

# HAZARDOUS MATERIALS MANAGEMENT EMERGENCY-CONTINGENCY PLAN

## PURDUE UNIVERSITY FORT WAYNE

**IN CASE OF EMERGENCY: 911**

Environmental Health & Safety: 481-4193

Original: July 1993  
Updated: August 2008  
February 2009  
September 2009  
November 2012  
May 2014  
August 2015  
February 2016  
August 2016  
May 2017  
February 2019  
November 2021  
August 2023

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**A. PURPOSE**

The purpose of this Plan is to minimize hazards to Purdue University Fort Wayne (PFW) students, faculty, staff, the general public, and the environment from fires, explosions, or other unplanned sudden releases of hazardous materials or hazardous material waste constituents to air, soil, or water. The Plan shall be activated primarily by the Emergency Coordinators (EC) which are the Environmental Health & Safety Manager (primary EC) for the Department of Environmental Health & Safety (EHS), the Environmental Health & Safety Specialist of EHS (secondary EC), and the acting University Police Chief (tertiary EC); however, all personnel involved in the management of hazardous materials at PFW shall be familiar with the contents of this Plan. In addition, the Plan shall be circulated to appropriate emergency response units that might be involved with the emergencies described herein.

For the purposes of this Plan, an emergency is defined as a fire, explosion, or release of hazardous material that could threaten human health or the environment. The provisions of this Plan must be immediately implemented whenever an emergency situation occurs.

**B. AUTHORITY**

The Emergency Coordinators shall have the authority to commit the necessary resources to facilitate the implementation of the Emergency-Contingency Plan (E-C Plan).

**C. GENERAL OPERATING PROCEDURES IN AN EMERGENCY**

1. In an emergency, the EC will immediately be notified by PFW University Police. While awaiting the arrival of the EC, PFW University Police will evacuate the affected facility. In addition, they will notify the Vice Chancellor of Financial and Administrative Affairs and the Facilities Management Director.
2. Whenever there is a chemical release, fire or explosion, the EC must immediately identify the character, exact source, amount and real extent of any released material. This can be done by observation, a review of facility records or manifests, or if necessary, chemical analysis.
3. Depending on the severity of the emergency, assistance can be requested from the following agencies (as applicable):
  - a) PFW University Police (481-6827)
  - b) Fort Wayne Fire Department (911)
  - c) Allen County L.E.P.C. (449-4663) 24/7
  - d) PFW Facilities Management (481-6832)
  - e) IDEM - Office of Environmental Response (888) 233-7745
  - f) National Response Center (800) 424-8802
  - g) IOSHA (317) 232-2693

4. After the emergency, restore the facilities and safety equipment to pre-emergency status before resuming operations.
5. If there has been a release, submit a written report to appropriate agencies.

**D. EMERGENCY TELEPHONE NUMBERS**

The following individuals are familiar with the E-C Plan and with the operations and activities of the hazardous materials storage facilities and shall act as EC in the event of an emergency. Individuals are listed in the order in which they should be contacted:

<u>Emergency Coordinator</u>	<u>Office</u>	<u>Cell</u>
1. Stephanie S. Phillips	481-4193	260-710-5383 (24/7)
2. Erin Turner	481-4197	260-515-0269 (24/7)
3. Chief of Police Tim Potts	481-0739	

Other emergency numbers:

Emergency 911

**E. STORAGE FACILITIES**

Numerous locations across campus store and use hazardous chemicals. These materials are handled, labeled, and stored in accordance with applicable federal, state, and local regulations. However, the following locations store chemicals in significant\* amounts: (see attached PFW campus map for building locations)

<u>Material</u>	<u>Location</u>	<u>Max. Amount</u>	<u>ContainerType</u>
Sodium Hydroxide	Chiller Plant	550 gallons	plastic
Diesel Fuel	UST – SW of Support Svcs	2,000 gallons	fiberglass
Unleaded Gasoline	UST – SW of Support Svcs	2,000 gallons	fiberglass
Diesel Fuel	UST – SW of Ginsberg	750 gallons	fiberglass
Unleaded Gasoline	UST – SW of Ginsberg	2,100 gallons	fiberglass
Waste Oil	Grounds Garage - Ginsberg	275 gallons	steel
Liquid Nitrogen	Science Building 441	360 liters	metal/glass
Naphtha	Grounds Garage - Ginsberg	55 gallons	steel
Mineral Spirits	Grounds Garage - Ginsberg	55 gallons	steel

