



**Beverly K. Fine School of the Sciences
Hazardous Materials Contingency Plan**


**Kevin J. Manning Academic Center
Owings Mills Campus
11200 Ted Herget Way
Owings Mills, Maryland 21117**

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

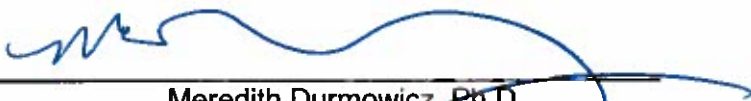
Stevenson University’s Beverly K. Fine School of the Sciences Hazardous Materials Contingency Plan shall be reviewed annually.



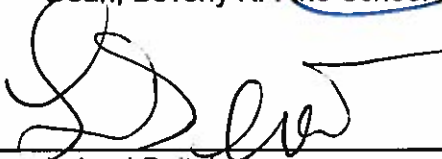
Sarah Brush, M.S.
Laboratory Safety Manager




Laura Guida, M.S.
Director, Laboratory Services



Meredith Durmowicz, Ph.D.
Dean, Beverly K. Fine School of the Sciences



Leland Beitel
Assistant Vice President, Facilities & Campus Services



Gregory Cullison
Director, Security



Michael Campbell
Director, Facilities

11/30/17
Date

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

Table of Contents

- 1.0 INTRODUCTION**
- 2.0 LOCATION**
- 3.0 RESPONSIBILITIES**
- 4.0 TRAINING**
- 5.0 SPILLS**
- 6.0 FIGHTING A SPILL OR LEAK**
- 7.0 FIRE AND EXPLOSION**
- 8.0 PERSONAL INJURY/ILLNESS**
- 9.0 OTHER EMERGENCIES**
- 10.0 RESUMPTION OF OPERATIONS**
- 11.0 EMERGENCY PROVISIONS**

Appendix A: Hazardous Waste Accumulation Areas

Appendix B: Emergency Response Contact Information

Appendix C: Beverly K. Fine School of the Sciences Incident Report Form

Appendix D: Beverly K. Fine School of the Sciences Emergency Telephone Numbers

Appendix E: Area of Safe Refuge for Chemical Emergencies

HAZARDOUS MATERIALS CONTINGENCY PLAN

Stevenson University – Beverly K. Fine School of the Sciences

The information and incidents described in this plan pertains only to the Beverly K. Fine School of the Sciences, unless otherwise noted.

1.0 INTRODUCTION

The Hazardous Materials Contingency Plan described herein details the actions to be taken by all responding personnel to potential situations at Stevenson University involving the Hazardous Waste Accumulation Areas, which pose a real or potential threat to human health and the environment.

This Plan must be reviewed annually in conjunction with any other preparedness and prevention plans and/or documents that are available to individuals responsible for the response to emergency situations. Actions taken at the time of an emergency must be taken quickly, but must be consistent with this Plan. This Plan, while detailed, is at best only a guide. Every emergency is unique and requires unique response.

The Environmental Protection Agency (EPA) requires all facilities that generate, transport, store, or dispose of hazardous waste to have received an EPA Identification Number. Under the Code of Maryland Regulations, Stevenson University is classified as a Large Quantity Generator (LQG). The Maryland LQG designation is given to any facility that generates in a calendar month, 220 pounds or more of hazardous waste or more than 2.2 pounds of acute hazardous waste, or accumulating at any one time, more than 220 pounds of hazardous waste or more than 2.2 pounds of acute hazardous waste. As a Large Quantity Generator, Stevenson University ships all hazardous waste from the Central Accumulation Area every 90 to 180 days.

The following Regulations apply to the storage of hazardous wastes at Stevenson University:

Maryland State Regulations

COMAR 26.13.03:

Department of Environment – Disposal of Controlled Hazardous Substances: Standards Applicable to Generators of Hazardous Waste

Federal Regulations

Resource Conservation and Recovery Act (RCRA): Establishes a federal program to manage hazardous wastes from cradle to grave and ensures that hazardous waste is handled in a manner that protects human health and the environment from the generation, transportation, and the treatment, storage, or disposal of hazardous wastes.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA): Requires that all releases of hazardous substances exceeding reportable quantities, be reported by the responsible party to the National Response Center (NRC). The Extremely Hazardous Substances (EHS) list, which overlaps with the CERCLA listed chemicals table (40 CFR Part

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

302.4) should be reported to NRC, as well as to the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC).

