOT training relevant to their job function.

Departments receiving/using hazardous materials are required to submit a chemical inventory to RM/EHS twice a year indicating the material, quantity and location. All departments are instructed to keep chemical storage areas and laboratories/shops secure when not in use. DPS checks these areas after normal business hours and reports all unsecured chemical storage areas immediately to RM/EHS. Department heads and responsible parties are also immediately contacted. All employees who directly use chemicals are required to participate in basic Right-to-Know Training as well as Chemical Specific Training.

Shippers of Hazardous Materials

Only RM/EHS personnel are qualified and trained according to 49 CFR172.704 to ship hazardous materials/waste from campus.

RM/EHS pre-qualifies contractors for the packaging, transportation and disposal of all hazardous materials/waste. Contractors are required to supply a copy of their security plan for review before pick up is scheduled at the ASA. All scheduling is conducted through RM/EHS and driver-contact information is sent to RM/EHS before their arrival. The ASA is a restricted area inside the Facilities Compound, which is surrounded by a chain link fence. Only state vehicles and authorized delivery vehicles are allowed inside the compound. The vehicle entry way is locked after normal business hours. DPS patrols the area at night and ensures that all areas are secured. Currently, background checks are only conducted on employees who are directly responsible for shipping hazardous wastes to TSDF and have received training specified under 49 CFR 172.704.

Carriers of Hazardous Materials

UWG warehouse employees transport hazardous materials from their facility to various buildings on campus. RM/EHS transports hazardous waste from various departments to the designated CAA on campus. This transportation is not considered to be in commerce, because UWG utilizes state employees and state vehicles and the materials are for state use. Consequently, DOT's Hazardous Materials Regulations, including requirements for packaging, labeling, placarding, and shipping papers, do not apply. This allows UWG to maintain a low profile when making deliveries or picking up hazardous waste on campus roadways. All appropriate precautions are taken to transport these materials in a manner that prevents breakage and protects the public and the environment during transportation.

Section 6 Contingency Plan

The UWG Contingency Plan is designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous materials to the air, soil, or surface water. This Contingency Plan will be revised and amended whenever applicable regulations are revised or following an implementation review. The plan will also be revised in the event of any changes in the facility, emergency coordinators, and/or emergency equipment. The plan is reviewed every September for accuracy. All revisions to this plan will be sent to the agencies listed on the cover of this document.

Emergency Coordinators

The Hazardous Materials Emergency Coordinator (HMEC) is either on campus or on call twenty-four hours a day, seven days a week. However, in the case of her/his absence, there is a designated stand-in with responsibility for coordinating all chemical emergency response measures. Emergency Coordinators are thoroughly familiar with the contingency plan, all operations and activities at the Accumulation Storage Areas and the locations of records concerning buildings and their layout. Emergency Coordinators have the authority to call upon and employ the resources needed to carry out the contingency plan. UWG is very fortunate that the City of Carrollton Fire Department (CFD) has a designated Hazardous Material Response Team with the necessary personnel, training and equipment to rapidly respond to hazardous material incidents on campus.

Mrs. Theresa Jablecki-Kriel, Director of Risk Management/Environmental Health & Safety (RM/EHS) is designated the primary Hazardous Materials Emergency Coordinator. Her office is 309 UCC and her office telephone number is 678-839-6277/6278. She resides at 1174 Lee Road 20, Auburn, Alabama. Her home telephone number is 334-821-0872 and her cell phone number is 770-550-5728.

In the event Mrs. Jablecki-Kriel is not available, Campus Police Chief Tom Mackel is designated the Hazardous Materials Emergency Coordinator. His office is located in the Public Safety Building, 325 West Georgia Drive and his office telephone number is 678-839-6000. He resides at 274 Crook Road, Carrollton, Georgia. His home telephone number is 770-258-3520 and his cell phone number is 678-378-4017.

Section 7 Evacuation Plan

If evacuation of the F&G Compound is deemed necessary, employees will be directed by any and all means to exit and meet in the parking lot between the Campus Planning Building and the Facilities Main Office Building. Further instructions will be given at that time.

In all other areas containing hazardous materials, department supervisors and other designated individuals will be responsible for personally checking their building to ensure evacuation is complete and all faculty/staff, students and visitors have been accounted for.

If a campus-wide evacuation is necessary, the President or his designee will instruct the Director of Public Safety to notify the City of Carrollton Fire Chief, Police Chief, the Sheriff of Carroll County and the Carroll County Emergency Management Office. The Director of DPS will coordinate with these agencies to identify temporary shelters and the routes to be taken during the evacuation. University vehicles and available City/County School buses will be utilized in the evacuation. Personal vehicles may also be used to evacuate personnel. The Director of DPS will designate vehicles to be used for this purpose in conjunction with the motor-pool foreman.

