Hazardous Materials Release

Level 1: *Unit Level* - Localized incident such as broken chemical bottle isolated in a room. Low toxicity and does not exceed the spill kit capacity

Level 2: *Little EOC* - Chemical that exceeds spill kit capacity or is volatile and corrosive.

[Human impact - Asset impact]

Level 3: Release that would interrupt mission require closing teaching or research laboratory

[Mission impact]

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2 (in addition to Level 1 actions)</th>
<th>Level 3 (in addition to Level 2 actions)</th>
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</table>
| 1. Laboratory Personnel | Laboratory personnel can safely clean up release.  
• Alert and evacuate others in the area(s) affected  
• Obtain MSDS and evaluate the risk.  
• Use spill pickup material and clean the area if safe to do so.  
• Initiate decontamination and lab protocol if there is a personal exposure.  
• Wear personal protective clothing and gloves and collect the spilled material for disposal as hazardous waste.  
• Call Director of Safety and Security if there is an exposure.  
• Contact FMS to alert their staff and cleaning contractors to stay clear of contamination. | Stop work, turn off equipment and close door as you evacuate.  
• Report incident to the Director of Safety and Security.  
• Remain safely in the area to provide the following information:  
  o Identify if there anyone injured or contaminated?  
  o The location of the spill.  
  o The identity (include spelling) of the spilled material(s), if known.  
  o The approximate quantity spilled.  
  o What the related hazards are (i.e., fire, power failure, etc.  
  o Whether any of the hazardous material has entered a drain  
  o Names and phone numbers of all in the lab at the time of the accident. | Same as level 2 |
| 2. Safety and Security (S&S) | • Determine if there was an exposure.  
  • Move those who may have been exposed away from hot zone and interview.  
  • Make sure personnel have washed affected area(s) and determine if medical evaluation is necessary.  
  • Review the MSDS with Laboratory personnel.  
  • Collect spill material for hazardous waste disposal  
  • Document incident.  
  • Evaluate area for re-occupancy  
  • Inform COO.  
  • Communicate details of the incident to key stakeholders and the COO.  
  • Identify and characterize hazard with laboratory personnel.  
  • Isolate suspected release area by alerting and/or evacuating people in affected area and shutting doors.  
  • If immediately dangerous to life and health (IDLH), evacuate room or building using fire alarm pull station.  
  • Generate action plan with *EH&S-P if needed (on call 24/7)  
  • Contact outside agencies if needed:  
    - Civil defense  
    - QF-HSSE  
  • Document damages.  
  • Contact EH&S- P if there is a fatality or employees are hospitalized. (Contact must be made within eight hours of incident)  
  • Join Executive Policy group.  
  • Serves as liaison with Civil Defense and QF |
|---|---|---|
| 3. Chief Operations Officer (COO) | • Receive information from (S&S)  
  • Provide updates to the Dean from stakeholders, the Director of Safety, and Security and EH&S-P.  
  • Formulate & implement Internal Emergency Action Plan with Chief Operations Officer, Director of Safety and Security, Director of FM, EH&S-P, and senior management in Pittsburgh |
| 4. Facilities Management | • Help restrict area if necessary  
  • Contact and warn your cleaning contractors and personnel who could come in contact with release area.  
  • If directed shut-off or isolate building ventilation systems  
  • If directed restrict key card access to rooms or building(s)  
  • Prevent reentry (request assistance if needed)  
  • Limit access to buildings.  
  • Assess building condition and act as issues. |
| 5. Environmental Health & Safety - Pittsburgh | • Provides training for spill cleanup  
  • Provides MSDSonline as chemical safety resource.  
  • Provides guidance for remediation and recovery.  
  • Same as level 2 |
| 6. Dean’s Office [Executive Policy Group] | Not applicable | - Receive updates from stakeholders, the Director of Safety, and Security the COO and EH&S-P.  
- Coordinate communication updates with Executive Director, Marketing and Public Relations. | - Evaluate the institutional effects of the incident and set response priorities as appropriate.  
- If necessary, authorize a temporary suspension of classes, campus evacuation or closure.  
- Receive assessment about the incident from the Director of Safety and Security.  
- Formulate & implement Internal Emergency Action Plan with Chief Operations Officer, Director of Safety and Security, EH&S-P, and senior management in Pittsburgh.  
- Notify department heads of decisions.  
- Provide oversight for family notifications if appropriate.  
- Work with Public Information to select appropriate university spokespersons for media reports.  
- Review the content of follow-up internal and external public information bulletins and announcements. |
|-----------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Public Information (Media Relations) | Not applicable | - Obtain information from the COO and the Director of Safety and Security and EH&S  
- Draft initial internal and external follow-up bulletins and announcements with the Dean. | - Get a situation status briefing from Director of Safety and Security  
- Request phone banks from Telecom, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)  
- Establish a Media Relations Center: coordinate press releases, and manage news teams, site tours, interviews, etc.  
- Monitor media reports about the University. |
| 8. Medical Services (University Health Services) | • Assist the Director of Safety and Security to address the medical care needs if there are contaminated person(s). | • Assist with Field Decontamination and some medical services  
• Advise Hamad (local hospital) if injury transport is anticipated | Same as Level 2 |
| 9. Human Resources | Not applicable | • File injury report | Same as Level 2 |

Updated April 2015