HAZARDOUS MATERIALS CONTINGENCY PLAN

Prepared For:

Buffalo State University
Buffalo, New York

April 1, 2011

Project#10083

PROFESSIONAL ENGINEERS

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FACILITY INFORMATION

TOPIC	INFORMATION
Facility Name	State University of New York – Buffalo State University
Mailing Address	1300 Elmwood Avenue Buffalo, NY 14222
Primary Facility Contact	Jeffrey R. Hammer, CHMM, RSO, CHO Sr. Director, Department of Environmental Health and Safety 716-878-6128
Campus Phone Numbers	716-878-4000, Campus Switchboard 716-878-6111, Facilities Customer Service 716-878-6333, University Police Department
County	Erie
Latitude	42° 56’ N
Longitude	78° 44’ W
Facility Operations	Public University
Owner / Operator	New York State
Date of Last Update	November 21, 2024

REGULATORY REQUIREMENT CROSS REFERENCE TABLE

APPLICABLE REGULATORY REQUIREMENTS	CHAPTER OF HMCP
OSHA Emergency Response Plan	**29 C.F.R. § 1910.120(q)**
Pre-emergency planning and coordination with outside parties § 1910.120(q)(2)(i)	Chapter 8 and Appendix G
Personnel roles, lines of authority § 1910.120(q)(2)(ii)	Chapter 7
Training § 1910.120(q)(2)(ii)	Chapter 5
Communication § 1910.120(q)(2)(ii)	Chapter 3
Emergency recognition and prevention § 1910.120(q)(2)(iii)	Chapter 6
Evacuation routes, safe distances and places of refuge § 1910.120(q)(2)(iv) & (vi)	Chapter 11 and Appendix H
Site Security and Control § 1910.120(q)(2)(v)	Chapter 12
Decontamination §1910.120(q)(2)(vii)	Chapter 13
Medical treatment and first aid §1910.120(q)(2)(viii)	Sections 4.3 and 8.1.3
Emergency alerting and response procedures § 1910.120(q)(2)(ix)	Chapters 3 and 10
Critique of response and follow-up § 1910.120(q)(x)	Chapter 15
Personal protective equipment and emergency equipment § 1910.120(q)(2)(xi)	Chapter 4 and Appendices C, D and E
Emergency response procedures § 1910.120(q)(3)	Chapter 10
Hazardous Waste Contingency Plan	**6 NYCRR § 373-3.4**
Promulgation statement § 373-3.4(b)	Section 1.5
Arrangements with outside emergency response entities §§ 373-3.3(g) & 373-3.4(c)	Chapter 8 and Appendix G
Emergency coordinators §§ 373-3.4(c)(4) & 373-3.4(f)	Table 7-1
Emergency equipment §§ 373-3.3(c) & 373-3.4(c)(5)	Chapter 4 and Appendices C, D and E
Evacuation plan § 373-3.4(c)(6)	Chapter 11 and Appendix H

APPLICABLE REGULATORY REQUIREMENTS	CHAPTER OF HMCP
Amendments § 373-3.3(e)	Section 1.7
Emergency response procedures § 373-3.4(g)	Chapter 10
Potential off-site threat reporting § 373-3.4(g)(4)	Section 14.2.1
Contingency Plan implementation notification § 373-3.4(g) (9) &(10)	Section 14.3
Training § 373-3.2(g)	Chapter 5
Alarms §§ 373-3.3(c)-(e) & 373-3.4(c)(5)	Chapters 3 and 9
DOT Security Plan	**49 C.F.R. § 172.802**
Assessment of transportation security risks and measures to address them § 172.802(a)	Section 12.2.2 and Table 12-1
Personnel security through confirmation of information provided by job applicants § 172.802(a)(1)	Section 12.2.3
Prevention of unauthorized access to hazardous materials under shipping papers § 172.802(a)(2)	Section 12.2
En route security of hazardous materials § 172.802(a)(3)	Section 12.2.2.3
Availability of Plan to employees § 172.802(b)	Section 1.8
Revisions to and maintenance of Plan § 172.802(b)	Section 1.7
In-depth security training § 172.704(a)(5)	Section 5.4
OSHA Hazard Communication Plan	**29 C.F.R. § 1910.1200**
Hazardous chemical listing § 1200(e)(1)(i)	Section 16.4
List of hazardous chemicals § 1200(e)(1)(i)	Section 16.4
Communication of non-routine task hazards § 1200(e)(1)(ii)	Section 16.9
Informing other employers/contractors § 1200(e)(2)	Section 16.8
Labels, labeling, and warnings § 1200(f)	Section 16.6
Material Safety Data Sheets § 1200(g)	Section 16.5
Employee information and training § 1200(h)	Sections 16.7 and 16.9