Since the City or County may also be affected by the same circumstances requiring the evacuation of UWG, the Carrollton Police Chief and Carroll County Sheriff will designate location(s) which will be used to house those evacuated. University or City Police or County Deputies will be stationed at the evacuation sites to provide security. Units will also be posted in and around the campus to protect property and prevent looting. (This will be done only if conditions are such that it can be done safely.)

Emergency Shelters

The following campus buildings will be used for emergency shelters, depending on the type of emergency and duration of stay required. General shelter and/or temporary sleeping arrangements can be fulfilled as follows:

Location	Square Footage	People Accommodating
1. H.P.E. (Gymnasium)	49,903 sq. ft.	Approx. 4,000
2. Food Services (Z6)	48,160 sq. ft.	Approx. 3,800
3. Student Center (UCC)	62,127 sq. ft.	Approx. 5,800
4. Library	109,155 sq. ft.	Approx. 9,000
5. Townsend Center	28,000 sq. ft.	Approx. 2,500

Section 8 Emergency Procedures

These emergency response procedures are intended to outline actions to be taken in the event of a fire, explosion, spill or chemical release at the Accumulation Storage Areas, Satellite Accumulation Areas, or any other location on Campus. Response actions are divided into two categories: small-scale and large-scale incidents.

A.) Small-scale incidents are defined as those where the material/waste can be contained, confined and cleaned up within the immediate area by either laboratory personnel or the HMEC. At UWG, all personnel assigned to working with hazardous materials/waste must receive the mandatory Right-to-Know training.

B.) Large-scale incidents are defined as those that require assistance outside of UWG campus to contain, confine and cleaned up chemical spills. The West Georgia Regional Haz/Mat Response Team is the designated emergency responder for large-scale incidents.

Whenever there is an imminent or actual emergency situation, the person discovering the problem shall immediately notify other personnel in the area and DPS via two-way radio or telephone.

At UWG, DPS has been designated as the organization for receiving and dispatching emergency reports. All requests for emergency assistance to the City of Carrollton Fire Department should be made thru DPS (by pre-arranged mutual agreement between UWG and the City of Carrollton). DPS will escort the emergency responders from the campus entrance to the site of the release. Carroll County works under a unified incident command system. For all large-scale incidents involving hazardous materials/waste or fire, the first arriving fire officer becomes the Officer-in-Charge (OIC) and shall be designated as the incident commander. DPS will establish a command post for use by the unified command. A command post will be established in Aycock Hall. In the event that Aycock Hall is rendered unusable, an alternate command post will be established at the most available, intact structure on campus. Sites for consideration will include the main office of Facilities and Grounds, University Health Center and the Food Service Building.

The HMEC will act as a liaison and provide information on request. If conditions warrant, the HMEC will notify appropriate Federal, State or local agencies with designated response or notification requirements.

Chemical Release

In the event of a chemical release, the HMEC will be notified immediately. The HMEC will then immediately notify DPS, if not already informed of the situation, to put them on stand by and have them call for additional help if needed from the CFD Haz/Mat Response Unit.

To access the situation, the HMEC will approach the site from an upwind and uphill direction, if possible, but will not enter the immediate area. The following information will be obtained before any other action is taken: persons injured, extent of injuries, type of chemical, and amount spilled. The HMEC will assess possible hazards to human health or the environment that may result from release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-off from water or chemical agents used to control fire and heat-induced explosions).

Fire or Explosions

The majority of the hazardous waste stored in the universal, solid and hazardous waste ASA is flammable (Waste Mineral Spirits). Universal Waste (primarily spent fluorescent bulbs) contained in fiber drums located on wooden storage units, are also stored here. This area is equipped with a 10-pound multipurpose dry chemical extinguisher.

Solid and hazardous waste stored in the Chemical Waste Storage Building ranges from flammable liquids/solids, heavy metal organic solids/liquids, water reactives, liquid acids, bases and chlorinated solvents. This area is equipped with a 10-lb CO_2 extinguisher.

Some of the hazardous wastes stored in satellite accumulation areas are highly flammable and possibly explosive. In addition laboratories contain a variety of chemical reagents and compressed gas cylinders. At a minimum, each laboratory is equipped with a five-pound CO2 extinguisher. Some of the buildings are also equipped with sprinkler systems.

