

HAZMAT – Hazardous Material Release or Spill

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EMERGENCY ACTION

- **Evacuate** the release or spill area
- **Secure** the location
- **Isolate** exposed individuals for:
 - **Decontamination**
 - **Evaluation**
 - **Treatment**
- **Call EKU Public Safety at 911 or 859-622-1111 or 859-622-2421**
 - National Response Center (NRC): 800-424-8802
 - <http://hq.msdsonline.com/eku/Search/ListProducts.aspx?new=true&PageNumber=1&Sort=1&SortDirection=asc>
- **Shut Down Relevant Utilities and HVAC** Systems and Vents
- Clean up only under the direction and control of EKU Environmental Health & Safety, Richmond Fire/Rescue Department and/or the Chemical Safety Officer.

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizing, an irritant or radioactive. A hazardous material release or spill can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

In addition to on-site hazards, you should be aware of the potential for an off-site incident effecting your operations. You should also be aware of hazardous materials used in facility processes and in the construction of the physical plant. Detailed definitions as well as lists of hazardous materials can be obtained from the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

To help protect yourself, you must identify and label all hazardous materials stored, handled, produced and/or disposed of in your area. You must follow government regulations that apply to your facility. And you must obtain and have access to Material Safety Data Sheets (MSDS) for all hazardous materials at your location. If you have questions or concerns regarding hazardous materials, you should contact EKU Environmental Health and Safety at 859-622-2421 or 859-622-1111.

For releases, spills or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- Immediately notify involved personnel and evacuate the release or spill area.
- Isolate and or control that area. Secure the location.
- Pull the fire alarm if building evacuation is desired.
- Call 911 to report the incident.
- Give the operator the following information:
 - Your name, telephone number, and location.
 - Time and type of incident.
 - Name and quantity of the material, if known.
 - Extent of injuries or damage, if any.
- The key person on site should evacuate the involved area at once and seal it off to prevent further contamination of others until the arrival of emergency responders.
- HVAC (Heating, Ventilating, and Air-Conditioning) systems should be shut down.
- Anyone who is contaminated by the release or spill should avoid contact with others as much as possible; remain in the vicinity, and give his/her name to the emergency responders. Washing off contamination and any required first aid should be started immediately.
- No effort to contain or clean up spills and or releases should be made unless you have been trained.
- Take appropriate steps to make sure no one evacuates through the contaminated area.
- If an alarm sounds, follow established building evacuation procedures.
- An Incident Command Post may be established near the emergency site. Keep clear of the command post unless you have official business.
- Do not re-enter the area until directed by emergency responders.

Off-Campus Chemical Release or Spill (Examples: Highway/Railway/Industrial / Blue Grass Army Depot)

EMERGENCY ACTION

Protective Action Decisions (PADs) Issued by the Madison County Emergency Management Agency (EMA)

- Eastern Kentucky University is primarily located in Zone 2E and Zone 2D

EMA issues PADs that may include:

- Shelter-In-Place (SIP) (Until the Immediate Danger Passes)
- Evacuation (If There Is Enough Time Before the Danger Arrives)
- Relocation (When It Is Safe - After a Period of Sheltering-In-Place)

