

# **CALIFORNIA STATE UNIVERSITY, FRESNO EMERGENCY RESPONSE CONTINGENCY PLAN**

## **0.0 PURPOSE**

The purpose of this Emergency Response Contingency Plan is to provide the procedures for activating and implementing a coordinated response to potential emergencies involving chemical and biohazardous material releases. Advance planning will provide an effective and efficient response to such emergencies, thereby minimizing personal injury to, faculty, staff, and students. This will also prevent excessive damage to campus structures and the environment.

An emergency is defined as a fire, explosion, or unplanned release of chemical or biohazardous materials that could threaten human health or the environment. The provisions of this plan must be immediately carried out whenever an emergency situation occurs.

## **1.0 EMERGENCY OPERATING PROCEDURES**

In the event of a hazardous materials or waste release, or threatened release, the procedures listed below are to be followed:

1. Observer notifies Public Safety (911 or 278-8400 from a non-campus phone) and nearby personnel of the emergency, ensuring that the affected building/immediate hazard area is evacuated.
2. Public Safety contacts available hazardous materials Emergency Coordinator and other departments that may be of assistance (see Emergency Contact list on following page).

## **2.0 EMERGENCY RESPONSE ACTIONS AND RESPONSIBILITIES**

**Public Safety** (on-campus 911) - Following notification of a hazardous materials emergency, Public Safety will:

- Obtain information regarding type of incident, location, materials involved, and related information;
- Contact outside Emergency Response as needed, such as Fresno Fire Department, and EMS (emergency medical response);
- Contact an available emergency coordinator (listed in this plan);
- Dispatch field supervisors and patrol units to the scene to evacuate immediate hazard area and establish perimeter control;
- Clear public roadways and campus entrances for Emergency Response vehicle access to emergency site;

- Direct incoming Emergency Response personnel to the Emergency Coordinator's Command Post (when established) for information regarding hazards, and;
- Provide access to storage and indoor areas as necessary.

**Emergency Coordinator** – Following notification of a hazardous materials emergency, the Emergency Coordinator will:

- Request activation of internal facility alarms and communications systems (emergency siren, 1040 AM, phone tree plan), as necessary;
- Establish a Command Post within a safe distance of the emergency site that is capable of internal and external communications. The Command Post may be a room or a police vehicle;
- Provide information on special hazards to all departments and personnel involved with the emergency;
- Assess possible hazards and take reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur or spread;
- Obtain and record information on the character, exact source, amount, and a real extent of any released materials, and the effects of the release, fire, or explosion (e.g., the effect of any toxic, irritating or asphyxiating gases that are generated, or the effects of any hazardous surface water runoff from water or chemical agents used to control fire and heat induced explosions), use Attachment D;
- Carry out post emergency procedures listed on this plan.

**Fire Department** – Following notification of an emergency, the Fresno Fire Department will:

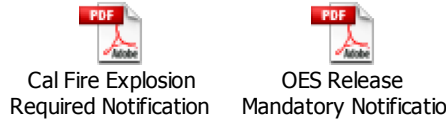
- Obtain information regarding type of hazardous materials emergency (fire, spill, release, etc.);
- Assess special equipment that may be necessary;
- Dispatch properly equipped Emergency Response team to emergency site, and;
- Coordinate response with Emergency Coordinator at emergency site Command Post.

**Medical Personnel** – Following notification of an emergency, medical personnel (local hospital, campus, and ambulance) will:

- Provide medical assistance as necessary;
- Obtain information on possible chemical exposure from the Emergency Coordinator; and
- Obtain information on possible radiation exposure from the Radiation Safety Officer.

### 3.0 SPILL OR RELEASE NOTIFICATIONS

For electronic viewing double click on the following documents for reporting requirements:



If the links above do not work or if this is a hard copy see the end of this document for a copy of each.

- California Occupational Safety and Health Administration \* (559) 454-1295 day  
(559) 445-5302 night

\* For serious injuries and exposures to workers.

### 4.0 HAZARDOUS WASTE STORAGE FACILITIES

Chemical wastes are stored primarily in the hazardous waste storage building behind the Round-up Building on the CSU, Fresno campus property. The interior of this facility houses portable secondary storage receptacles, all of which are within a containment basin. There is an eyewash and safety shower inside the unit. In the event emergency response involving this building is necessary, the following materials can and should be expected to be present within the building.

The storage building regularly contains a variety of chemicals in various quantities (less than one gallon to 55 gallons) throughout the year. These include: halogenated and non-halogenated solvents, acid and base solutions, waste paint thinner, formalin, heavy metals, acetone and oxidizers. All wastes are labeled according to their contents, segregated as needed, and shipped off site for disposal within 90-days.

The storage facility may contain solid waste of varying quantities (1 lb to 500 lbs.); including asbestos containing materials, fluorescent tubes containing mercury vapor, and light ballast that may contain PCBs.

The storage building is kept locked and is accessible by the Office of Environmental Health and Safety staff and Public Safety. Waste accumulation and hazardous materials storage areas are accessible by their respective departments and Public Safety.