APPLICABLE REGULATORY REQUIREMENTS	CHAPTER OF HMCP
Availability of written Plan § 1200(h)(2)(iii)	Section 16.1
Trade secrets § 1200(i)	Section 16.5.3

RECORD OF CHANGES

DATE	DESCRIPTION OF CHANGE (S)	PAGE No.
4/1/2011	HMCP pulled out of original ICP to create a standalone document	
11/21/2024	Update to Current Information	

1 PLAN OVERVIEW

1.1 FACILITY DESCRIPTION

State University of New York Buffalo State University (BSU) is the largest four-year University in the State University of New York (SUNY) system. BSU was established in 1871 and joined the State University of New York (SUNY) system in 1948. BSU is accredited by the Commission on Higher Education of the Middle States Association of Universities and Schools, and by the Board of Regents, University of the State of New York. BSU offers more than 130 undergraduate and more than 40 graduate programs in the arts, sciences, and education. The University has an enrollment of over 11,700 students, approximately 2,000 of which are graduate level. Faculty and staff number nearly 1,800.

BSU is located in the City of Buffalo in western New York State. See Figure 1-1, Site Location Map, created by Woodward and Curran. The campus is bordered by Route 198 on the north and northeast, the Albright-Knox Art Gallery on the southeast, the Buffalo Psychiatric Center and some private residences on the south, and the City of Buffalo Impound on the west. The Scajaquada Creek runs along the north side of Route 198. Grassy areas, paved walkways, access and parking areas, and sports fields are all located on the campus. The campus topography is relatively flat.

BSU's main campus encompasses 115 acres with approximately 50 buildings. The campus is comprised of several academic and administrative buildings, a sports complex that includes a pool and ice rink, 11 dormitories, a dining hall, student union, student health center, campus services building, and a power plant. See Figure 1-2, Campus Map, created by Woodward and Curran.

Heat is supplied to the BSU campus by an on-campus Power Plant. Stormwater catch basins on the property drain to the Scajaquada Creek, which flows to the Black Rock Canal, which in turn flows to the Niagara River. Sanitary wastewater generated by the BSU campus is sent to the City of Buffalo publicly-owned treatment works (POTW).

The University's Great Lakes Center Aquatic Field Station is located on the Niagara River, 3.7 miles from campus.

1.1.1 Ownership Information and University Contact

BSU is owned by New York State. The Director of Environmental Health and Safety (EHS), is the primary individual responsible for oil and chemical spill prevention at BSU, and works in conjunction with the University Police Department (UPD) to oversee safety and emergency response programs. The phone number for the EHS Office is (716) 878-6128. The University Police Department (UPD) Dispatch phone number is (716) 878-6333. UPD Dispatch is available 24 hours a day, seven days a week, and is capable of summoning the proper personnel to respond to emergencies.

1.1.2 Facility Operation

Most of the environmental and worker safety issues at the campus are related to: facility operations and maintenance; heating; oil storage; and chemical use and waste generation in art studios and science laboratories. BSU operates a power plant; uses hazardous materials in maintenance shops, art studios, laboratories, and darkrooms; generates hazardous waste in many of these same areas; and stores petroleum products and/or chemicals in 55-gallon drums, operating equipment, and tanks across the campus. The university receives shipments of hazardous materials, and sends out shipments of hazardous waste generated on campus. A major emergency situation at the campus has the potential to impact

several thousand people – employees, students, contractors, and visitors. However, it is doubtful that the types and quantities of hazardous materials stored on-site would result in a major emergency situation.

