University of West Georgia
Contingency Plan and Emergency Procedures Manual

SUMMARY: This document provides emergency information that would be needed in the event of a chemical emergency, including fire, explosion, and spill, at the University of West Georgia (UWG). This Contingency Plan is being provided to all organizations in the Carroll County Area that could be involved in rendering services during a chemical emergency situation on campus.

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Acknowledgement of Receipt

A current copy of this manual has been provided to:

AEC Project Services, UWG
Auxiliary Services, UWG
Facilities and Grounds, UWG
Health Services, UWG
Risk Management/Environmental Health & Safety, UWG
University Communications and Marketing, UWG
University Police, UWG
Fire Department, City of Carrollton
Tanner Medical Center, Carrollton
Carroll County Emergency Management Agency, Carrollton
Board of Regents Environmental Office, State of Georgia
Georgia Environmental Protection Division

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Vice President
Business and Finance
(678)-839-6410

Date Date

Revised 10/27/2011
Requests for off-campus emergency services should be routed through the UWG Department of Public Safety (DPS)

<table>
<thead>
<tr>
<th>Local Emergency Contacts</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td>678-839-6000</td>
</tr>
<tr>
<td>Carrollton Police/Fire/Ambulance</td>
<td>8911 (On Campus)</td>
</tr>
<tr>
<td>Carrollton Haz/Mat Response Team</td>
<td>8911 (On Campus)</td>
</tr>
<tr>
<td>Chief of University Police</td>
<td>678-839-6255 (Campus)</td>
</tr>
<tr>
<td>Emergency Disaster Coordinator (EDC)</td>
<td>678-378-4017 (Cell Phone)</td>
</tr>
<tr>
<td>Tom Mackel</td>
<td>770-258-3520 (Home)</td>
</tr>
<tr>
<td>Risk Management/Environmental Health &amp; Safety (RM/EHS)</td>
<td>678-839-6278 (Campus)</td>
</tr>
<tr>
<td>Hazardous Materials Emergency Coordinator (HMEC)</td>
<td>770-550-5728 (Cell Phone)</td>
</tr>
<tr>
<td>Theresa Jablecki-Kriel</td>
<td>334-821-0872 (Home)</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>678-839-6279 (Campus)</td>
</tr>
<tr>
<td>Risk Management/Environmental Health &amp; Safety (RM/EHS)</td>
<td>770-550-9297 (Cell Phone)</td>
</tr>
<tr>
<td>Matt Jordan</td>
<td>770-214-2626 (Home)</td>
</tr>
<tr>
<td>Tanner Medical Center</td>
<td>770-836-9666</td>
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<tr>
<td>Tanner Occupational Health Center</td>
<td>770-836-9445</td>
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<tr>
<td>Facilities and Grounds Director</td>
<td>7:30am-5pm</td>
</tr>
<tr>
<td>Bob Watkins</td>
<td>678-839-6576 (Campus)</td>
</tr>
<tr>
<td>770-550-0269 (Cell Phone)</td>
<td>770-574-9751 (Home)</td>
</tr>
<tr>
<td>AEC Project Services Executive Director</td>
<td>678-839-6378(Campus)</td>
</tr>
<tr>
<td>Mike Conley</td>
<td>904-465-6347(Cell Phone)</td>
</tr>
<tr>
<td>Local Emergency Planning Coordinator</td>
<td>770-830-5882</td>
</tr>
<tr>
<td>Tim Padgett</td>
<td>770-830-5911 (24 hours)</td>
</tr>
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<td>State Emergency Contacts</td>
<td>Telephone Numbers</td>
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<tr>
<td>GEMA/Communication Division</td>
<td>800-241-4113</td>
</tr>
<tr>
<td>Georgia Department of Natural Resources (DNR)</td>
<td></td>
</tr>
<tr>
<td>National Emergency Contacts</td>
<td>Telephone Numbers</td>
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<tr>
<td>Chemtrec</td>
<td>800-424-9300</td>
</tr>
<tr>
<td>National Response Center</td>
<td>800-424-8802</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-282-5846</td>
</tr>
</tbody>
</table>
Section 1  Introduction

The University of West Georgia (UWG) operates as a Small Quantity Generator (SQG) and Conditionally Exempt Small Quantity Generator (CESQG) with the potential to become a Large Quantity Generator (LQG) any given month, due to the generation of acutely hazardous waste in excess of 2.2 pounds. The Environmental Protection Division (EPD) of the Georgia Department of Natural Resources has issued UWG the Environmental Protection Agency (EPA) Identification Number GA0000082099. This number applies to the entire University and is referred to as a “Facility” by the EPA/EPD. This plan meets the 40 CFR requirements for emergency response procedures and facility contingency plan for both small and large quantity generators, as well as the requirements for a written security plan for facilities receiving or shipping certain hazardous materials contained in 49 CFR –172.800 - 804. This plan also incorporates and supplements information contained in the University of West Georgia’s Emergency Disaster Plan.

The following abbreviations will be used throughout this document

AEC - Architectural Engineering & Construction
CAA - Central Accumulation Area(s)
CESQG - Conditionally Exempt Small Quantity Generator
CFD - Carrollton Fire Department
DOAS - Department of Administrative Services - State of Georgia
DOT - Department of Transportation - United States
F&G - Facilities and Grounds - UWG
EPD - Environmental Protection Division - State of Georgia
EPA - Environmental Protection Agency - United States
GPM - Gallons Per Minute
HMEC - Hazardous Materials Emergency Coordinator - UWG
LQG - Large Quantity Generator
OIC - Officer-in-Charge
RSPA - Research and Special Programs Administration - U.S. DOT
RM/EHS - Risk Management/Environmental Health & Safety - UWG
RMSEF - Risk Management Self-Evaluation Framework
SAA - Satellite Accumulation Area(s)
SQG - Small Quantity Generator
TSDF - Treatment, Storage, and Disposal Facility
UCC - University Community Center
UP - University Police
UWG - University of West Georgia