Toxic Substance Control Act (TSCA): Provides authority to the EPA to require reporting, record-keeping, and testing requirements, as well as restrictions relating to chemical substances and/or mixtures. Certain substances are generally excluded from the regulation, including food, drugs, cosmetics and pesticides, which are controlled under other regulations.

Code of Federal Regulations:

40 CFR SUBCHAPTER I – Solid Wastes: Federal regulations to ensure proper management of hazardous waste, universal waste, and used oil (Part 260 through Part 282).

40 CFR SUBCHAPTER J – Superfund, Emergency Planning, and Community Right-To-Know Programs: Federal regulations regarding emergency response procedures and emergency reporting procedures.

2.0 LOCATION

The Hazardous Waste Central Accumulation Area (CAA) is located in room N162 of the Kevin J. Manning Academic Center (Building 2 on the map below). The Hazardous Waste Satellite Accumulation Areas (SAA) are located throughout the Beverly K. Fine School of the Sciences laboratories in the Kevin J. Manning Academic Center. The Universal Waste accumulation area is located in room N190, Facility’s storage area, of the Kevin J. Manning Academic Center.



HAZARDOUS MATERIALS CONTINGENCY PLAN

Stevenson University – Beverly K. Fine School of the Sciences

3.0 RESPONSIBILITIES

This Plan is the responsibility of the Laboratory Safety Manager within the Beverly K. Fine School of the Sciences. Campus Security is the designated first responders for the Beverly K. Fine School of the Sciences, as well as the rest of Stevenson University.

3.1. The duties of Campus Security responding to spills or leaks include, but are not limited to:

- Coordinate with the Laboratory Services Team to assess any possible danger to human health and/or the environment.
- Make certain that any individuals affected by the release are aware of the emergency situation and move them to a safe location. Appendix E can be used as a reference for areas of safe refuge.
- Coordinate an evacuation in the event the Laboratory Services Team and/or local authorities deem it necessary to evacuate the affected area.

3.2. The duties of the Laboratory Services Team responding to spills or leaks include, but are not limited to:

- Make certain that any individuals affected by the release are aware of the emergency situation and move them to a safe location. This should be coordinated with Campus Security. Appendix E can be used as a reference for areas of safe refuge.
- Identify the chemical nature of the spill or leak (health and environmental hazards associated with the chemical may be identified on the SDS).
- Assess any possible danger to human health and/or to the environment.
- Notify and request needed assistance (i.e. Contracted Hazardous Material Response Company or the Baltimore County Fire Department Hazardous Materials Unit).
- In conjunction with appropriate local authorities, decide if evacuation of the affected area is necessary. If a real and present danger exists, evacuate the area immediately utilizing Campus Security's assistance.
- During resolution of the emergency, the Laboratory Services Team must take all reasonable measures to limit the extent of the threat and take appropriate measures to correct the condition and return to a safe condition.