1.2 PURPOSE OF THIS PLAN

This Hazardous Materials Contingency Plan (HMCP) describes how BSU handles emergencies associated with fires, injuries, and releases and spills of petroleum products, hazardous chemicals, hazardous and extremely hazardous substances, hazardous wastes, and hazardous matter (collectively referred to as "hazardous material"). Specifically, it describes:

- Measures in place to secure hazardous materials;
- The steps BSU takes to prevent "hazardous material" incidents;
- The emergency response actions BSU employs to minimize or eliminate injuries to human health and the environment resulting from "emergency and non-emergency incidents;"
- The remedial and corrective actions BSU implements after a "hazardous material emergency incident" to reduce or eliminate the possibility of such incidents reoccurring in the future; and
- How BSU complies with a number of applicable state and federal environmental and employee safety laws and rules.

In addition to hazardous materials incidents, the procedures in this Plan are applicable to any emergency response required at BSU including acts of terrorism, civil unrest, and natural disasters. This HMCP is designed to help protect lives, the environment, and property through effective use of campus resources and communication networks.

1.3 LAWS AND REGULATIONS SATISFIED BY THIS HAZARDOUS MATERIALS CONTINGENCY PLAN

Because BSU: (1) allows designated, trained employees to respond to minor hazardous material emergency incidents; (2) is a large quantity generator of hazardous waste; (3) stores oil above designated threshold quantities; (4) ships quantities of hazardous materials requiring vehicle placarding; and (5) has employees who work with or are exposed to hazardous chemicals, it must comply with the five state and federal emergency response planning laws and regulations identified below.

- BSU allows designated and trained personnel to respond to minor "emergency response" incidents. The New York Public Employee Safety and Health Department (PESH) has adopted federal Occupational Safety and Health Administration (OSHA)[1] regulations by reference which require facilities that allow employees to respond to "emergency incidents" to adopt an Emergency Response Plan. BSU is therefore required to develop and implement such a plan. See 29 C.F.R. § 1910.120(q)(1) and (2).
- BSU is a large quantity generator (LQG) of hazardous waste because the facility sometimes generates greater than 1,000 kilograms of hazardous waste or one kilogram of acutely hazardous

[1] In New York State, state and local government workers are under the jurisdiction of the Public Employee Safety and Health (PESH) bureau of the New York State Department of Labor rather than OSHA. PESH operates under the authority of Sections 27 to 32 of the New York Labor Law, which has directed the Commissioner of the New York Department of Labor to adopt by rule all safety and health standards promulgated under the U.S. Occupational Safety and Health Act of 1970. New York State Labor Law, Article 2, Section 27-a.4.a. Accordingly, federal OSHA standards are applicable to BSU state employees as incorporated by reference under New York law and enforced by PESH. Most safety-related citations within this plan are to OSHA standards, which have been incorporated by PESH by reference.

waste per month, or accumulates greater than one kilogram of acutely hazardous. Federal and state hazardous waste rules require LQGs to draft and implement a Hazardous Waste Contingency Plan and emergency procedures as detailed in 6 NYCRR § 373-3.4 and 40 C.F.R. Part 265 Subpart D. As an LQG, BSU must comply with the contingency planning requirements.

- BSU ships hazardous materials in quantities that require vehicle placarding. The federal Department of Transportation (DOT) requires facilities that ship hazardous materials in quantities that require vehicle placarding, to prepare and implement a DOT Hazardous Materials Security Plan. BSU is therefore required to develop and implement a DOT Hazardous Materials Security Plan. See 49 C.F.R. § 172.800(b).
- BSU has employees that may be exposed to hazardous chemicals on campus under normal conditions of use or in a foreseeable emergency. PESH has adopted by reference OSHA regulations which require BSU to adopt a Hazard Communications Plan because of employee exposure to hazardous chemicals in the workplace. See 29 C.F.R. § 1910.1200(b)(2).

