

## HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may occur at nearly any location without warning. Hazardous materials are manufactured, transported, and utilized within or near any business or community. Hazardous materials may also spread, being carried by wind, water, and/or gravity.

### ***If a Hazardous Materials Incident Occurs On-Site:***

- Remain calm.
- Alert others in the immediate area to the situation and direct them to safety.
- If you are not in a safe area, move to an area that *is* safe. Whenever possible, move to an area that is upwind, uphill, and/or upstream from the hazardous material.
- Report the condition to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the type and location of the hazardous materials and advise them if there are any injured/trapped persons. Remain available to answer questions and provide other critical information.
- If the material is known, check the Material Safety Data Sheet (MSDS) for handling instructions and/or safety precautions.
- Keep others away from the area until the material may be properly contained and removed.
- If it is safe to do so, utilize appropriate measures to prevent the material from spreading (absorbent materials, drain plugs, etc.).
- If any person has been contaminated with the material, take appropriate steps for decontamination and/or employ appropriate first aid measures (flushing in a safety shower or eye wash station, for example). Take care to ensure that you and others do not become contaminated as well.
- Provide responders with any requested information.

### ***If an Evacuation Becomes Necessary:***

- Remain calm.
- Alert others in the immediate area to the situation and direct them to safety.
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.

- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- When evacuating due to a hazardous material release move upwind, upstream, and uphill as appropriate for the involved material and existing conditions.
- Do not touch or pick up any potentially contaminated items. Do not light matches or smoke.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected areas.

**DO:**

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**

- Use elevators.
- Rush for an exit.

***Once at an Assembly Area or Other Safe Area:***

- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If individuals have been exposed to the hazardous material, designate a decontamination area, away from others, and move them there. Keep others out of this area to prevent cross-contamination.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person(s). Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger. Consider the possibility that injured persons may have been contaminated and take appropriate precautionary measures.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.

- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

***Additional procedures:***

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- Ensure that Contra Costa Health Services (CCHS) has been notified of the incident. CCHS can be reached by calling (925) 646-1112 (24-hours) or through the Sheriff's Communications Center at (925) 646-2441.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- The Incident Commander *must* designate a Hazardous Materials Safety Officer for every Hazardous Materials Incident.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site Administrators should:
  - Be prepared to open shelter sites for use.
  - Utilize the Site Business/Chemical Hygiene Plan when responding to any hazardous materials release.
  - Notify the site or facility Business Manager of the incident.
  - Submit any required reports made to the Contra Costa Health Services and State of California Office of Emergency Services.

***If a Hazardous Materials Incident Occurs Off-Site or it Becomes Necessary to Shelter-In-Place:***

- Remain calm.
- If you are outdoors, immediately move indoors. Bring any potentially affected pets or service animals with you.
- Alert others in the immediate area to the situation and direct them to safety.
- Close and lock all doors and windows.

- If possible, shut off building ventilation systems.
- Seal large gaps in doors and windows with clothing, plastic, towels, or duct tape.
- Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at [www.4cd.edu](http://www.4cd.edu) for emergency information and updates. Additional information may be posted on the District Alert Bulletins page at <http://www.4cd.net/rss/alert/alert.xml>. Follow all instructions provided by safety personnel and/or emergency response authorities.
- Remain sheltered until public safety personnel have determined that it is safe to leave.

### ***Decision to Evacuate/Dismiss Personnel***

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

### ***Preparedness/Mitigation Measures***

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of a hazardous materials incident, it is critical to utilize appropriate materials handling procedures. To assist in this effort:

- Store, handle, and dispose of all hazardous materials properly and in compliance with the site or facility Chemical Hygiene Plan.
- Utilize appropriate Personal Protective Equipment (PPE) at all times while handling hazardous materials.
- Ensure that Material Safety Data Sheets (MSDS) are kept updated and readily available.
- Update and clearly post Evacuation Maps and Plans.
- Become familiar with Evacuation Maps, Systems, and Plans.
- Become familiar with Shelter-In-Place procedures.
- Keep adequate emergency supplies on hand.