

Annex C - Hazardous Materials Incident

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Purpose

The purpose of Hazardous Materials Incident (HazMat) Annex is to ensure the safety of BHCC staff, faculty, student, contractors, and visitors. HazMat procedures provides a defined assessment and response strategy from the Campus in situations where a harmful substance is accidentally or purposely released inside a campus building, on the campus, or in the area of the campus. All BHCC staff and faculty share in the responsibility of being aware of the HazMat procedure and should be able to provide support to students and visitors.

This Annex may be activated in conjunction with the Evacuation or Shelter-in-Place Annexes.

Roles and Responsibilities

Role	Responsibility
ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> • Receive emergency response training • Report possible incidents of HazMat exposure to BHCC Public Safety or contracted security • Follow all instructions from the emergency notification, public address system, or BHCC Police/security personnel during a response • Be prepared to evacuate or shelter-in-place, depending on direction • MAINTAIN PERSONAL LIFE SAFETY • Refer all media questions to the PIO
Emergency Management Team (EMT)	<ul style="list-style-type: none"> • Maintain this HazMat Annex • Schedule and conduct regular exercises and trainings • Coordinate Campus HazMat response activities • Initiate evacuation or shelter-in-place procedures • Conduct incident After Action Reports (Annex) following an evacuations
EMT Chair	<ul style="list-style-type: none"> • Ensure awareness of the HazMat Annex • Make the decision to evacuate facility or shelter-in-place • Evacuate in cases with HazMat exposure inside a facility or shelter-in-place or evacuate with exposure outside the facility (depending on situational awareness and location of exposure) • During normal business hours the EMT Chair or the Chief of Police will make the decision to evacuate or shelter-in-place • After business hours, the BHCC Police/security personnel will make the decision to evacuate or shelter-in-place • Make the decision to re-open the building once all clear has been provided by first responders • Communicate all activities to the College President and Trustees

	<ul style="list-style-type: none"> • Manage the After Action Report and Improvement Plan process following an incident
Public Safety	<ul style="list-style-type: none"> • Know and understand all Public Safety operating procedures • Receive regular training on procedures • Notify EMT, Facilities, EMT Chair • Notify local and state fire/HazMat services of the situation and the need for emergency services. • IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of facilities (bathrooms, etc.) to ensure students, faculty, staff, and visitors are aware of situation • Maintain perimeter and restrict unauthorized access to the area • Maintain and monitor camera and CCTV system • Liaison to first responders
Operations and Logistics	<ul style="list-style-type: none"> • Maintain and test all alarm, communications, surveillance, and access systems • Maintain the emergency egress system including signage and lighting • Ensure all egress routes are clear • Maintain and report regular monitoring of all relevant systems • Conduct regular Fire alarm checks • IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of facilities (bathrooms, etc.) to ensure students, faculty, staff, and visitors are aware of situation • Activate HVAC and/or lock-out system if directed by first responders, EMT Chair, Chief of Police, or designee
Public Information	<ul style="list-style-type: none"> • Coordinate all emergency communication platforms • Liaise with the media • Implement the EMT communications strategy • Evaluate communications and record for future reference

Scope

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated in situations where a harmful substance is accidentally or purposely released inside a campus building, on the campus, or in the area of the campus. It may be activated, at the discretion of the Emergency Management Team (EMT) Chair, the Chief of Police, or on-site first responders in cases of chemical or biological releases.

References

- OSHA Standards 29 CFR 1910.38(a) – Emergency Action Plans
- Massachusetts Hazardous Waste Regulations: 310 CMR 30.000

Procedures

Hazardous Materials Response	Who
<ol style="list-style-type: none"> 1. If a hazardous substance is discovered, the individual shall immediately contact Public Safety and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). 2. Exposed individuals should quarantine themselves at a safe location. 3. If a telephone call or information is received stating HAZMAT material is somewhere: <ol style="list-style-type: none"> a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice (to include male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.) b. Recipient should not hang up the phone when the call is completed. Keep the line open or place it on “hold”. c. Recipient should immediately contact Campus Police and advise them of the call, as well as, provide a detailed written text. 4. Everyone will vacate all affected areas and move into a safe location as designated by officials on-site. <ol style="list-style-type: none"> a. Safe locations will be upwind of the release b. If trapped in a building, consider a vertical evacuation 5. If a hazardous release occurs outdoors at a nearby location that may affect the college, a shelter-in-place order will be issued. 6. Active Evacuation or Shelter-in-Place procedures 	<p>All Staff and Faculty</p>
<ol style="list-style-type: none"> 1. Notify EMT Chair, EMT, and Facilities 2. Ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe. 	<p>Public Safety</p>

<p>3. Advise local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated on the situation upon their arrival. Law enforcement officials</p>	
<p>1. Active Evacuation or Shelter-in-Place procedures (depending on saturation) 2. Activate the Emergency Operations Center (EOP) to support first responders</p>	EMT Chair
<p>1. When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.</p>	Operations and Logistics

Public Guidance

- Alert people to evacuate the immediate spill area.
- Alert the BHCC police department.
- Avoid breathing vapors from spilled chemicals or substances.
- If personally contaminated, seek eye wash and/or emergency shower.
- If clothing or footwear is contaminated, remove if possible before leaving the area of the spill.
- Do not attempt to clean up the spill on your own. Leave it to the experts.
- Do not operate any electrical devices, phones (including mobile), appliances, light switches or equipment with open flames, within spill area.
- Re-enter area only when directed by authorities.