Because the laws and regulations cited above require the adoption of plans that contain similar, and in some instances identical, requirements and information, this HMCP has been adopted to cover all of the requirements cited above. Each chapter of this HMCP identifies the federal and state laws and regulations it satisfies. A Regulatory Requirements Cross Reference Table, preceding Chapter 1, identifies applicable regulatory requirements and the HMCP chapters and/or sections that satisfy them.

1.4 UNIVERSITY AREAS COVERED BY THE HAZARDOUS MATERIALS CONTINGENCY PLAN

As described above, the BSU campus encompasses a 115-acre area with approximately 50 buildings in Buffalo, New York. The facility is comprised of: academic and administrative buildings; dormitories; athletic facilities; and a power plant. The HMCP is a campus-wide plan that applies to all facilities and operations, as well as the people who study, work, and live at BSU.

While the Great Lakes Center Aquatic Field Station, as a separate property, does not fall within the, hazardous waste contingency planning, or DOT security planning requirements, the employees, students, and operations at the facility are covered in this Plan. The emergency response provisions and Hazard Communication policy described in this Plan also apply to and will be implemented at the Great Lakes Center.

1.5 PROMULGATION STATEMENT/ADMINISTRATION APPROVAL

BSU is committed to conducting its operations in a safe and environmentally responsible manner. All faculty, staff, and students are expected to promote a safe work environment. Precautionary measures, including the adoption of this HMCP, have been taken to minimize the potential occurrence of incidents which could result in emergencies.

The BSU campus is maintained and operated to minimize the possibility of an explosion or any unplanned, sudden, or non-sudden release of hazardous material to air, soil, surface water or groundwater. This HMCP is also designed to minimize hazards to human health and the environment potentially caused by fires, explosions, bomb threats, civil unrest, severe weather, and any unplanned release of hazardous material to air, soil, surface water or groundwater at or from BSU. See 6 NYCRR §§ 373-3.3(b) and 373-3.4(b).

The provisions of this HMCP will be carried out immediately whenever there is a fire, explosion, or release or spill of hazardous material at or from BSU, or a medical emergency which could threaten human health or the environment. See 6 NYCRR § 373-3.4(b)(2).

HMCP BSU is committed to managing and transporting its hazardous materials in a secure manner to prevent unauthorized access to those with malicious intent.

This HMCP contains guidelines to assist operating, maintenance, and emergency response personnel in determining specific courses of action and responsibilities under foreseeable hazardous material events, fires, natural disasters, medical, and other emergencies. Appropriate emergency response by all involved includes:

- Prompt response to injuries to human health and damage to the environment;
- Minimization of property damage and threats to the community;
- The prompt and safe resumption of university operations; and
- A thorough evaluation of the contributing circumstances to prevent reoccurrence.

The Vice President for Finance and Management, and the entire administrative body of Buffalo State University fully support the adoption and implementation of this plan.

Buffalo State University:

_____(Signature)_____

Vice President for Finance and Management

1.6 SUBMISSION OF THE PLAN

A copy of this HMCP was supplied to the entities listed below who may be called upon to provide emergency assistance to BSU. See 6 NYCRR § 373-3.4(d)(2).

Deputy Garnell Whitfield
Buffalo Fire Department
195 Court Street
Buffalo, NY 14202

Mr. Jerry Olzewski
Materials Management
Erie County Medical Center
462 Grider Street
Buffalo, NY 14215

Captain Makowski
Buffalo Police Department
74 Franklin Street
Buffalo, NY 14202

Mr. Steve Beauchamp
Marketing Manager
Rural Metro Ambulance Services
481 William L. Gaitor Parkway
Buffalo, NY 14215

Mr. Carl Andrews
Vice President
Tonawanda Tank Transport
PO Box H
Buffalo, NY 14127

1.7 AMENDMENT OF THE PLAN

This HMCP is intended to be an integral part of BSU's operations. To increase its effectiveness, it will be reviewed and amended by BSU personnel and management whenever:

- It fails in an emergency;
- Implementation of the Plan suggests amendments are appropriate;
- BSU changes its operations or maintenance in a manner likely to impact the Plan's effectiveness;
- The campus changes significantly in its design, construction, operation, or maintenance in a manner likely to impact the effectiveness of this Plan (such as the addition of new tanks);
- Some other circumstance significantly increases the potential for fires, explosions, or releases of hazardous materials or changes the response necessary in an emergency;
- Annual exercises, or drills suggest amendment is necessary;
- There is a change in applicable statutes or regulations; or
- An environmental regulator with jurisdiction over BSU reasonably deems a change is necessary.

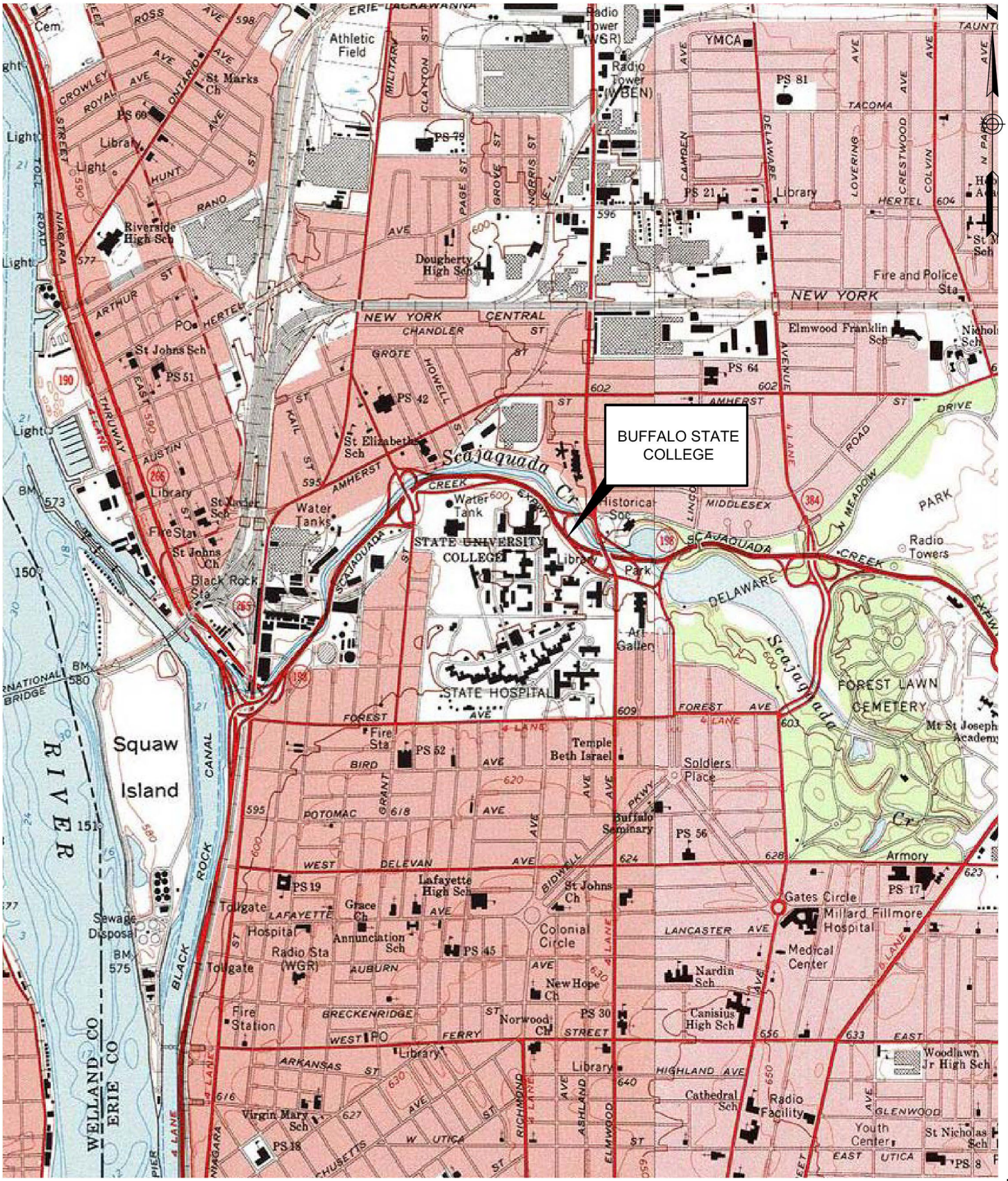
See 6 NYCRR § 373-3.4(e); 49 C.F.R. § 172.802(b).