HAZARDOUS MATERIALS CONTINGENCY PLAN

Stevenson University – Beverly K. Fine School of the Sciences

- The Laboratory Services Team must assure all cleanup and decontamination procedures are performed consistent with instructions, procedures, and information available.
- 3.3. If a danger to human health and/or the environment exists, the Laboratory Safety Manager must:**
- In the name of the University, notify the appropriate local authorities as dictated by the nature of the situation or danger. **Maryland Department of Environment – Hazardous Materials and Oil Spills Reporting (866) 633-4686** must be notified of any potential threat to human health or to the environment. If the situation requires emergency response, contact the **Baltimore County Fire Department – Hazardous Materials Unit at Brooklandville Station 14 via 911** and Stevenson University’s designated hazardous materials response company, **Triumvirate Environmental at (410) 636-3700**. In addition, serious releases over the reportable quantity must also be reported to the **National Response Center at 1-800-424-8802**. Be prepared to provide the following information:
 - Name, address, and telephone number of the person reporting and the responsible party
 - Specific location of the incident
 - Date and time the incident occurred or was discovered
 - Name of the chemical/material released
 - Source and cause of the release
 - Total quantity discharged
 - Possible hazard to the environment outside the facility
 - Weather conditions
 - Number and type of injuries or fatalities
 - Whether an evacuation has occurred
 - Other agencies notified or about to be notified
 - The Dean of the Beverly K. Fine School of the Sciences and the Director of Laboratory Services will be notified of the situation and consulted prior to notification of any local or federal authorities.
 - The remaining Laboratory Services Team Members will be informed of the situation and act as alternates to notify the appropriate agency if the Laboratory Safety Manger is unable to notify.

4.0 TRAINING

4.1 Security

- All Security personnel have received the following training:
 - CPR and AED
 - First-Aid
 - Hazard Communication

HAZARDOUS MATERIALS CONTINGENCY PLAN

Stevenson University – Beverly K. Fine School of the Sciences

- Bloodborne Pathogens
- Security personnel receive refreshers in the above training annually, or as required by federal and local regulations.
- All new hires complete required training within a timely manner according to the federal and local regulations.
- All training records for Security personnel are managed by Human Resources.

4.2 Laboratory Services Team Members

- All team members have received, at a minimum, the following training:
 - General Laboratory Safety Training
 - Globally Harmonized System (GHS) of Classification and Labeling of Chemicals
 - CPR, AED, and First-Aid
 - Bloodborne Pathogens
 - Department of Transportation (DOT) Hazardous Materials Manifesting and Shipping Papers
 - Hazardous Waste Management: Resource Conservation and Recovery Act (RCRA) training
 - Hazardous Waste Operations and Emergency Response (HAZWOPER 40 Hour)
- The Laboratory Services Team receive refresher training in the topics noted above annually, or as required by federal and local regulations.
- All new hires complete required training within a timely manner according to the federal and local regulations.
- All training records for the Laboratory Services Team are managed by the Laboratory Safety Manager.

4.3 Faculty and Staff

- All Faculty and Staff who do/will work in the laboratories must receive yearly Laboratory Safety Training, which includes emergency procedures and awareness of this plan.
- Some Faculty and Staff receive additional training based on their work. Federal and local regulations are referenced in order to decide who requires additional training.
- Prior to beginning work in SU laboratories, new hires must meet with the Laboratory Safety Manager to complete Laboratory Safety Training, which includes specifics of the Stevenson University's Beverly K. Fine School of the Science's laboratories.
- All Faculty and Staff laboratory safety training records are managed by the Laboratory Safety Manager.

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

5.0 SPILLS AND LEAKS

5.1 Spills and Leaks

- A spill or leak is defined in this Plan as an unexpected release of any hazardous material from a container.
 - For operational purposes, spills of any hazardous material should be reported to the Laboratory Services Team for procedural determination.
 - The Laboratory Services Team will determine which of the three (3) categories the spill or leak falls into:
 - Level 1 Incident – Safe for Faculty or Staff to clean up
 - Level 2 Incident – Safe for the Laboratory Services Team to clean up
 - Level 3 Incident – Utilize outside resources (Triumvirate Environmental and/or the Baltimore County Fire Department Hazardous Materials Unit)