This document has been developed to ensure the safety and well-being of both UWG and the surrounding community. There are three major sources of hazardous waste generation on campus. The primary source comes from the biology, chemistry and geology laboratories. The second major source comes from the Facilities and Grounds (F&G) Paint Shop, and the third source is from the Art Department.
Waste chemicals generated from laboratories are kept in Satellite Accumulation Areas (SAA) until the department requests the Office of Risk Management/Environmental Health & Safety (RM/EHS) to transfer the material to the Central Accumulation Areas (CAA) located at F&G Plant Operations. RM/EHS will contract a licensed waste disposal company to package the material for disposal to a permitted Treatment, Storage, and Disposal Facility (TSDF), before the accumulation limits are exceeded depending on UWG’s generation status (SQG 180 days or LQG 90 days). Because of the volume of waste generated from the paint shop, full 55-gallon drums are transferred to the universal, solid, and hazardous waste CAA within three days.

The campus generates varying amounts of waste that fall into the following Department of Transportation (DOT) hazard classes. These are listed according to descending volume of generation.

<table>
<thead>
<tr>
<th>DOT Hazard Class</th>
<th>Name of Class or Division</th>
<th>Examples of Material Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 3</td>
<td>Flammable (and Combustible) Liquid</td>
<td>Mineral Spirits, Acetone, Acetonitrile, Hexane, Propanol, Ethyl Ether</td>
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<tr>
<td>Class 8</td>
<td>Corrosive material</td>
<td>Acetic Acid, Sulfuric Acid, Nitric Acid, Formic Acid</td>
</tr>
<tr>
<td>Class 6.1</td>
<td>Poisonous materials</td>
<td>Phenol, Mercuric Compounds, Potassium Cyanide, Sodium Cyanide</td>
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<tr>
<td>Class 5.1</td>
<td>Oxidizer</td>
<td>Ammonium Peroxydisulfate, Chromium Nitrate, Potassium Permanganate, Sodium Nitrate</td>
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<tr>
<td>Class 9</td>
<td>Miscellaneous Materials</td>
<td>Acetates, Oxides, Sulfates,</td>
</tr>
<tr>
<td>Class 2.1</td>
<td>Flammable Gas</td>
<td>Acetylene,</td>
</tr>
<tr>
<td>Class 2.2</td>
<td>Non-flammable gas</td>
<td>Argon, Nitrogen, Oxygen</td>
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<tr>
<td>Class 4.1</td>
<td>Flammable Solid</td>
<td>Paraformaldehyde, Picric Acid</td>
</tr>
<tr>
<td>Class 4.3</td>
<td>Dangerous When Wet Material</td>
<td>Sodium Metal, Sodium Hydride, Sodium Ethoxide, Sodium Borohydride, Barium, Chlorotrimethylsilane</td>
</tr>
<tr>
<td>Class 4.2</td>
<td>Spontaneously Combustible Material</td>
<td>Lithium Alkyls, Phosphorous</td>
</tr>
<tr>
<td>Class 1</td>
<td>Explosives</td>
<td>Azides, Picrates, Cartridges from Weapons</td>
</tr>
<tr>
<td>Class 7</td>
<td>Radioactive Materials</td>
<td>Uranyl Acetate, Uranyl Nitrate, Thorium Nitrate</td>
</tr>
</tbody>
</table>
Section 2 Location of Central Accumulation Areas

Currently there are three permanently designated central accumulation areas on campus. All are located at Facilities and Grounds within the Shackleford Facilities Maintenance Compound and are noted on the campus map in Section 3. All waste materials in these accumulation areas are sent off-site to a permitted TSDF before exceeding accumulation storage limits.

Chemical Waste Accumulation Building

This is a prefabricated hazardous materials storage building, acquired in August, 2003, for the accumulation of containers less than 55-gallons in volume. This CAA is located on the northeast corner of the compound, adjacent to the facilities shop storage area, 125 feet from the universal, solid and hazardous waste accumulation area mentioned below.

Paint Shop Central Accumulation Area

This site is immediately adjacent to the paint shop and is located outside under a covered roof. This CAA is located on the southeast end of the compound. It is used primarily for the accumulation of spent aerosol cans generated by custodial services and landscape/grounds services. Spent aerosol cans are collected in two covered plastic containers. At the end of each week these cans are processed utilizing the aerosol Can-Emitor disposal system located in this area. Spent paint generated from this process is collected in a 15 gallon drum. Punctured cans are discarded as trash. One 55-gallon closed topped drum is used to collect spent mineral spirits generated from painting projects on campus and one 85-gallon drum is used to collect spent paint booth filter pads generated from the paint shop spray paint booth.

Universal, Solid, and Hazardous Waste Accumulation Area

This site is used primarily for the accumulation of hazardous waste in 5-gallon, 30-gallon and 55-gallon containers. Two secondary-containment pallets are located in this area. This CAA is located on the northeast end of the compound.

Temporary Accumulation Areas

Occasionally, additional accumulation areas may be commissioned on a temporary basis within an academic building because of a planned “chemical inventory clean-out” which usually results in large volumes of containers for disposal. These areas are secured by RM/EHS and are provided with emergency contact names/phone numbers signage, spill containment equipment, and fire extinguishers. RM/EHS adds the new CAA to their weekly inspection process until all items have been shipped to a permitted TSDF.
The University Police and the City of Carrollton Fire Department are notified when a temporary CAA is commissioned and decommissioned in an area other than the three designated CAA's in the Facilities Maintenance Compound. Once all of the waste on inventory is disposed of, the area is thoroughly cleaned by RM/EHS and decommissioned. Inspection records, inventories and manifests are kept on file by RM/EHS in room 309 of the University Community Center (UCC).