If a review suggests this HMCP should be amended, it will be done as soon as practicable, and always within six months. Whenever this HMCP is amended, all Plan recipients will be provided with the changes to insert into their copies, and the changes will be recorded on the "Record of Changes" sheet at the front of this HMCP.

1.8 INTERNAL HMCP COPIES

The HMCP is available to employees for review during regular business hours in the EH&S Office in the Clinton Center. An additional copy is maintained in the University Police office.

When amendments are necessary, copies of the amendments will be included in all campus copies and sent to all outside Plan recipients listed in Section 1.6 above.



SOURCE: TOPO! @2001 National Geographic Holdings

2000' 0 2000' 4000

BAR SCALE
1" = 2000'

WOODARD & CURRAN
Engineering · Science · Operations
PORTLAND, MAINE

SITE LOCATION

DESIGNED BY: BC CHECKED BY: KLT
DRAWN BY: PFF 21168901U1-1.dwg

BUFFALO STATE UNIVERSITY
1300 ELMWOOD AVENUE
BUFFALO, NEW YORK

INTEGRATED CONTINGENCY PLAN

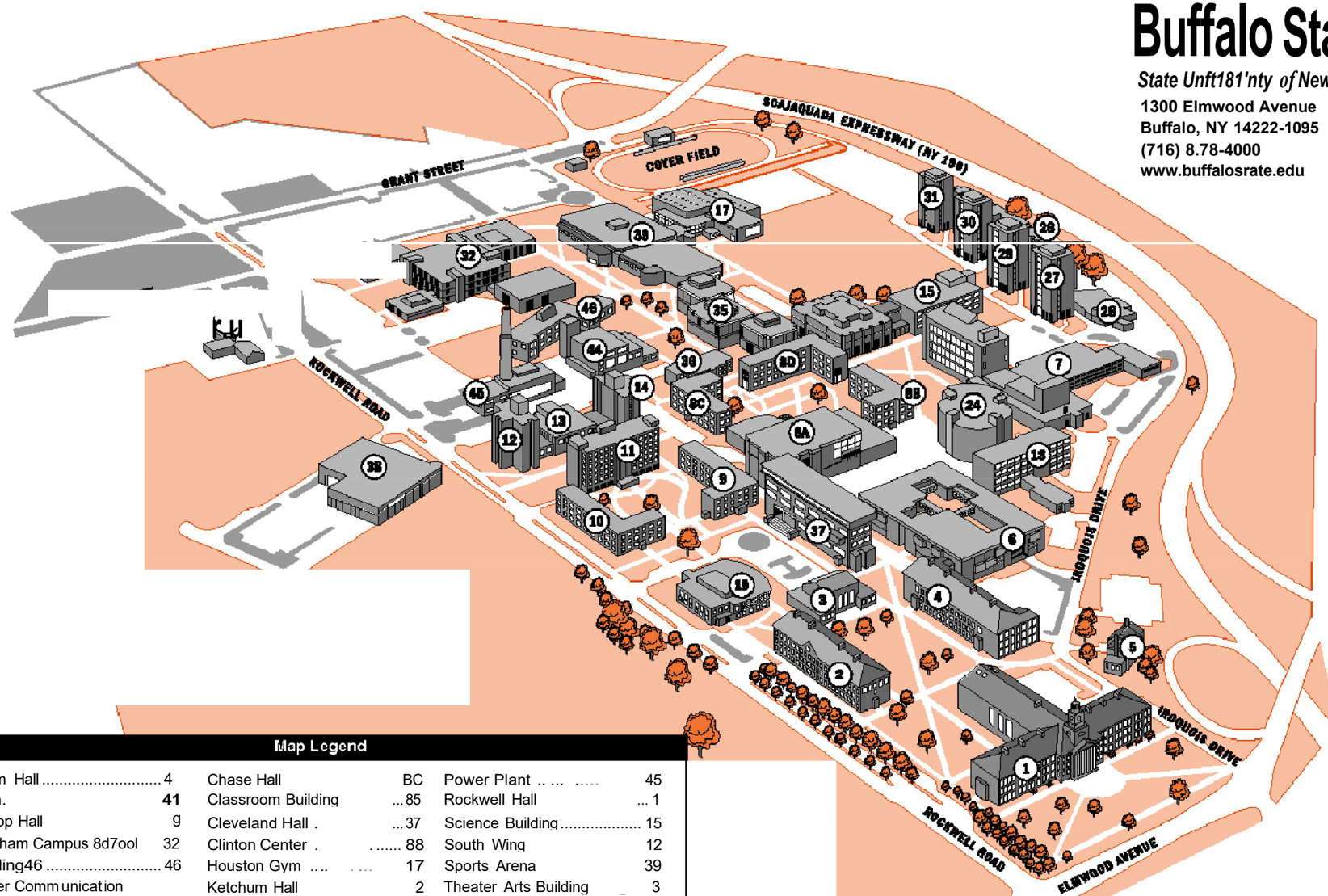
JOB NO. 21168901
DATE MAY 2006
SCALE AS NOTED