5.2 Spill or Leak Procedures

- Any spill or slow leak should be reported to the Laboratory Services Team for procedural determination.
- If the Laboratory Services Team determines that the spill or leak is a Level 1 Incident, the Faculty or Staff member can clean up the spill or leak at his or her discretion, following the instructions outlined in the appropriate Safety Data Sheet. The employee will be asked to fill out an Incident Report Form (found in Appendix C of this Plan) and submit it to the Laboratory Safety Manager.
- If the Laboratory Services Team determines that the spill or leak is a Level 2 Incident, the Laboratory Services Team will clean up the spill following the instructions outlined in the appropriate Safety Data Sheet, as well as utilizing methods obtained during training. All other faculty, staff, and students should leave the immediate area and follow Campus Security and the Laboratory Services Team's directions until the problem is corrected and safe conditions are restored. Potential reporting to State and Federal Government may be required by the Laboratory Safety Manager. The remaining Laboratory Services Team Members will act as alternates to notify the appropriate agency if the Laboratory Safety Manger is unable to notify.
- If the Laboratory Services Team determines that the spill or leak is a Level 3 Incident, the Laboratory Services Team will utilize outside resources to clean up the spill. The Laboratory Services Team will contact Triumvirate Environmental and/or the Baltimore County Fire Department Hazardous Materials Unit for assistance. All faculty, staff, and students should leave the immediate area and follow Campus Security and the Laboratory Services Team's directions until the problem is corrected and safe conditions are restored. Potential reporting to State and Federal Government may be required by the Laboratory Safety Manager. The

HAZARDOUS MATERIALS CONTINGENCY PLAN

Stevenson University – Beverly K. Fine School of the Sciences

remaining Laboratory Services Team Members will act as alternates to notify the appropriate agency if the Laboratory Safety Manger is unable to notify.

5.3 Spill Classification Criteria for Cleanup Procedures

5.3.1 Evaluate the risks

- **Human health effects** – This is the most important hazard category to consider when deciding to perform a spill cleanup. Some chemical releases may result in health hazards such as fires or explosions. Other chemical releases may present health threats because of their ability to spread rapidly and enter the body readily.
- **Physical damage to property** – The potential for physical damage to property, such as equipment, building materials, structures, or cleanup materials is important to consider when deciding to perform a spill cleanup. Do not attempt to protect property if there are any human health or fire/explosion hazards present.
- **Environmental threat** – Some spills have the potential of reaching and harming the environment. Spills may release into the atmosphere, discharge into the sewer, or leak directly into soil or surface waters. If possible, block the spreading of the spilled material to the environment prior to notifying the Baltimore County Fire Department Hazardous Materials Unit and the Maryland Department of Environment.

5.3.2 Evaluate Quantity

- **If a spilled chemical is hazardous, the cleanup depends on the spilled chemical's physical properties and hazards. The quantity depends on situational factors such as:**
 - Training and experience of laboratory personnel.
 - Availability of spill control materials.
 - Availability of personal protective equipment.
 - Physical layout of the spill location.
 - The more toxic, corrosive, or flammable a material is, the more dangerous the cleanup will be.

5.3.3 Evaluate Potential Impacts

- **Evaluate the potential broader impacts of the spill. A chemical spill in an area where its potential risks are magnified by specific situations may include:**
 - Large numbers of people.
 - Physical barriers.
 - The possibility that hazardous vapors or dusts might enter the building's ventilation system.

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

- The presence of incompatible chemicals.
- The proximity of offices or classrooms containing people who could be harmed by the spill.
- The possibility that spilled liquids may flow into other areas, thus expanding the threat of harm.
- Spills in the sink that might be connected to other sinks through the plumbing system.

5.4 Spill Reporting

- Any spill or release of a hazardous substance equal to or in excess of its reportable quantity must be reported to the Maryland Department of Environment as soon as practicable, but no later than two (2) hours and the National Response Center as soon as practicable, but no later than twelve (12) hours by the Laboratory Safety Manager. The remaining Laboratory Services Team Members will act as alternates to notify the appropriate agency if the Laboratory Safety Manger is unable to notify.
 - Maryland Department of Environment
– Hazardous Materials and Oil Spills Reporting 1-866-633-4686
 - National Response Center 1-800-424-8802

6.0 FIGHTING A SPILL OR LEAK

- 6.1 When confronting a chemical release, leave the immediate area before donning appropriate personal protective equipment (e.g. eyes, face, hands) as advised by the Safety Data Sheet (SDS).
- 6.2 Identify the spilled material (SDS and container label) and if possible to do safely, remove any documentation from the container to a safe location.
- 6.3 Select the appropriate spill-fighting equipment and agents (as recommended on the SDS).
- 6.4 Contain the spill by diking it with the appropriate spill containment material (as recommended on the SDS).
- 6.5 Absorb all free liquid with the appropriate absorbent materials (as recommended on the SDS).
- 6.6 Follow any instructions (identified on the SDS) for the neutralization or detoxification of any spilled hazardous materials.
- 6.7 Thoroughly decontaminate the area as recommended by the manufacturer's directions or utilize a certified hazardous waste cleanup company to complete this task.