**Satellite Accumulation Areas**

Satellite Accumulation Areas (SAA) are established in each laboratory/shop area on campus that has the potential to generate chemical waste. These areas are clearly marked with a yellow satellite accumulation area signage listing the requirements for storage and the quantity limitations.
Section 4  Preparedness and Prevention Plan

The following preparedness and prevention actions apply to all three designated CAA’s.

Internal Communications

Personnel working in CAA’s are required to carry a working mobile phone device or two-way radio on them at all times. Telephones are available in the motor-pool office, warehouse, and maintenance shops. Each CAA has an emergency air horn mounted just outside the secured entrance. Employees will signal with the air horn to evacuation the area by sounding three short air horn blasts. All air horns are tested weekly with a single blast.

Testing and Maintenance of Equipment

Fire extinguishers are located at or near each CAA and are checked during the weekly inspections. An outside contractor checks all campus fire extinguishers monthly and performs annual maintenance as required. Inventory of supplies are checked on a monthly basis.

Aisle Space

Aisles are allocated between waste containers in each CAA and are kept unobstructed to allow for the free movement of emergency personnel and equipment.

Inspections

RM/EHS inspects each CAA weekly for spills, leaks, odors, and compliance with container management standards. Records of these inspections are part of the Hazardous Material Management Program file located in 309 UCC, RM/EHS.

Additional Spill Response Materials and Equipment

A 95-gallon capacity poly drum, stocked with additional spill response materials/equipment, is located in the universal, solid, and hazardous waste accumulation area.

An emergency spill cart that contains a spark-resistant shovel, plastic dustpan with brush, and absorbent pads and booms is located in 309 UCC. See Section 11 for a list of all emergency response equipment and location.
Decontamination Equipment

All pads, booms and absorbent used to contain, confine and clean up hazardous spills will be properly packaged, labeled and disposed of, in lieu of decontamination. The non-sparking shovels, brooms and dustpans will be wiped down with appropriate cleaning solution. If these items cannot be properly decontaminated then they will be disposed of with the waste material.

Chemical Waste Accumulation Building Site Specifics

Physical Description

This prefabricated hazardous material accumulation building is capable of holding flammable, combustible, and /or hazardous chemicals. RM/EHS holds the only keys to this storage building. It has securely-mounted, self-contained galvanized steel shelves with 2” containment lips. Items pending waste determination are located on a cart in the center of the building. The building is also designed with galvanized steel floor planking and a secondary containment sump to contain larger spills or releases from five gallon or fifty-five gallon drums.

The chemical waste accumulation building has 3 signs printed in English and Spanish, which read: “Caution”, “Hazardous Waste Material Storage Only”, and “No smoking, open flames or open lights”. They are posted on both sides and the rear of the building. The front of the building has an NFPA diamond listing the hazards as well as a “Dangerous” placard to assist fire fighters in the event of an emergency. Emergency phone numbers and contact personnel are also posted on the entrance door.

Fire Control Equipment

The building has a 4-hour fire rating and is equipped with explosion proof lighting to reduce the possibility of an explosion due to the buildup of flammable vapors; however, in the event of an incident, an explosion relief panel is located in the rear of the building for the safety of surrounding personnel and property. The building is also equipped with a 3-hour fire rated fusible link activated vent system.

A 10-lb CO₂ fire extinguisher is mounted on the end of the Facilities storage shed next to this building. A 10-lb multi-purpose dry chemical fire extinguisher is mounted on the inside of the middle pole to the left of the waste storage pallet 125 feet away. Another extinguisher (10-lb ABC) is located 300 ft. from the accumulation area inside the middle of the landscape services maintenance area. A city fire hydrant is located 380 ft. from the accumulation building, inside the fenced-in compound.

Spill Control Equipment

All solid and hazardous waste containers are located on galvanized steel shelves with a 2” lip for secondary containment. All shelves are lined with absorbent pads to help
identify and contain potential spills. The building is also equipped with a secondary containment sump designed to contain at least 25% of the liquid storage capacity of the building. Waste containers are segregated according to hazard class. Small amounts of absorbent and neutralization materials are located inside the building.

**Paint Shop Waste Accumulation Area Site Specifics**

**Physical Description**

This waste accumulation area, occupies a 12 X 15 ft. section of a covered loading dock area. This area has a concrete floor. Spent mineral spirits, spent aerosol cans and spent paint booth filter pads are accumulated in this area. Two secondary containment pallets are located in this accumulation area and are highly visible.

The paint shop accumulation area has 3 signs in English which read: “Danger: Hazardous Waste Storage Area Unauthorized Persons Keep Out “, and 3 bilingual signs which read: Danger / Peligro: No Smoking No Open Flames No Sparks mounted to the fence. Emergency phone numbers and contact personnel are also posted on the entrance door.

**Security**

The facilities compound is a restricted area surrounded by a chain link fence. The vehicle entry way is restricted to university vehicles and authorized delivery vehicles only. The entrance gate is locked after normal business hours. University Police patrols the area at night and ensures that all areas are secured. The paint shop accumulation area is also fenced in for additional security and locked when not in use.

**Fire Control Equipment**

A 10-lb multi-purpose dry chemical fire extinguisher is mounted on the outside of the fence corner to the left of the entrance gate. The next nearest fire extinguisher is a 10-lb ABC, located 10 ft. from the accumulation area inside the carpentry shop door. Another extinguisher (10-lb ABC) is located 113 ft. from the accumulation area inside the maintenance work room. A city fire hydrant is located 130 ft. from the accumulation area, inside the fenced-in compound.

**Spill Control Equipment**

All liquid hazardous wastes are stored on “poly-spill” secondary containment pallets capable of holding two 55-gallon drums. A small 5 gallon bucket contains spill pads and gloves to absorb small amounts of spilled materials.
Universal, Solid, and Hazardous Waste Accumulation Area Site Specifics

Physical Description

This waste accumulation area, occupies a 24 X 24 ft. section of a large multipurpose covered pole shed. This section has an open front, with a concrete floor and no floor drains. Universal, solid, and hazardous wastes are accumulated in this area. Two secondary containment pallets, for solid/hazardous wastes, are located in the front right corner of the accumulation area and are highly visible.