<http://www.madisoncountyeema.net>

Protective Actions

- **Shelter-In-Place (Until the Immediate Danger Passes)**
 - If the Madison County Emergency Management Agency directs us to Shelter-In-Place:
 - Move immediately inside one of the following Buildings: (A.C.M.P.T.U.W.)
 - Alumni Coliseum
 - Combs Building
 - Model Gymnasium
 - Perkins Building
 - Thompson Hall (DOCJT/Bizzack Training Complex)
 - University Building (Part of the Crabbe Library Complex)
 - Whitlock Building
 - If you cannot get to one of these buildings follow these general guidelines:
 - Take visiting friends and/or fellow workers immediately indoors.
 - Close and lock all windows and doors. Locking creates a better seal.
 - Shut off heating / air-conditioning systems and fans that draw air from the outside.
 - Close vents.
 - If you have a fireplace, put out the fire and close the damper.
 - Go to the room you have chosen as your shelter. Bring your personal shelter kit, enough food and water for a few hours, your Tone Alert Radio, a portable AM/FM radio, and a flashlight into this room. We recommend that you keep both your Tone Alert Radio and Shelter In Place kit in your selected shelter.
 - Shut and seal the door to the rest of the building with plastic and duct tape. Put duct tape on electrical outlets and vents. Use duct tape and plastic to cover any windows.
 - Note: You will not run out of air in a shelter room. Sealing the room just slows the flow of air from the outside, protecting you longer from possible exposure.
 - Listen to one of the Local Emergency Alert System radio stations for further instructions.
 - Local Emergency Alert System Radio Stations:
WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM,
WEKU 88.9 FM (EKU Campus Radio), WCYO 100.7 FM, WLFX 106.7 FM
- **Evacuation (If There Is Enough Time - Immediately Know Your Zone and Go)**
- **Relocation (After the Danger Passes - To Get Out of the Areas Involved in the Release)**
 - If the Madison County Emergency Management Agency directs us to immediately Evacuate, or to Relocate after a period of Sheltering-In-Place and the immediate danger has passed:
 - EKU faculty, staff, and students with personal transportation:
 - Immediately drive north on I-75 to Jacobson Park (or other location in Fayette Co as determined by the Madison County EMA) to receive further emergency instructions from the Madison County EMA.
 - EKU faculty, staff, and students without personal transportation:
 - Immediately report to the front of Alumni Coliseum as the staging area for limited Shuttle Bus transportation to Jacobson Park (or other location in Fayette Co as determined by the Madison County EMA). This will take time because transportation resources will be stretched thin. Please follow the instructions of EKU Public Safety and the Madison County EMA.
 - Model faculty, staff, students, and after-school programs:
 - Follow Model's specific evacuation plan and take their assigned buses to Dunbar High School.
 - Burrier Child Development Center:
 - Follow the CDC specific plan and self relocate to The Lexington Center.
 - Meadowbrook Farm faculty, staff, and students.
 - Follow the specific evacuation plan to Powell County High School.

Do Not Return to the Involved Zones until EMA Officials Advise that the Areas Are Safe.

Off-Campus Chemical Release or Spill (Examples: Highway / Railway / Industrial / Blue Grass Army Depot)

- Madison County Emergency Management Agency (EMA) and the City or County Fire Departments respond to, assess and control the incident.
- If needed, the Madison County EMA will activate the Madison County Emergency Sirens and the Tone Alert Radios to inform citizens of the protective action to take by the particular Zones involved.
- **Eastern Kentucky University is primarily located in Zones 2E and 2D:**
 - **The Zone for the Main Campus (Campus North of the Eastern Bypass) is Zone 2E.**
 - **The Zone for the South Campus (Campus South of the Eastern Bypass) is Zone 2D.**
- The Madison County EMA will contact the ECU Police Department to order the appropriate protective action to be taken once the event has been assessed. That action could include the campus community **Sheltering-In-Place**, immediately **Evacuating**, or **Relocating** after the immediate danger passes and citizens are advised that they should come out of Shelter-In-Place.
- The Madison County EMA will advise evacuees if and when they may return to ECU.

Madison County Emergency Management Agency

560 S. Keeneland Drive

Richmond, KY 40475

859-624-4787

<http://www.madisoncountyema.net/>

ENHANCED SHELTER IN PLACE (ESIP) – SYSTEM OPERATING INSTRUCTIONS

(Excerpted from the Operations & Maintenance Manual)

(Enhanced Shelter In Place)

(See Manual for full operations and maintenance information)

Alumni Coliseum, Combs Building, Model Gymnasium, Perkins Building, Thompson Hall, University Building, and Whitlock Building are equipped with Collective Protection Systems (CPS).

These buildings have been modified to provide Enhanced Shelter In Place (ESIP) protection for personnel in the event of a hazardous chemical release at the nearby Blue Grass Army Depot. The ESIP protection system consists of permanent architectural sealing measures, modifications to the HVAC systems, and installation of an ESIP control panel (**See Panel Locations page for Panel Locations**).