In the event of a fire or explosion, DPS will be notified immediately. DPS will in turn notify the HMEC and CFD. The CFD has a specially trained unit that will take command of the site upon their arrival. The Haz/Mat Response Unit will be put on stand-by. The OIC will obtain from the dispatcher the proper cordoning distances, hazards of the suspected chemical and appropriate action(s) to take. The OIC will ensure the area is cordoned off at the prescribed distance. Officers will use the Public Address system in the patrol vehicle(s) to order people to leave the area. Responding officers will attempt to interview personnel from the building in order to obtain relevant information about the materials involved. No officer will enter the immediate area until the chemical(s) have been identified and determined to be non-hazardous or rendered harmless by the Haz/Mat Team and the HMEC. Upon confirmation that a hazardous material incident has occurred, the OIC shall advise the local medical facilities and ambulance personnel that individuals are assumed to be contaminated and should be treated as such. The area is to remain secured until released by the Haz/Mat Team and HMEC.

If the HMEC determines that the facility has had a release, fire or explosion that might threaten human health, or the environment, the HMEC will report her/his findings as follows:

A.) If the HMEC's assessment indicates that evacuation of local areas may be advisable, the HMEC will immediately notify appropriate local authorities. The HMEC will be available to assist appropriate officials in deciding whether local areas should be evacuated; and

B.) The HMEC will immediately notify either the government official designated as the on-scene coordinator for this geographical area (Georgia Environment Protection Division), or the National Response Center (using their 24-hour toll free number 1-800-424-8802). The report will include:

1. Name and telephone number of reporter;
2. Name and address of facility;
3. Time and type of incident (e.g., release, fire);
4. Name and quantity of material(s) involved, to the extent known;
5. The extent of injuries, if any; and
6. The possible hazards to human health, or the environment, outside the facility.

C.) During an emergency, the HMEC will 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. These measures will include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.

D.) The HMEC will monitor for leaks, pressure build-up or gas generation, if appropriate.

E.) Immediately after an emergency, the HMEC will provide for treatment, storage, or disposal of recovered waste, contaminated soil or surfaces, or any other material that results from a release, fire or explosion at the facility.

F.) The HMEC will ensure that, in the affected area(s) of the facility:

1. No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are complete; and
2. All emergency equipment used in the operation and listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.

G.) The HMEC will note in the operating record, the time, date, and all details of any incident that requires implementing the contingency plan. Within 15 days after implementing the Contingency Plan, the HMEC will submit a written report on the incident to the Regional Administrator and the Georgia Environmental Protection Division. The report will include:

1. Name, address, and telephone number of the owner/operator;
2. Name, address, and telephone number of the facility;
3. Date, time and type of incident
4. Name and quantity of material(s) involved;
5. The extent of injuries, if any
6. An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
7. Estimated quantity and disposition of recovered materials that resulted from the incident

Media

When an event of major interest to the community occurs, the Dispatcher at the direction of the OIC will notify the Director or a Deputy Director of DPS. The senior responding official will notify the Director of Public Relations and supply information concerning the incident. The media will be notified at the discretion of the Director of Public Relations.

Police lines will be established to prevent persons from entering the area of emergency response operations. Depending upon the tactical situation and the likelihood of disrupting operations, members of the news media may be allowed in such areas at the OIC's discretion. However, news media personnel do not have the authority to be within a location where their presence jeopardizes emergency operations or the safety of others.

In all cases of evacuation, permission to re-enter the area will only be given after a thorough inspection by the HMEC or OIC.

Section 9 HAZARDOUS MATERIAL TRANSPORTATION ACCIDENTS

In the event of a hazardous material transportation accident, DPS will be notified immediately. DPS will, in turn, notify the HMEC and the CFD and Haz/Mat Unit if needed. The driver should assist with the details of the load. However, if the driver is unable to assist, the following are procedures will be used:

A.) At a safe distance and upwind of the accident, the first responder will make note of any visible hazard labels or DOT placards. If there is a placard on the vehicle, the hazards will be identified by using either the DOT Emergency Response Guidebook (ERG) or CAMEO Software through DPS. Recommended protocols will be followed. There should be a shipping paper (bill of lading or manifest) in the cab of the vehicle documenting what items are being shipped. This will be obtained if the situation deems safe to do so. DPS will notify any responding units if the contents are listed as HAZARDOUS. The City Haz/Mat Team will be notified by Dispatch and a response requested. If directed by the CFD supervisor on the scene, the Dispatcher will notify CHEMTREC at 1-800-424-9300.

B.) When Carrollton HAZ/MAT Response Team arrives, the officers from DPS will remain at the scene to maintain crowd and traffic control until relieved by the Haz/Mat supervisor.