The area has “Caution Chemical Storage” and “No Smoking” signs posted. Emergency phone numbers and contact personnel are also posted on the middle pole to the left of the waste storage pallets.

Security

The facilities compound is a restricted area surrounded by a chain link fence. The vehicle entry way is restricted to university vehicles and authorized delivery vehicles only. The entrance gate is locked after normal business hours. University Police patrols the area at night and ensures that all areas are secured. The hazardous waste side of this area is also fenced in for additional security and locked when not in use.

Fire Control Equipment

A 10-lb multi-purpose dry chemical fire extinguisher is mounted on the inside of the middle pole to the left of the waste storage pallet. The next nearest fire extinguisher is a 10-lb ABC, located 185 ft. from the accumulation area inside the side door of the motor-pool shop. Another extinguisher (10-lb ABC) is located 210 ft. from the accumulation area inside the middle of the landscape services maintenance area. A city fire hydrant is located 285 ft. from the accumulation area, inside the fenced-in compound.

Spill Control Equipment

All solid/hazardous wastes are stored on “poly-spill” secondary containment pallets capable of holding four 55-gallon drums.
Section 5 Security Plan

UWG utilizes the Risk Management Self-Evaluation Framework (RMSEF) template developed by the U.S. Department of Transportation, Research and Special Programs Administration (RSPA) to evaluate and manage potential risks associated with transporting hazardous materials in a proactive manner. This template can be found at: http://hazmat.dot.gov/riskmgmt/rmsef/rmsef.htm.

### RISK MANAGEMENT SELF-EVALUATION FRAMEWORK MODIFIED FORMAT

<table>
<thead>
<tr>
<th>MANAGEMENT COMMITMENT TO RISK MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE</td>
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<tr>
<td>1. Identify your hazmat transport activities/materials/programs.</td>
</tr>
<tr>
<td>2. Identify interactions with other parties and potential upstream and downstream risks.</td>
</tr>
<tr>
<td>3. Set priorities for analysis, and determine risk management objectives and scope.</td>
</tr>
<tr>
<td>KNOWLEDGE OF OPERATIONS</td>
</tr>
<tr>
<td>1. Collect data on activities/materials/quantities.</td>
</tr>
<tr>
<td>2. Assemble information on baseline programs/policies and establish practices.</td>
</tr>
<tr>
<td>ASSESSMENT</td>
</tr>
<tr>
<td>1. Conduct risk analyses, considering a range of consequences and associated probabilities</td>
</tr>
<tr>
<td>2. Assess baseline programs/policies and compare with established practices</td>
</tr>
<tr>
<td>3. Identify risk control points (i.e. risk reduction opportunities)</td>
</tr>
<tr>
<td>STRATEGY</td>
</tr>
<tr>
<td>1. Assess control options and set priorities for risk reduction; develop tailored risk management strategy, considering risk cost benefits, feasibility, and other factors.</td>
</tr>
<tr>
<td>ACTION</td>
</tr>
<tr>
<td>1. Implement the tailored strategy (e.g. improved maintenance, outreach, technical guidance.</td>
</tr>
<tr>
<td>VERIFICATION</td>
</tr>
<tr>
<td>1. Verify that strategy is being followed and that specified actions are being taken.</td>
</tr>
<tr>
<td>EVALUATION</td>
</tr>
<tr>
<td>1. Track incidents and performance data; periodically access effectiveness of strategy.</td>
</tr>
</tbody>
</table>

**DOCUMENT THE PROCESS AND RESULTS, AS APPROPRIATE**
This plan was written because UWG occasionally ships hazardous waste for disposal in quantities which must be placarded in accordance with the hazardous materials regulations. UWG does receive various amounts of hazardous materials for teaching, research and maintenance activities and may also, on occasion, transport hazardous materials utilizing state vehicles.

UWG has the potential to be subject to the security plan requirements for receivers, shippers and carriers of hazardous materials. The expected activity per year is limited in occurrence and generally includes various classes and quantities of material. Security checklists for each activity have been completed by the appropriate departments on campus. These assessments are kept confidential for security reasons and are located only in the office of RM/EHS, 309 UCC.

UWG Vulnerability Assessment

A vulnerability assessment has been conducted by RM/EHS based on the types of materials received and waste generated, utilizing the U.S. Department of Transportation, Research and Special Programs Administration Department recommendations for Shippers, Carriers, and Receivers of Hazardous Materials. The materials with the lowest numbers are given the highest priority in planning our risk reduction strategy.

<table>
<thead>
<tr>
<th>Hazardous Material</th>
<th>Hazardous (1 = most hazardous)</th>
<th>Exposure (1 = most likely exposed)</th>
<th>Final Ranking</th>
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<tbody>
<tr>
<td>Flammable Liquids</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Corrosive Materials</td>
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<td>3</td>
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<tr>
<td>Compressed Gases</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Combustible Liquids</td>
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<td>4</td>
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<tr>
<td>Poisonous Materials</td>
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<td>4</td>
</tr>
<tr>
<td>Dangerous When Wet Materials</td>
<td>1</td>
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<td>5</td>
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<tr>
<td>Explosives</td>
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<td>Miscellaneous Materials</td>
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<tr>
<td>Spontaneously Combustible Materials</td>
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<td>5</td>
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<td>Radioactive Materials</td>
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<tr>
<td>Flammable Solids</td>
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<td>4</td>
<td>6</td>
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<tr>
<td>Infectious Substances</td>
<td>3</td>
<td>5</td>
<td>8</td>
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</tbody>
</table>
Personnel security, training, unauthorized access, and en route security is described below for each potentially hazardous materials activity at UWG. Training documentation is located in 309 UCC, RM/EHS.