10W-30 Motor Oil	Grounds Garage - Ginsberg	110 gallons	steel
Hydraulic Fluid	Grounds Garage - Ginsberg	110 gallons	steel
Antifreeze	Grounds Garage - Ginsberg	55 gallons	steel

\*>55 gallons

Additionally, the PFW Chemistry Department maintains a chemical storage room in the Science Building, room 459. The PFW Biology Department maintains chemical storage rooms in the Science Building, rooms 317A, 317B and 317C. PFW's hazardous wastes are temporarily stored in the Science Building, room G44B (dock entrance to building) pending pickup by a certified hazardous waste shipping company. PFW is a Small Quantity Generator of hazardous wastes so pickups are required every 180 days. The Hazardous Waste Storage Room and the waste containers are inspected weekly and inventoried by the EC.

#### **F. DESCRIPTION AND LOCATION OF SPILL CONTROL MATERIALS**

The following spill control materials are located in the Hazardous Waste Storage Room (SB G44B) and/or EHS van located by car port south of Printing Services.

- 1) Salvage drum (8 gallon)
- 2) Sorbent socks
- 3) Sorbent pillows
- 4) Vermiculite/oil dry
- 5) 8-mil polyethylene drum liners
- 6) Mercury vacuum
- 7) Chemical spill kit
- 8) Biological Agents spill kit
- 9) Radioisotope spill kit

Grounds and Facilities Management Department employees also have sorbent socks and oil dry.

#### **G. ARRANGEMENTS WITH LOCAL AUTHORITIES**

In case of an emergency, contact Police at 911. PFW University Police will make the necessary contacts depending on the severity of the incident.

#### **H. SPILL PREVENTION AND CONTROL**

The following are guidelines for spill control, evacuation, notification of proper authorities, and general emergency procedures in the event of a chemical incident:

Spill Control:

Small quantities of non-ignitable, low-volatility, low-toxicity liquids or solids can be handled by an EC. Inert absorbents or neutralizing solids can be used to prevent the spread of liquids (i.e. absorbent should be spread around the perimeter of a spill, moving toward the center of the spill). The resulting mixture should be scooped into polyethylene bags at least 6 mils thick and placed in 17H/17E DOT drums with extra vermiculite or Oil-Dri in the bottom.

Ignitable liquids or solids, highly toxic materials, and materials generating dangerous gases should be handled by the Fort Wayne Fire Department, which has been designated as the primary emergency authority.

Evacuation:

Persons in the immediate vicinity of the incident should immediately evacuate the area. If there is substantial chemical release into the air, determine if evacuation of nearby areas is required. The evacuation of off-campus areas should be directed by

PFW University Police, the Fort Wayne Fire Department and/or the Allen County Emergency Management Agency.

Advisement:

In the event of life-threatening conditions outside the facility, one EC should be present to advise assisting agencies on the character, amounts, source, and extent of hazardous materials released.

## **I. REGULATORY REQUIREMENTS**

In an emergency, the EC must assess possible hazards to human health or the environment that may result from the release, fire or explosion. This assessment must consider both direct and indirect effects (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated or the effects of any hazardous surface-water runoffs from water or chemical agents used to control fire and heat-induced explosions).

If the assessment indicates that an evacuation of local areas may be advisable, the EC shall immediately notify appropriate local authorities. The EC must be available to help the authorities decide whether local areas should be evacuated. The EC must immediately notify the National Response Center (using the 24-hour, toll-free number: 800-424-8802).

The report must include these following items:

- a) Name and telephone number of reporter
- b) Name and address of facility
- c) Time and type of incident (e.g., release, fire)
- d) Name and quantity of material(s) involved, to the extent known
- e) Extent of injuries, if any
- f) Possible hazards to human health or the environment outside the facility

During an emergency, the EC must take all reasonable measures to ensure that releases, fires and explosions do not occur, recur, or spread to other hazardous materials at the facility. These measures must include where applicable, stopping processes and operations, collecting and containing released materials and removing or isolating containers.

If the facility stops operations in response to a release, fire or explosion, the EC must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes or other equipment, wherever appropriate.

Immediately after an emergency, the EC must provide for the treatment, storage or disposal of recovered material, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility. PFW has made an arrangement with a local emergency response facility to handle any

hazardous material clean-up which may be required. This company is **Environmental Remediation Services, Inc.** and may be contacted by calling **260-489-7062, or 877-437-7455 24 hours a day.**

The EC must ensure that in the affected area of the facility, no material that may be incompatible with the released material is treated, stored or disposed of until cleanup procedures are completed and that all emergency equipment listed in the E-C Plan is cleaned and fit for its intended use before operations are resumed.

### J. Campus Map