49 CFR 171.15 -- Immediate Notice of Certain Hazardous Materials Incidents

A.) At the earliest practicable moment, each carrier who transports hazardous materials (including hazardous wastes) shall give notice in accordance with paragraph (B) of this section after each incident that occurs during the course of transportation (including loading, unloading and temporary storage) in which:

1. As a direct result of hazardous materials-

(i) A person is killed; or
(ii) A person receives injuries requiring his or her hospitalization; or
(iii) Estimated carrier or other property damage exceeds $50,000; or
(iv) An evacuation of the general public occurs lasting one or more hours; or
(v) One or more major transportation arteries or facilities are closed or shut down for one hour or more; or
(vi) The operational flight pattern or routine of an aircraft is altered; or

2. Fire, breakage, spillage, or suspected radioactive contamination occurs involving shipment of radioactive material (see also 174.45, 175.45, 176.48, and 177.807 of this subchapter); or
3. Fire, breakage, spillage, or suspected contamination occurs involving shipment of infectious substances (etiologic agents); or
4. There has been a release of a marine pollutant in a quantity exceeding 450 L (119 gallons) for liquids or 400 kg (882 pounds) for solids; or
5. A situation exists of such a nature (e.g., a continuing danger to life exists at the scene of the incident) that, in the judgment of the carrier, it should be reported to the Department even though it does not meet the criteria of paragraph (a) (1), (2) or (3) of this section.

B.) Each notice required by paragraph (A) of this section shall be given to the Department of Transportation (DOT) by calling 800-424-8802. Notice involving infectious substances (etiologic agents) may be given the Director, Center for Disease Control, U.S. Public Health Service, Atlanta, Ga., 1-800-232-0124, in place of the notice to the Department or (toll call) on 202-267-2675.

Each notice must include the following information:

1. Name of reporter.
2. Name and address of carrier represented by reporter.
3. Phone number where reporter can be contacted.
4. Date, time, and location of incident.
5. The extent of injuries, if any.
6. Classification, name, and quantity of hazardous materials involved, if such information is available.
7. Type of incident and nature of hazardous material involvement and whether a continuing danger to life exists at the scene.

C) Each carrier making a report under this section shall also make the report required by 171.16.

Note: Under 40 CFR 302.6, EPA requires persons in charge of facilities (including transport vehicles, vessels and aircraft) to report any release of a hazardous substance in a quantity equal to or greater than its reportable quantity, as soon as that person has knowledge of the release, to the U.S. Coast Guard National Response Center at (toll free) 800-424-8802 or (toll) 202-267-2675.

Section 10 Emergency Assistance Agreements

Medical Facilities

A.) The University Health Center is staffed by one Medical Doctor, one Licensed Practical Nurse (LPN), 5 Registered Nurses (RN), 3 Nurse Practitioners, and one Pharmacist. It is equipped with 10 beds; and an additional 10 cots are available for emergency use from DPS. The normal Health Center hours are from 7:30 AM to 6:00 PM Monday through Friday. The pharmacy is located within the Health Center.

B.) Tanner Medical Center is two (2) miles from UWG campus. It is equipped with 202 beds and a cafeteria that seats 112 people.

Transportation and Equipment

A.) West Georgia Ambulance (770-832-9690) provides ambulance service for the City of Carrollton.

B.) DPS operates eight shuttle buses; and the University motor pool maintains a fleet of vans and automobiles. Other specialized equipment (such as backhoes, dump trucks, etc.) are available if needed.

Fire Departments

The City of Carrollton provides UWG with fire suppression and rescue services. Carrollton has three (3) separate fire stations:

Station 21: Bradley Street (City Hall - central city location)
Station 22: Brumbelow Road (West end of city by UWG)
Station 23: Central Road (East end of city)

All three stations have one Class A pumper, equipped with 750-gallon capacity with a pumping capacity of 1,500 gallons per minute (GPM). Each station also has a reserve Class-A engine with a pumping capacity of 1000 gallons per minute. The City Hall Station has a ladder truck equipped with a lighting system and 6000-watt generator on board.

Hazardous Materials Response

The HAZ/MAT Response Truck is stationed at the City Hall Station. This unit and its crew are trained and equipped to handle most hazardous chemical spills in Carroll County.

Carroll County Fire Rescue has the following equipment located in its 12 stations throughout the County.

12	-	1500 GPM pumpers
6	-	1000 GPM pumpers
10	-	Water tankers
1	-	Air & light unit (includes lighting system & 35 kW generator)

Telephone System

Telephone service for the University is provided by BellSouth through a Centrex System. This system is installed and operated by the Georgia Technology Authority.