Receivers of Hazardous Materials

All goods are delivered to the University’s Central Warehouse, located on Plant Op Drive. The packages are received, inventoried and delivered to various departments on Campus by UWG warehouse employees. Warehouse employees are very familiar with drivers delivering packages to their site. RM/EHS is called immediately when a hazardous materials package appears to be damaged or leaking. The Warehouse is a controlled-access facility and is locked at all times when warehouse employees are not present. No one is allowed in the warehouse area unless escorted by warehouse personnel. Hazardous materials are delivered in their original unopened packages to the ordering department within the same day. All packages must be signed for by the receiving department. All warehouse employees participate in Right-to-Know Training, Chemical-Specific Training, and DOT training relevant to their job function.

Departments receiving/using hazardous materials are required to submit a chemical inventory to RM/EHS twice a year indicating the material, quantity and location. All departments are instructed to keep chemical storage areas and laboratories/shops secure when not in use. UP checks these areas after normal business hours and reports all unsecured chemical storage areas immediately to RM/EHS. Department heads and responsible parties are also immediately contacted. All employees who directly use chemicals are required to participate in basic Right-to-Know Training as well as Chemical Specific Training.

Shippers of Hazardous Materials

Only RM/EHS personnel are qualified and trained according to 49 CFR172.704 to ship hazardous materials/waste from campus.

RM/EHS pre-qualifies contractors for the packaging, transportation and disposal of all hazardous materials/waste. Contractors are required to supply a copy of their security plan for review before pick up is scheduled at the CAA. All scheduling is conducted through RM/EHS and driver-contact information is sent to RM/EHS before their arrival. The CAA is a restricted area inside the Facilities Compound, which is surrounded by a chain link fence. Only state vehicles and authorized delivery vehicles are allowed inside the compound. The vehicle entry way is locked after normal business hours. UP patrols the area at night and ensures that all areas are secured. Currently, background checks are only conducted on employees who are directly responsible for shipping hazardous wastes to TSDF and have received training specified under 49 CFR 172.704.
Carriers of Hazardous Materials

UWG warehouse employees transport hazardous materials from their facility to various buildings on campus. RM/EHS transports hazardous waste from various departments to the designated CAA on campus. This transportation is not considered to be in commerce, because UWG utilizes state employees, state vehicles, and the materials are for state use. Consequently, DOT’s Hazardous Materials Regulations, including requirements for packaging, labeling, placarding, and shipping papers, do not apply. This allows UWG to maintain a low profile when making deliveries or picking up hazardous waste on campus roadways. All appropriate precautions are taken to transport these materials in a manner that prevents breakage and protects the public and the environment during transportation.
Section 6  Contingency Plan

The UWG Contingency Plan is designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous materials to the air, soil, or surface water. This Contingency Plan will be revised and amended whenever applicable regulations are revised or following an implementation review. The plan will also be revised in the event of any changes in the facility, emergency coordinators, and/or emergency equipment. The plan is reviewed every September for accuracy. All revisions to this plan will be sent to the agencies listed on the cover of this document.

Emergency Coordinators

The Hazardous Materials Emergency Coordinator (HMEC) is either on campus or on call twenty-four hours a day, seven days a week. However, in the case of her/his absence, there is a designated stand-in with responsibility for coordinating all chemical emergency response measures. Emergency Coordinators are thoroughly familiar with the contingency plan, all operations and activities at the Accumulation Storage Areas, and the locations of records concerning buildings and layout. Emergency Coordinators have the authority to call upon and employ the resources needed to carry out the contingency plan. UWG is very fortunate that the City of Carrollton Fire Department (CFD) has a designated Hazardous Material Response Team with the necessary personnel, training and equipment to; rapidly respond to hazardous material incidents on campus.

Mrs. Theresa Jablecki-Kriel, Director of Risk Management/Environmental Health & Safety (RM/EHS) is designated the primary Hazardous Materials Emergency Coordinator. Her office is 309 UCC, and her office telephone number is 678-839-6277/6278. She resides at 1174 Lee Road 20, Auburn, Alabama. Her home telephone number is 334-821-0872, and her cell phone number is 770-550-5728.

In the event Mrs. Jablecki-Kriel is not available, Mr. Matt Jordan, Risk Manager is designated the Hazardous Materials Emergency Coordinator. His office is 309 UCC, and his office telephone number is 678-839-6277/6279. He resides at 15 Sweet Bay Lane, Carrollton, Georgia. His home telephone number is 770-214-2626, and his cell phone number is 770-550-9297.

In the event Mr. Jordan is not available, University Police Chief Tom Mackel is designated the Hazardous Materials Emergency Coordinator. His office is located in 131 Row Hall, and his office telephone number is 678-839-6000. He resides at 274 Crook Road, Carrollton, Georgia. His home telephone number is 770-258-3520, and his cell phone number is 678-378-4017.
Section 7  Evacuation Plan

If evacuation of the F&G Compound is deemed necessary, employees will hear three short rapid air horn blasts. Employees will be directed by any and all means to exit and meet in the parking lot between the AEC Project Services Building and the Facilities Main Office Building. Further instructions will be given at that time.

In all other areas containing hazardous materials, department supervisors and other designated individuals will be responsible for personally checking their building to ensure evacuation is complete and all faculty/staff, students and visitors have been accounted for.

If a campus-wide evacuation is necessary, the President or his designee will instruct the University Police Chief to notify the City of Carrollton Fire Chief, Police Chief, the Sheriff of Carroll County, and the Carroll County Emergency Management Office. The Chief of UP will coordinate with these agencies to identify temporary shelters and the routes to be taken during the evacuation. University vehicles and available City/County School buses will be utilized in the evacuation. Personal vehicles may also be used to evacuate personnel. The Chief of UP will designate vehicles to be used for this purpose in conjunction with the motor-pool foreman.

Since the City or County may also be affected by the same circumstances requiring the evacuation of UWG, the Carrollton Police Chief and Carroll County Sheriff will designate location(s) which will be used to house those evacuated. University or City Police or County Deputies will be stationed at the evacuation sites to provide security. Units will also be posted in and around the campus to protect property and prevent looting. (This will be done only if conditions are such that it can be done safely.)