FIGURE 1-1

Buffalo State

State Unft181'nty of New Jbrk

1300 Elmwood Avenue
Buffalo, NY 14222-1095
(716) 8.78-4000
www.buffalosrate.edu



Map Legend

Bacm Hall	4	Chase Hall	BC	Power Plant	45
Barn.	**41**	Classroom Building	85	Rockwell Hall	1
Bishop Hall	g	Cleveland Hall	37	Science Building	15
Buckham Campus 8d7ool	32	Clinton Center	88	South Wing	12
Building46	46	Houston Gym	17	Sports Arena	39
Bulger Comm unication Center	24	Ketchum Hall	2	Theater Arts Building	3
Butler Library	6	Moore Complex	26	Tower 1	27
Campbell Studmt Union	SA	Moore Dining Hall	28	Tower 2	29
Campus House	5	Moot Hall	19	Tower3	30
Cassety Hall	8B	Neumann Hall.	10	Tower4	31
Caudell Hall	18	North Wing	**14**	Twin Rise	13
Central R e:::ei ving	**44**	Perry Hall	8D	Upton Hall	**7**
		Porter Hall	11	Weigel Health Center	36

May 8:)05

JL

JOB NO: 211689.01
DATE: MAY 2006
SCALE: NONE

FIGURE 1-2

2 HMCP HAZARDOUS MATERIALS STORAGE AND MANAGEMENT

This Chapter identifies the types of hazardous materials used on BSU's campus and their specific locations. It is important to note these storage and operations locations as possible hazardous material incident sites, and potential areas of concern during other types of emergencies. Oil storage facilities are discussed in Chapter 3.

2.1 HAZARDOUS MATERIALS AND WASTE STORAGE AND MANAGEMENT

Hazardous materials are used and hazardous wastes are generated throughout the BSU campus as described in this Chapter. Locations of bulk petroleum and chemical storage tanks, waste storage areas, and chemical stockrooms are identified on the Facility Diagram located in Appendix B. Bulk hazardous materials stored in drums, pails, bags, and tanks are described and their locations are indicated in Table 2-1 below.