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

- 6.8 Place all spill cleanup materials into an appropriate disposal container. The Laboratory Services Team will properly dispose of any materials.
- 6.9 The Laboratory Services Team should clean, repair, recondition, or properly dispose of all used emergency response equipment.
- 6.10 The Laboratory Services Team must deem the area as safe before returned to normal use.
- 6.11 A hazardous materials spill report form must be completed noting all spills and detailing the cleanup and abatement operations (The Incident Report Form can be found in Appendix C of this Plan). A copy of this report must be filed with the Laboratory Safety Manger.

7.0 FIRE AND EXPLOSION

- 7.1 In case of a fire or explosion, sound the fire alarm to notify others in the building. Leave the area immediately through the nearest safe exit. Proceed to the set assembly area for the building and call Baltimore County Fire Department via 911. Report the incident to Campus Security at (443) 352-4500. Faculty, staff, and students should meet at the assembly areas, which are based on location at the time of alarm.
 - Assembly Area 1 – Grass area across from the Academic Center and School of Design front parking lots
 - Assembly Area 2 – Grass area next to the Facilities trailer, across from the Academic Center
 - Assembly Area 3 – Grass area in the visitor parking lot
 - Assembly Area 4 – Grass area south of the fence line behind Academic Center
 - Assembly Area 5 – Grass area between the Academic Center and School of Design buildings
- 7.2 Whenever a fire or explosion threatens, the Laboratory Services Team will leave the control of the situation to the most qualified firefighter available and will provide any chemical and/or safety advice that he/she is able to acquire from the chemical inventory, SDS, or other applicable resources, such as the Hazardous Materials, Substances, and Wastes Compliance Guide or the Emergency Response Guidebook.
- 7.3 After the fire is extinguished, the area must be carefully checked for any chemical hazards and decontaminated if necessary. The Laboratory Services Team is responsible for ensuring the extent of the threat is limited and cleanup and decontamination procedures are followed in a consistent manner.

HAZARDOUS MATERIALS CONTINGENCY PLAN

Stevenson University – Beverly K. Fine School of the Sciences

8.0 PERSONAL INJURY/ILLNESS

- 8.1 If an injury involving a hazardous material occurs, Campus Security and the Laboratory Services Team must be notified. The victim is to be taken to the nearest hospital or urgent care facility. The following information must be sent with the victim:
- Identity of hazardous material and the SDS
 - Estimated quantity of material involved in the incident
 - Time and location of the incident
- 8.2 The Laboratory Services Team will assist the hospital or urgent care facility staff with information concerning the material(s) involved and its hazards.
- 8.3 The Laboratory Services Team is required to perform a complete inspection of the facility to ensure that the accident resulting in the personal injury has not created a situation which could result in further harm to human health and/or the environment. Any such situation must be resolved immediately.
- 8.4 If an individual becomes ill as a result of acute or chronic exposure to a hazardous material, he/she must be removed from the area for the duration of the illness. All appropriate medical help must be obtained, including consultation with an Industrial Hygienist, Toxicologist, or other professionals as deemed necessary.

9.0 OTHER EMERGENCIES

Any situation in the Beverly K. Fine School of the Sciences' laboratories, which in the opinion of a University employee, poses a potential threat to human health and/or the environment, must be reported to Security and the Laboratory Services Team. Security and the Laboratory Services Team are responsible for the decision to declare an emergency situation.