Emergency Shelters

The following campus buildings will be used for emergency shelters, depending on the type of emergency and duration of stay required.

- Campus Center H.P.E. Gym
- Campus Center Ballrooms
- Food Services (Z6)
- Student Center (UCC)
- Library
- Coliseum
Section 8 Emergency Procedures

These emergency response procedures are intended to outline actions to be taken in the event of a fire, explosion, spill, or chemical release at the Central Accumulation Areas, Satellite Accumulation Areas, or any other location on Campus. Response actions are divided into two categories: small-scale and large-scale incidents.

A.) Small-scale incidents are defined as those where the material/waste can be contained, confined and cleaned up within the immediate area by either laboratory personnel or the HMEC. At UWG, all personnel assigned to working with hazardous materials/waste must receive the mandatory Right-to-Know training.

B.) Large-scale incidents are defined as those that require assistance outside of UWG campus to contain, confine, and cleaned up chemical spills. The West Georgia Regional Haz/Mat Response Team is the designated emergency responder for large-scale incidents.

Whenever there is an imminent or actual emergency situation, the person discovering the problem shall immediately notify other personnel in the area and UP via two-way radio or telephone.

At UWG, University Police have been designated as the organization for receiving and dispatching emergency reports. All requests for emergency assistance to the City of Carrollton Fire Department should be made thru UP (by pre-arranged mutual agreement between UWG and the City of Carrollton). UP will escort the emergency responders from the campus entrance to the site of the release. Carroll County works under a unified incident command system. For all large-scale incidents involving hazardous materials/waste or fire, the first arriving fire officer becomes the Officer-in-Charge (OIC) and shall be designated as the incident commander. UP will establish a command post for use by the unified command. A command post will be established in Aycock Hall. In the event that Aycock Hall is rendered unusable, an alternate command post will be established at the most available, intact structure on campus. Sites for consideration will include Row Hall, the Coliseum, and the Food Services Building.

The HMEC will act as a liaison and provide information on request. If conditions warrant, the HMEC will notify appropriate Federal, State or local agencies with designated response or notification requirements.

Chemical Release

In the event of a chemical release, the HMEC will be notified immediately. The HMEC will then immediately notify UP, if not already informed of the situation, to put them on stand by and have them call for additional help if needed from the CFD Haz/Mat Response Unit.
To access the situation, the HMEC will approach the site from an upwind and uphill direction, if possible, but will not enter the immediate area. The following information will be obtained before any other action is taken: persons injured, extent of injuries, type of chemical, and amount spilled. The HMEC will assess possible hazards to human health or the environment that may result from release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-off from water or chemical agents used to control fire and heat-induced explosions).

Fire or Explosions

Solid and hazardous waste stored in the Chemical Waste Storage Building include flammable liquids/solids, heavy metal organic solids/liquids, water reactives, liquid acids, bases, and chlorinated solvents. This area is equipped with a 10-lb CO₂ extinguisher.

The majority of the hazardous waste accumulated in the Paint Shop CAA is paint related materials. Waste streams include: spent aerosol cans generated by custodial services and landscape/grounds services campus-wide which are collected in two covered plastic containers; spent paint generated from the can-emitor process which is collected in a 15 gallon closed top drum; one 55-gallon closed top drum used to collect spent mineral spirits generated from painting projects on campus; and one 85-gallon drum used to collect spent paint booth filter pads. This area is equipped with a 10-pound multipurpose dry chemical extinguisher.

The majority of the hazardous waste accumulated in the universal, solid and hazardous waste CAA is flammable (Waste Mineral Spirits). Universal Waste (primarily spent fluorescent bulbs) contained in fiber drums, located on wooden storage units, is also stored here. This area is equipped with a 10-pound multipurpose dry chemical extinguisher.

Some of the hazardous wastes stored in satellite accumulation areas are highly flammable and possibly explosive. In addition, laboratories contain a variety of chemical reagents and compressed gas cylinders. At a minimum, each laboratory is equipped with a five-pound CO₂ extinguisher. Some of the buildings are also equipped with sprinkler systems.

In the event of a fire or explosion, UP will be notified immediately. UP will in turn notify the HMEC and CFD. The CFD has a specially trained unit that will take command of the site upon their arrival. The Haz/Mat Response Unit will be put on stand-by. The OIC will obtain from the dispatcher the proper cordonning distances, hazards of the suspected chemicals, and appropriate action(s) to take. The OIC will ensure the area is cordoned off at the prescribed distance. Officers will use the Public Address system in the patrol vehicle(s) to order people to leave the area. Responding officers will attempt to interview personnel from the building in order to obtain relevant information about the materials involved. No officer will enter the immediate area until the chemical(s) have
been identified and determined to be non-hazardous or rendered harmless by the Haz/Mat Team and the HMEC. Upon confirmation that a hazardous material incident has occurred, the OIC shall advise the local medical facilities and ambulance personnel that individuals are assumed to be contaminated and should be treated as such. The area is to remain secured until released by the Haz/Mat Team and HMEC.
If the HMEC determines that the facility has had a release, fire, or explosion that might threaten human health, or the environment, the HMEC will report her/his findings as follows:

A.) If the HMEC’s assessment indicates that evacuation of local areas may be advisable, the HMEC will immediately notify appropriate local authorities. The HMEC will be available to assist appropriate officials in deciding whether local areas should be evacuated; and

B.) The HMEC will immediately notify either the government official designated as the on-scene coordinator for this geographical area (Georgia Environment Protection Division), or the National Response Center (using their 24-hour toll free number 1-800-424-8802). The report will include:
   1. Name and telephone number of reporter;
   2. Name and address of facility;
   3. Time and type of incident (e.g., release, fire);
   4. Name and quantity of material(s) involved, to the extent known;
   5. The extent of injuries, if any; and
   6. The possible hazards to human health, or the environment, outside the facility.