The Major System Components:

- **Control Panel**
- **Dampers**
- **Perimeter Doors**
- **HVAC System**

- Activation of the control panel will: shut down the heating, ventilation, and air-conditioning system and close designated mechanical isolation dampers. Closure of the exterior perimeter doors and windows will seal the protected area, reduce outside air infiltration, and provide a level of protection for the personnel inside until the hazardous release has been cleared.

- Emergency Switch – The emergency switch is a red button located on the front lower right hand side of the control panel. Pushing the emergency switch will start the ESIP system into operation. Once the system is in operation, pushing the emergency switch again will deactivate the ESIP system.

○ INSTRUCTIONS FOR SYSTEM START UP

- Move all personnel into the protected area when notified that a hazardous event has occurred.
- Manually close and latch all perimeter doors.
- Verify that all exterior windows in the protected area are closed and latched.
- Start the ESIP protection system by pushing the red start button on the face of the control panel.
- Check to insure that all green pilot lights on the face of the control panel are illuminated.
- The ESIP system is operating properly if all control panel pilot lights are illuminated.
- Proceed to the troubleshooting section of the manual if any of the control panel pilot lights fail to illuminate.
- Keep all doors and windows closed and remain in the protected area until notified that the hazard has been cleared.

○ INSTRUCTIONS FOR SYSTEM SHUT DOWN

- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again on the face of the control panel.
- All pilot lights on the face of the control panel should go off verifying that the system has shut down.
- Perimeter doors may now be opened and personnel should exit to the outside. Do not exit a protected area into an unprotected part of a building (a building or portion of a building where the HVAC system was not shut down). You may be directed to relocate out of the area affected by the hazardous material or chemical agent release.
- Do Not Return to the Involved Zones (2E and 2D) until EMA Officials Advise that the Areas Are Safe.



If you can read this sign, you are inside the Collective Protection System (CPS) Protected Area.

Below is a picture of an Enhanced Shelter In Place (ESIP) Control Panel.



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 - Model Gymnasium
 - Perkins Building
 - Thompson Residence Hall (DOCJT/Bizzack Training Complex)
 - University Building
 - Whitlock Building
 - Listen to one of the Local Emergency Alert System radio stations for further instructions.
 - Local Emergency Alert System Radio Stations:
WCBR 1110 AM, WEKY 1340 AM, WIRV 1550 AM,
WEKU 88.9 FM (EKU Campus Radio), WCYO 100.7 FM, WLFX 106.7 FM
- Start the ESIP protection system by closing all perimeter doors and windows and pushing the red start button on the face of the control panel.
- After being notified that the hazard has been cleared, stop the ESIP protection system by pushing the red start button again on the face of the control panel.
- Perimeter doors may now be opened and personnel should exit to the outside. Do not exit a protected area into an unprotected part of a building (a building or portion of a building where the HVAC system was not shut down). You may be directed to relocate out of the area affected by the hazardous material or chemical agent release.
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 - Follow their specific evacuation plan to Powell County High School.
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Building	Panel Locations	Chemical Emergency Occupant Load (10 Sq. Ft. per Person)
Alumni Coliseum	Control Panel on the 2 nd Floor Room 208	4955
Burrier CDC	Control Panel in the Basement G-14	208
Combs Classroom	Control Panel on the 1 st Floor NE Closet	5672
Model Gymnasium	Control Panel on Lower Level Room 151	1340
Perkins Building	Control Panel on First Level Main Lobby	5536
Thompson Hall	Control Panel 1 st Floor Laundry Room 107	2876
University Building	Control Panel on the 3 rd Floor by 323A	1057
Whitlock Building	Control Panel on the 1 st Floor Room 151	5181
Total		26825

Contact Information for the U.S. Army Corps of Engineers and the Contractor for the ESIP Training:

U.S. Army Corps - Brad Faulkenberg Bradley.j.faulkenberg@usace.army.mil
859-779-6152 (Office)
859-661-0333 (Cell)

Intersteel, Inc.
Blue Grass Army Depot
Building S-23
Project Manager - Curt Robertson curterobertson@hotmail.com
859-625-1232 (Office)
859-625-1842 (Fax)
859-229-8396 (Cell)