10.0 RESUMPTION OF OPERATIONS

- 10.1 In the event of a major emergency, which requires normal operations to be disrupted, the Laboratory Safety Manager, with the assistance of the remaining Laboratory Services Team must ensure:
- All cleanup and decontamination procedures have been carried out and no hazardous conditions exist.
 - All emergency equipment used during the emergency is cleaned and fit for use or properly disposed of.
- 10.2 The Laboratory Safety Manager, in the name of the University, must notify any outside agency contacted during the emergency that the conditions have been corrected and the hazard no longer exists, as well as any other information they may require.

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

10.3 Within 15 days after the incident, the Laboratory Safety Manager, in the name of the University, must submit a written report to all agencies notified in Step 2 (above). This report must include:

- Name, address, and phone number of the Laboratory Safety Manager
- Name, address, and phone number of the company
- Date, time, and type of incident
- Name and quantity of material involved
- The extent of any injuries
- An assessment of actual or potential hazards to human health or the environment, if applicable
- Estimated quantity and disposition of any recovered materials that resulted from the incident
- Any other information required by the agency

11.0 EMERGENCY PROVISIONS

11.1 Stevenson University is located within Baltimore County, MD and has readily available emergency resources provided by Baltimore County.

- Stevenson University's Fire/Rescue/EMS protection and response is provided by Baltimore County Fire Department. The closest Hazardous Materials Unit is located at Station 14 – Brooklandville.
- Stevenson University's police protection is provided by Baltimore County Police Department.
- The closest hospitals to Stevenson University are Northwest Hospital at 5401 Old Court Road, Randallstown, MD 21133 and Sinai Hospital at 2401 W. Belvedere Avenue, Baltimore, MD 21215.

11.2 The Hazardous Waste Central Accumulation Area (CAA) and the Hazardous Waste Satellite Accumulation Areas (SAA) are equipped with or are in close proximity to the following emergency equipment:

- 1 spill response kit
- Emergency evacuation alarm pull station
- Telephone
- 1 ABC dry chemical fire extinguisher
- Secondary containment bins
- Emergency eyewash and shower station or emergency drench hose

11.3 An evacuation map is posted in a highly visible area near all Hazardous Waste Accumulation Areas.

11.4 A copy of this Plan is available within the Weekly Log binder at the CAA and all SAAs.

11.5 Stevenson University's Beverly K. Fine School of the Sciences Emergency Telephone Numbers are posted throughout the laboratories (found in Appendix D).

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

Appendix A: Hazardous Waste Accumulation Areas

Type	Building	Room Type	Room	Phone Extension
CAA	Kevin J. Manning Academic Center	Hazardous Waste Storage	N162	9218
CAA	Kevin J. Manning Academic Center	Secondary Waste Storage	N162A	Located in N162
SAA	Kevin J. Manning Academic Center	Chemistry Prep	N161B	9217
SAA	Kevin J. Manning Academic Center	Chemistry Research	N126	9430
SAA	Kevin J. Manning Academic Center	General Chemistry	N163	9219
SAA	Kevin J. Manning Academic Center	Organic Chemistry	N164	9221
SAA	Kevin J. Manning Academic Center	Organic Chemistry Lab Support	N164A	Located in N164
SAA	Kevin J. Manning Academic Center	Organic Chemistry	N165	9414
SAA	Kevin J. Manning Academic Center	Instrument Room	N168	9416
SAA	Kevin J. Manning Academic Center	Cell Culture Research	N136	9448
SAA	Kevin J. Manning Academic Center	Biology Research	N137	9450
SAA	Kevin J. Manning Academic Center	Biology Research	N138	9445
SAA	Kevin J. Manning Academic Center	PCR Free Lab	N139	Located in N138
SAA	Kevin J. Manning Academic Center	Anatomy & Physiology	N140	9444
SAA	Kevin J. Manning Academic Center	Cell Culture Teaching	N142	9441
SAA	Kevin J. Manning Academic Center	Molecular	N143	9440
SAA	Kevin J. Manning Academic Center	Anatomy & Physiology	N144	9443
SAA	Kevin J. Manning Academic Center	Biology Prep	N145	9437
SAA	Kevin J. Manning Academic Center	Microbiology	N151	9433
SAA	Kevin J. Manning Academic Center	General Biology	N152	9432
SAA	Kevin J. Manning Academic Center	Forensics/Medical Laboratory Science	S128	9496
SAA	Kevin J. Manning Academic Center	Environmental Research	S133	9472
SAA	Kevin J. Manning Academic Center	Environmental Teaching	S134	9474