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

D.) The HMEC will monitor for leaks, pressure build-up or gas generation, if appropriate.

E.) Immediately after an emergency, the HMEC will provide for treatment, storage, or disposal of recovered waste, contaminated soil or surfaces, or any other material that results from a release, fire or explosion at the facility.

F.) The HMEC will ensure that, in the affected area(s) of the facility:
   1. No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are complete; and
   2. All emergency equipment used in the operation and listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.
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G.) The HMEC will note in the operating record, the time, date, and all details of any incident that requires implementing the contingency plan. Within 15 days after implementing the Contingency Plan, the HMEC will submit a written report on the incident to the Regional Administrator and the Georgia Environmental Protection Division. The report will include:
   1. Name, address, and telephone number of the owner/operator;
   2. Name, address, and telephone number of the facility;
   3. Date, time and type of incident
   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; and
   7. Estimated quantity and disposition of recovered materials that resulted from the incident

Media

When an event of major interest to the community occurs, the Dispatcher at the direction of the OIC will notify the University Police Chief or the senior officer on duty. The senior responding official will notify the Media Relations Director and supply information concerning the incident. The media will be notified at the discretion of the Media Relations Director.

Police lines will be established to prevent persons from entering the area of emergency response operations. Depending upon the tactical situation and the likelihood of disrupting operations, members of the news media may be allowed in such areas at the OIC’s discretion. However, news media personnel do not have the authority to be within a location where their presence jeopardizes emergency operations or the safety of others.

In all cases of evacuation, permission to re-enter the area will only be given after a thorough inspection by the HMEC or OIC.
Section 9  HAZARDOUS MATERIAL TRANSPORTATION ACCIDENTS

In the event of a hazardous material transportation accident, UP will be notified immediately. University Police will, in turn, notify the HMEC and the CFD and Haz/Mat Unit if needed. The driver should assist with the details of the load. However, if the driver is unable to assist, the following procedures will be used:

A.) At a safe distance and upwind of the accident, the first responder will make note of any visible hazard labels or DOT placards. If there is a placard on the vehicle, the hazards will be identified by using either the DOT Emergency Response Guidebook (ERG) or CAMEO Software through DPS. Recommended protocols will be followed. There should be a shipping paper (bill of lading or manifest) in the cab of the vehicle documenting what items are being shipped. This will be obtained if the situation deems safe to do so. UP will notify any responding units if the contents are listed as hazardous. The City Haz/Mat Team will be notified by Dispatch and a response requested. If directed by the CFD supervisor on the scene, the Dispatcher will notify CHEMTREC at 1-800-424-9300.

B.) When Carrollton HAZ/MAT Response Team arrives, the officers from UP will remain at the scene to maintain crowd and traffic control until relieved by the Haz/Mat supervisor.

49 CFR 171.15 -- Immediate Notice of Certain Hazardous Materials Incidents

A.) At the earliest practicable moment, each carrier who transports hazardous materials (including hazardous wastes) shall give notice in accordance with paragraph (B) of this section after each incident that occurs during the course of transportation (including loading, unloading and temporary storage) in which:

1. As a direct result of hazardous materials-

   (i) A person is killed; or
   (ii) A person receives injuries requiring his or her hospitalization; or
   (iii) Estimated carrier or other property damage exceeds $50,000; or
   (iv) An evacuation of the general public occurs lasting one or more hours; or
   (v) One or more major transportation arteries or facilities are closed or shut down for one hour or more; or
   (vi) The operational flight pattern or routine of an aircraft is altered; or
2. Fire, breakage, spillage, or suspected radioactive contamination occurs involving shipment of radioactive material (see also 174.45, 175.45, 176.48, and 177.807 of this subchapter); or
3. Fire, breakage, spillage, or suspected contamination occurs involving shipment of infectious substances (etiologic agents); or
4. There has been a release of a marine pollutant in a quantity exceeding 450 L (119 gallons) for liquids or 400 kg (882 pounds) for solids; or
5. A situation exists of such a nature (e.g., a continuing danger to life exists at the scene of the incident) that, in the judgment of the carrier, it should be reported to the Department even though it does not meet the criteria of paragraph (a) (1), (2) or (3) of this section.

B.) Each notice required by paragraph (A) of this section shall be given to the Department of Transportation (DOT) by calling 800-424-8802. Notice involving infectious substances (etiologic agents) may be given the Director, Center for Disease Control, U.S. Public Health Service, Atlanta, Ga., 1-800-232-0124, in place of the notice to the Department or (toll call) on 202-267-2675.

Each notice must include the following information:
1. Name of reporter.
2. Name and address of carrier represented by reporter.
3. Phone number where reporter can be contacted.
4. Date, time, and location of incident.
5. The extent of injuries, if any.
6. Classification, name, and quantity of hazardous materials involved, if such information is available.
7. Type of incident and nature of hazardous material involvement and whether a continuing danger to life exists at the scene.

C.) Each carrier making a report under this section shall also make the report required by 171.16.

Note: Under 40 CFR 302.6, EPA requires persons in charge of facilities (including transport vehicles, vessels and aircraft) to report any release of a hazardous substance in a quantity equal to or greater than its reportable quantity, as soon as that person has knowledge of the release, to the U.S. Coast Guard National Response Center at (toll free) 800-424-8802 or (toll) 202-267-2675.
Section 10 Emergency Assistance Agreements

Medical Facilities

A.) The University Health Center is staffed by a full-time medical director (physician), three nurse practitioners, one full-time registered pharmacist, two pharmacy technicians, a director of nursing, one registered nurse, and four licensed practical nurses. The normal Health Center hours are from 8:00 AM to 6:00 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. The pharmacy is located within the Health Center.

B.) Tanner Medical Center is two (2) miles from UWG campus.

Transportation and Equipment

A.) West Georgia Ambulance (770-832-9690) provides ambulance service for the City of Carrollton.