In addition to the main storage building, there are satellite accumulation areas which are located: in the Science Building, McLane Hall, Viticulture/Enology, Plant Operations, Ag Operations, Industrial Technology, Conley Art, West Engineering, McKee Fisk, Ag Science Graduate Lab and Ornamental Horticulture.

Biohazardous materials are kept, pending removal off-campus, in storage areas in the Science Building, McLane Hall and the Health Center.

## **5.0 EMERGENCY EQUIPMENT**

The following equipment is kept in the hazardous waste storage building:

- One half yard wooden box filled with misc. spill absorbents and adsorbents (loose powder/granular, pillows, rolls, socks)
- Chemical fire extinguishers are found all over campus
- A 95 gallon over pack for a leaking 55 gallon drum filled with a kitty litter type absorbant.

Facilities management has an enclosed portable trailer stocked with PPE, and tools. A comprehensive list of the contents of this trailer are attached as Appendix A

## **6.0 EVACUATION**

Evacuations will be directed by Public Safety when necessary. Evacuations may be signaled by fire alarms or personnel in the hazard area or building. Specific evacuation maps are posted along strategic areas in all multi-storied buildings. The quantities and types of chemicals stored on campus would not usually warrant an evacuation of the entire campus. For more information about evacuation see the the department website at:  
[http://www.fresnostate.edu/emergency/prepare/campus\\_evac/index.shtml](http://www.fresnostate.edu/emergency/prepare/campus_evac/index.shtml)

## **7.0 SPILL CONTROL PROCEDURES**

### **Personal Injury**

First priority in the event of a spill is protecting human health and safety. It is imperative that the safety of rescuers is ensured before attempting to rescue any victims. Therefore, it is important that nearby personnel are alerted of the situation before action is taken.

Evaluate the situation and decide whether a rescue can be made without undue or unnecessary risk. Any injured people must be rescued prior to containing the spill.

### **Spill Control and Cleanup**

No one is to enter the hazard area without first consulting with the Emergency Coordinator.

- Small spills of non-ignitable, low toxicity liquids will be handled by trained University Environmental Health and Safety staff, College of Science and Mathematics Lab Technicians, and Plant Operations personnel as necessary.
- High hazard or large spills will be handled by the City Fire Department if necessary, or an outside licensed hazardous spill response contractor.

## **8.0 POST EMERGENCY PROCEDURE FOR EMERGENCY COORDINATOR**

Note: the following regulatory requirements apply only to the primary emergency coordinator, and are listed here to provide detailed information regarding post-emergency procedures.

Immediately after an emergency, the Emergency Coordinator shall:

- Provide for treating, storing or disposing of recovered waste, contaminated soil or surface water;
- Ensure that all emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed;
- Notify appropriate federal, state, and local authorities, that the facility is prepared to resume operations;
- Note in the spill incident report the time and details of any incident that requires implementing the contingency plan. Within 15 days after the incident, submit a written report on the incident to the California Department of Health Services (P.O. Box 3000, Sacramento, CA 95812).

The report shall include:

- 1) Name, address and telephone number of the owner or operator;
- 2) Name, address and telephone number of the facility;
- 3) Date, time and type of incident (e.g., fire, explosion);
- 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;
- 7) Estimated quantity and disposition of recovered material that resulted from the incident.

## Appendix A

Inventoried by \_\_\_\_\_

Date \_\_\_\_\_

EMERGENCY RESPONSE TRAILER INVENTORY					
LINE ITEM	ITEM	QTY REQUIRED	QTY ON HAND	SERVICEABLE / UNSERVICEABLE	DATE REPLACED
1	WET/DRY SHOP VAC SHOVEL HEAD TYPE	1			
2	HONDA PUMP w/300' OF HOSE Ser #WABT-161516	1			
3	HONDA GENERATOR Ser# EAAJ-2051960	1			
4	CHAIN SAW 14/18" Ser#284069700	1			
5	TOOL KIT	1			
5A	SCREW DRIVER SET STANDARDS	1			
5B	SCREW DRIVLR SET PHILLIPS	1			
	SCREW DRIVER 6 in. 1	1			
5C	WRENCH SET STANDARDS	1			
5D	WRENCH SET METRIC	1			
5E	WIRE CUTTERS	1			
5F	PLIER SET	1			
	CHANNEL LOCK	1			
	NEEDLE NOSE	1			
5G	TAPE MEASURE 25'	2			
5H	VICE GRIP SET (2)	1			
5I	HAMMER	1			
5J	CRESCENT WRENCH SET (2)	1			
5K	STRIGHT TIN SNIPS	1			
	PIPE WRENCH 10 IN	1			
	PIPE WRENCH 14 IN	1			
6	ROUND HEAD SHOVEL	2			
7	SQUARE HEAD SHOVEL	2			
8	WATER KEY 4 WAY	2			
9	MOP ROLLING MOP BUCKET	2			
10	FLOOR SQUEEGEE	2			
11	ANTI-BACTERIAL SPRAY	1			
12	WASP SPRAY	1			
13	WD 40	1			
14	BLOOD & BODY FLUIDS CLEAN UP KIT	1			
15	PUSH BROOM	1			
16	STRAW BROOM	1			