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

Appendix B: Emergency Response Contact Information

Agency	Name	Title	Office #	Cell #
Stevenson University	Campus Security	N/A	443-352-4500	N/A
Stevenson University	Sarah Brush	Laboratory Safety Manager	443-394-9757	410-340-3023
Stevenson University	Laura Guida	Director, Laboratory Services	443-394-9648	443-617-0852
Stevenson University	Gregory Cullison	Director, Security	443-352-5469	410-804-1269
Stevenson University	Michael Campbell	Director, Facilities	443-394-9510	443-540-5657
Stevenson University	Leland Beitel	AVP Facilities & Campus Services	443-334-2064	410-961-0092
Triumvirate Environmental Inc.	Emergency Response Line	N/A	410-636-3700	N/A
Baltimore County Fire Department	N/A	N/A	911	N/A
Baltimore County Fire Department	Hazardous Materials Unit Brooklandville Station 14	N/A	911 Station Phone: 410-887-4564	N/A
Maryland Department of Environment – Hazardous Materials & Oils Spills Reporting	N/A	N/A	866-633-4686	N/A
National Response Center	N/A	N/A	800-424-8802	N/A

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

Appendix C: FSOS Incident Report Form



INCIDENT REPORT FORM

Use this form to report any incident including injuries, chemical/biological spills and leaks, fire, chemical exposure, etc., within the Beverly K. Fine School of the Sciences laboratories. Submit the report to the Laboratory Safety Manager.

SECTION I – CONTACT INFORMATION

NAME OF PERSON(S) INVOLVED: _____

EMAIL: _____ ROLE: STUDENT FACULTY STAFF

ADDITIONAL PERSON(S) INVOLVED/WITNESSES: _____

REPORTED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

SECTION II – INCIDENT DETAILS

DATE & TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

TYPE OF INCIDENT (check all that apply): INJURY (fill out section III) SPILL (fill out Section IV)

CHEMICAL EXPOSURE FIRE OTHER: _____

DESCRIPTION OF INCIDENT: _____

CORRECTIVE ACTIONS TAKEN: _____

PLANS FOR PREVENTING RECURRANCE: _____

SECTION III – INJURIES

DESCRIBE ANY INJURIES: _____

FIRST AID/MEDICAL TREATMENT GIVEN? YES NO BY WHOM? _____

DESCRIPTION OF TREATMENT: _____

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

SECTION IV – CHEMICAL OR BIOLOGICAL SPILL

MATERIAL SPILLED: _____

ESTIMATED QUANTITY: _____ REPORTABLE QUANTITY: _____

CAS #: _____ SDS ATTACHED? YES NO N/A

POSSIBLE AFFECT ON ENVIRONMENT (WATER/SEWER/GROUND): _____

DETAILS OF SPILL CONTAINMENT & CLEANUP EFFORTS: _____

SPILL KIT SUPPLIES TO BE RESTOCKED: _____

SECTION V – RESOURCES INFORMATION & LOG

AGENCY / TITLE	PHONE NUMBER	DATE	TIME
SU Laboratory Safety Manager	443-394-9757		
SU Director of Laboratory Services	443-394-9648		
SU Chemistry Laboratory Manager	443-394-9762		
SU Biology Laboratory Manager	443-394-9763		
SU Evening Laboratory Manager	443-394-9662		
SU Security (Name: _____)	443-352-4500		
Triumvirate Environmental	410-636-3700		
Baltimore County Fire Department	911		
Maryland Department of Environment	866-633-4686		
National Response Center	800-424-8802		
Other: _____			

SECTION VI – OTHER RELEVANT INFORMATION

SECTION VII – FOLLOW UP

METHOD: Email Phone In person SUMMARY: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Appendix D: Beverly K. Fine School of the Sciences Emergency Telephone Numbers

Stevenson University Owings Mills North Campus
EMERGENCY TELEPHONE NUMBERS

If an emergency requires the services of local EMS, please call 911 FIRST then contact SU Security. Try to remain calm, describe the situation, and DO NOT HANG UP!

