



Hazardous Materials Spill Response Plan

Emergency Procedures

The following procedures are in place to respond to hazardous material spills at Normandale Community College.

911-Emergency

In the event of any life serious personal injury or life threatening situation please dial 911 immediately followed by the Campus Public Safety Department at ext. 555 or ext. 8280.

Hazardous Material Spills

When there is a hazardous material or petroleum that meets the qualifications of a major incident please make the following notifications:

EPA Identification Number when there is a threat to life or property

Minnesota Duty Officer: If there is a public safety or environmental threat: 1-800-422-0798 or 651-649-5451. (This is also the emergency contact for the MPCA)

Public Safety Office: 952-358-8280 or ext. 555

Campus Public Safety Director: Erik Bentley 952-358-8274, 952-210-9001 (Cell)

Campus Safety Officer: Jon Hanson 952-358-8942, 651-408-3941 (Cell), 651-681-9227 (Home)

Vice President of Finance & Operations: 952-358-8286, 651-442-5133 (Cell)

Associate Vice President of Operations: Patrick Buhl 952-358-8595, 651-328-0189 (Cell)

Building Maintenance Foreman (Building Controls): Cris Broin, 952-358-8107, 651-500-9426 (Cell)



For purposes of this plan, waste is defined by the MPCA as a material that is no longer going to be used. It is waste when it is generated not shipped. If there is any possibility that a material will be reused it should not be considered a waste. A waste can be classified as nonhazardous, exempt from hazardous waste rules or it can be hazardous.

Spill Control Supplies

Spill control supplies are located in the following locations:

- Maintenance Supply Room L 1796
- Chemistry Lab Preparation Area S 2373
- Biology Lab

Assessment

Simple Spill Incident

Simple spills meet these criteria:

1. They are contained
2. They do not endanger our students and staff
3. Can be responded to safely by people trained to use the material.

Major Spill Incident

These spills require emergency support and have the following characteristics:

1. Spread rapidly
2. Involve a personal injury or rescue
3. Endanger either people or the environment (including storm water)
4. Present an inhalation hazard
5. Has created significant contamination for personnel

Gasoline/Diesel Spills

1. Immediately cut all power to the gas pump
2. Place hazardous waste collection tubes to contain the spill. These are located in the Grounds Maintenance Shop.
3. Make sure that storm water drains have been protected.
4. Place absorbent pads or oil absorbent over the spill area.
5. Collect in steel drum and bring to the hazardous waste shed.

Procedures

Interior Building

1. Warn people to evacuate
2. Turn off ventilation
3. Leave fume hoods on
4. Do not turn any power on
5. Assemble students and staff at a safe distance
6. Secure the area
7. Collect spill information and MSDS information
8. Wait and provide the information to the responders

Exterior Grounds

1. Warn people to evacuate the area
2. Obtain proper Personal Protective Equipment
3. Use the spill control supplies to isolate the spill and secure the area
4. Protect campus storm water
5. Collect spill information and MSDS information
6. Wait and provide the information to the responders.

Material Safety Data Sheets

Material Safety Data Sheets can be found in each location that the College has hazardous material. This same information is available to employees on the Normandale Community College Home page. This information identifies the hazards associated with each chemical as well as first aid procedures and clean up information.

Clean Up

Emergency Clean ups

Emergency clean ups will be handled by Baywest 1-800-279-0456 (24 hour per day response). They are recognized by the State as an emergency vendor. Arrangements can be made with Fiscal Services once the situation is under control. These arrangements typically will be made through Building Services.

Small Spill Clean ups

After the spill is cleaned up through the procedures outlined in the Material Safety Data Sheets contact Building Services for disposal.

Reviewed 5/11/2015