B.) Auxiliary Parking & Transportation Services operate nine shuttle buses, and the University motor pool maintains a fleet of vans and automobiles. Other specialized equipment (such as backhoes, dump trucks, etc.) is available if needed.

Fire Departments

The City of Carrollton provides UWG with fire suppression and rescue services. Carrollton has four (4) separate fire stations. Apparatus includes: 4 front line Fire Engines, 2 reserve Fire Engines, 100 foot Aerial Platform Truck, reserve 90 foot Aerial Platform Truck and a Regional Hazardous Materials Response Truck.

Carroll County Fire Rescue has the following equipment located in its 12 stations throughout the County.

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 GPM pumpers</td>
<td>12</td>
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<tr>
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<tr>
<td>Water tankers</td>
<td>10</td>
</tr>
<tr>
<td>Ladder trucks</td>
<td>2</td>
</tr>
<tr>
<td>Special operations truck</td>
<td>1</td>
</tr>
<tr>
<td>Air &amp; light unit</td>
<td>1</td>
</tr>
</tbody>
</table>

Hazardous Materials Response

The HAZ/MAT Response Truck is stationed at the City Hall Station. This unit and its crew are trained and equipped to handle most hazardous chemical spills in Carroll County.
Telephone System

Telephone service (dialtone) for the University is provided by Synchronet through a university managed PBX System. This system is installed and operated by the University.

Radio Communications Systems

F&G Plant Operations has one radio base station and tone encoder, 2 remote desk sets, and 28 portable radios. Sixteen of the portables are 2-frequency radios with UP and F&G frequencies on them. They also have 20 LINC radios and 3 LINC radio/telephone units.

The WOLF internet radio station in the Anthropology Building broadcasts on a frequency of 90.7 MHz with E.R.P. capacity of 500 and a listening range of approximately 40 miles. The station has two 2-frequency portable radios. In addition, it has an N.O.A.A. Weather Alert monitor, police scanner, audio and visual equipment, and is a member of the Emergency Broadcast System with a network monitor. UWG also maintains a television studio that broadcasts in Carrollton on Charter Cable Channel 13.

University Police has three radio systems. The primary system operates on 800 MHz. The radio antennae and repeater is located at the base of the City Water Tower on the North side of the campus. The system consists of 26 portable radios and a base station located in dispatch. These radios are multi-channel and can communicate with Carroll County response agencies. The UP frequency (809.98750 & 854.98750) programmed. They are serviced by Metropolitan Communications in Carrollton (770-834-7704). The second system operates on the UHF frequency (154.725). Parking & Transportation services and the Health Center also have base stations.

The UP also has over 30 portable radios; most of which are capable of operating on both the US and Carrollton Police Department frequencies. The HT600 radios operate on six separate frequencies.

Utilities

UWG Facilities and Grounds and AEC Project Services are thoroughly familiar with all utility locations and emergency contacts. Electrical utilities are owned by the University and supplied from a master metered substation arrangement with the Georgia Power Company. Carroll Electrical Membership Corporation supplies a minor amount of power. The University provides natural gas for heating from its substation supplied by Atlanta Gas Light. Water and sewer services are furnished by the City of Carrollton. Charter Communications, Inc provides Cable TV service.
Asbestos Hazards

Mrs. Theresa Jablecki-Kriel is the designated Asbestos Program Manager and can provide information concerning the location of asbestos materials during an emergency involving fire, explosions, or any unplanned sudden or non-sudden release of hazardous airborne concentrations. In the event Mrs. Jablecki-Kriel is not available, Mr. Matt Jordan is designated as the Asbestos Program Manager. They can be reached at 678-839-6277.
Section 11 List of Emergency Equipment

All materials and equipment needed to contain a chemical spill are available at each central accumulation area. An emergency spill cart that contains a spark-resistant shovel, plastic dustpan with brush, and absorbent pads and booms is located in UCC 309. This cart contains the following materials and their intended use:

Absorbents

1. **Oil** - 10 white pads & 1 white boom
2. **Solvents, acids and base** - 10 pink pads & 4 pink socks
3. **Universal material** – 10 gray pads
4. **ChemOil-Away Sorbent** – 5 lbs.
5. **Kitty Litter** – 5 lbs.

Spill Containment Kit (Red Bag)

1. **Personal Protective Equipment**
   - Safety glasses
   - Gloves (four pairs)
   - Particulate respirators w/organic vapor relief (3M R95) - (Three)

2. **Tools**
   - Rubber hammer
   - 0 – 13 pH paper
   - Plastic scrapers
   - Ratchet strap

3. **Repair Materials**
   - Duct tape
   - Epoxy repair patch
   - Two leak repair sticks
   - Various wooden plugs
   - Four epoxy putty repair sticks
   - Lead wool
   - Metal self-adhering tape

4. **Miscellaneous Supplies**
   - 2004 Emergency Response Guide Book
   - Note pad with pen
   - Yellow sticky pads & permanent marker
   - Barrier tape (2 rolls)
   - Nitrile gloves (1 box of large)
   - CLOR-N-OIL 50 test kit (2 kits)
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Mercury Spill Control Kit
1. Mercury indicator
2. Mercury absorb power
3. Mercury sponges
4. Hand pump vacuum
5. Water squirt bottle
6. Safety glasses
7. Waste bags

Bloodborne Pathogen Clean-up Kit
1. Gloves
2. Paper mask
3. Disposable bags
4. Safety glasses

Miscellaneous Equipment
1. Non-sparking shovel
2. Plastic dust pans with brooms
3. Paper towels
4. Heavy duty trash bags
5. Citric acid for base spills
6. Sodium bicarbonate for acid spills
7. Zip Lock Storage Bags (one-gallon size)

Specialized Equipment
Located in Building 59
1. Pulman HEPA Vacuum for asbestos clean

Located in 309 UCC
1. Lumidor Micro Max Pro Gas (Four) Detection System