	<u>Phone</u>	<u>Hours</u>
Emergencies Requiring Police, Fire, or Ambulance	"911"	24 Hrs.
Security – Owings Mills Campus	"4500"	24 Hrs.
Main Operator		
Weekdays (Mon-Fri)	"0"	6:00 AM – 10:30 PM
Weekends (Sat-Sun)	"0"	7:30 AM – 5:00 PM
Facilities		
Weekdays (Mon-Thurs)	"0"	7:00 AM – 10:00 PM
Weekdays (Friday)	"0"	7:00 AM – 6:00 PM
Weekends (Saturday)	"0"	8:00 AM – 4:00 PM

* If calling from a cell phone, dial "443-352-4500" to contact Security on the Owings Mills Campus.

* To dial out on all in-house phones – Dial "8-1-full phone number."

Laboratory Services Contact Information:

Laura Guida, Director of Laboratory Services

- Cell: 443-617-0852
- Office: N118
- Ext. 9648

Sarah Brush, Laboratory Safety Manager

- Cell: 410-340-3023
- Office: N160
- Ext. 9757

Brandon Smith, Chemistry Laboratory Manager

- Cell: 443-797-5625
- Office: S131
- Ext. 9762

Danielle Larsen, Evening Lab Manager (PLTW)

- Cell: 518-598-2566
- Office: S130
- Ext. 9662

Sarah Tasker, Biology Laboratory Manager

- Cell: 301-991-6744
- Office: S132
- Ext. 9763

Poison Control Center: 1-800-222-1222

HAZARDOUS MATERIALS CONTINGENCY PLAN
Stevenson University – Beverly K. Fine School of the Sciences

Appendix E: Area of Safe Refuge for Chemical Emergencies

Areas of safe refuge for a laboratory emergency should be in close proximity to the laboratory where the emergency situation is in order to prevent cross contamination of clean areas. Containing the hazardous material while keeping all individuals involved in the emergency and other individuals in the general area safe is the primary concern. Note: These locations are *not* the same as assembly areas used during an emergency evacuation of the building.

Lab	Lab Title	Area of Safe Refuge	Secondary Location
N134	Dark Room	N132	N140
N135	Vibration Minimizing Room	N132	N140
N136	Research Cell Culture	N132	N140
N137	Biology Research	N132	N140
N138	Biology Research	N132	N140
N139	PCR Free Lab	N132	N140
N140	Anatomy & Physiology	N141	N132
N142	Cell Culture	N141	N140
N143	Molecular Biology	N141	N140
N144	Anatomy & Physiology	N140	N143
N145	Biology Prep	N144	N152
N146	Sterilization	N144	N152
N148	Biology Equipment	N144	N152
N149	Biology Cold Room	N144	N152
N150	Terraria	N144	N152
N151	Microbiology	N143	N141
N152	General Biology	N143	N141
N126	Chemistry Research	N166	N141
N162	Hazardous Waste Storage	S128	S134
N161C	Chemical Storage	S128	S134
N161B	Chemistry Prep	S128	S134
N163	General Chemistry	N171	N166
N163A	Chemistry Lab Support	N171	N166
N164	Organic Chemistry	N171	N166
N164A	Chemistry Lab Support	N171	N166
N164B	Balance Room	N171	N166
N165	Organic Chemistry	N171	N166
N165B	Balance Room	N171	N166
N168	Instrument Room	N171	N166
S128	Forensics/Medical Laboratory Science	S134	S133
S133	Environmental Research	S128	S134
S134	Environmental Teaching	S128	S133