Radio Communications Systems

F&G Plant Operations has one radio base station and tone encoder, 2 remote desk sets, and 28 portable radios. Sixteen of the portables are 2-frequency radios with DPS and F&G frequencies on them. They also have 20 LINC radios and 3 LINC radio/telephone units.

The WUWG radio station in the Learning Resources Center (LCR) broadcasts on a frequency of 90.7 MHz with E.R.P. capacity of 500 and a listening range of approximately 40 miles. The station has two 2-frequency portable radios. In addition, it has an N.O.A.A. Weather Alert monitor, police scanner, audio and visual equipment, and is a member of the Emergency Broadcast System with a network monitor. LRC also maintains a television studio that broadcasts in Carrollton on Charter Cable Channel 13.

DPS has two radio systems. The primary system operates on 800 MHz. The radio antennae and repeater is located at the base of the City Water Tower on the North side of the campus. The system consists of 26 portable radios and a base station located in dispatch. These radios are multi-channel but have only the DPS frequency (809.98750 & 854.98750) programmed. They are serviced by Metropolitan Communications in Carrollton (770-834-7704). The second system operates on the UHF frequency (154.725). Parking services and the Health Center also have base stations.

The DPS also has over 30 portable radios; most of which are capable of operating on both the DPS and Carrollton Police Department frequencies. The HT600 radios operate on six separate frequencies.

Utilities

UWG Facilities Department and Campus Planning & Development are thoroughly familiar with all utility locations and emergency contacts. Electrical utilities are owned by the University and supplied from a master metered substation arrangement with the Georgia Power Company. Carroll Electrical Membership Corporation supplies a minor amount of power. The University provides natural gas for heating from a substation supplied by Atlanta Gas Light. Water and sewer services are furnished by the City of Carrollton. Charter Communications, Inc provides Cable TV service.

Asbestos Hazards

Mrs. Theresa Jablecki-Kriel is the designated Asbestos Program Manager and can provide information concerning the location of asbestos materials during an emergency involving fire, explosions, or any unplanned sudden or non-sudden release of hazardous airborne concentrations. In the event Mrs. Jablecki-Kriel is not available, Mr. Matt Jordan is designated as the Asbestos Program Manager and is certified to remove small amounts of Asbestos Containing Material in an emergency situation. They can be reached at 678-839-6277.

Section 11 List of Emergency Equipment

All materials and equipment needed to contain a chemical spill are available at each accumulation storage area. In addition, located in Building # 59 is a special emergency response cart equipped to contain, confine and clean up a chemical spill any where on campus. This cart contains the following materials and their intended use:

Absorbents

1. Oil Spills - 10 white pads & 1 white boom
2. Solvents, Acids and Base Spills - 10 pink pads & 4 pink socks
3. Universal Material Spill – 10 green pads
4. ChemOil-Away Sorbent – 5 lbs.
5. Kitty Litter – 5 lbs.

Spill Containment Kit (Red Bag)

1. Personal Protective Equipment
   Safety glasses
   Gloves (four pairs)
   Particulate Respirators w/Organic Vapor Relief (3M R95) - (Three)

2. Tools
   Drum Wrench
   Rubber hammer
   0 – 13 pH paper
   Plastic scrapers

3. Repair Materials
   Duct Tape
   6” X 6” drain blocker
   Epoxy repair patch
   Two leak repair sticks
   Various wooden plugs
   Four Epoxy putty repair sticks
   Lead wool
   Metal self-adhering tape

4. Miscellaneous Supplies
   Repair Warning Labels
   2000 Emergency Response Guide Book
   Note Pad with pen
   Yellow sticky pads & Permanent marker
   Barrier Tape (two rolls)

Mercury Spill Control Kit

1. Mercury Indicator
2. Mercury Absorb Power
3. Mercury Sponges
4. Hand Pump Vacuum
5. Water squirt bottle
6. Safety glasses
7. Waste bags

Blood borne Pathogen Clean-up Kit

1. Gloves
2. Paper Mask
3. Disposable bags
4. Glasses
5. Bleach

Miscellaneous Equipment

1. Non-sparking shovel
2. Plastic dust pans with brooms
3. Paper towels
4. Heavy duty trash bags
5. 5 lbs. of Citric acid for base spills
6. 5 lbs. of Sodium bicarbonate for acid spills
7. One gallon Zip Lock Storage Bags
8. Caution signs

Specialized Equipment

1. Pulman HEPA Vacuum for asbestos clean
2. (2) - Ranger Pressure Demand Breathing Apparatus

Located in 215 Aycock Hall

1. Gas (Four) Detection System; Lumidor Micro Max Pro,
2. Carbon Monoxide Detector; Bacharach Monoxor II