2.1.1 Laboratory Chemicals

Small quantities of a large variety of chemicals are used in laboratories, studios, and shops throughout campus. Every chemical hazard class is present, to some degree, including: flammable, toxic, corrosive, oxidizer, radioactive, and infectious. The chemicals are typically contained in bottles ranging in size from a few milliliters to four liters. The primary buildings on campus with larger volumes of chemicals are Science Building, Rockwell Hall, and Clinton Center. However, hazardous chemicals are located in nearly every building in at least small quantities. Laboratory and studio occupants are informed of proper hazardous materials handling practices in the University's Chemical Hygiene Plan. Flammable liquids throughout campus should be stored in rated flammable cabinets whenever possible, and incompatible chemicals should be stored separately. Radioactive materials are required to be stored in locked cabinets or rooms, and in either the original shipping container or one providing equivalent protection and radioactive labeling.

The two main chemical stockrooms on campus are both located in the Science Building. The Chemistry Stockroom is in Room 471 and the Biology Stockroom is in Room 377. The stockrooms primarily maintain a supply of commonly used flammable solvents, acids, and bases, as well as less frequently used laboratory chemicals. The Chemistry Stockroom and Biology Stockroom are always locked and have swipe card access. Volatile/flammable chemicals in 4-liter bottles are also stored in the Outside Volatile Storage (OVS) trailer on the Northern end of the Science Building. This room is always locked and access is strictly limited.

2.1.2 Bulk Hazardous Materials

BSU stores some hazardous chemicals in bulk quantities on campus. The individual container volumes range from 5 gallons to 110 gallons. These hazardous materials include feedwater treatment chemicals, antifreeze, and solar salt. Nearly all of the containers of liquids are provided with secondary containment to limit the potential for a release. An inventory of the hazardous materials (excluding oil) stored in bulk quantities or 55-gallon drums and larger containers are located in Table 2-1. The main buildings storing hazardous materials in bulk quantities are Houston Gym, Clinton Center, and the Power Plant.

2.1.3 Hazardous Waste Storage

BSU routinely generates hazardous waste and is regulated as a large quantity generator (LQG). The university operates three hazardous waste storage areas. The hazardous waste storage areas are subject to

a 90-day storage time limit. The Outside Volatile Storage Trailer (OVS), behind the Science Building, is the main hazardous waste storage area. This trailer is diked to provide containment for any potential releases. The trailer is ventilated for storing flammable materials and is equipped with a chemical fire suppression system. The remaining two 90-day hazardous waste storage areas are in the Chemistry Stockroom, Science Building Room 471 and Biology Stockroom, Science Building 377. These areas accumulate hazardous waste generated in the teaching laboratories.

BSU inspects the hazardous waste storage areas on a weekly basis to ensure compliance with 6 NYCRR §373-3.9(e). See Figure 2-1 for a copy of the Hazardous Waste Storage Area Inspection Sheet. Inspection records are maintained for at least one year by the EH&S Department.

Additionally, hazardous waste is located in satellite accumulation areas (SAAs) located throughout campus buildings in shops, studios and labs. SAAs typically do not store more than several gallons of hazardous waste at one time. If an SAA accumulates more than 55 gallons of hazardous waste, the excess is moved to the 90-day storage area within 72 hours. Waste is picked up from each SAA on an as-needed basis and taken to the OVS for storage until it is sent for off-site disposal at a licensed treatment, storage, and disposal facility. The Science Building Room 471 only receives hazardous waste from the science teaching labs. When a lab or shop would like hazardous waste removed, a Hazardous Waste Request for Disposal form is completed and faxed to the EH&S Department. BSU's Hazardous Waste Disposal Policies and Procedures document details procedures for safe and compliant hazardous waste management.

2.1.4 Radioactive Waste Storage

The primary storage location for radioactive waste is Science Building Room 218A. Radioactive waste and sources are stored in this room under the management of the Radiation Safety Officer. The room is always locked and access is strictly limited.

2.1.5 Regulated Medical Waste

Regulated Medical Waste (RMW) is generated at the Weigel Health Center through student healthcare services. The RMW is stored in Room 114 which is locked at all times. The RMW is stored here until it is removed from campus by a contractor.

2.1.6 Universal Waste Storage

BSU generates universal waste batteries and lamps. Small quantities of batteries are collected at various locations around campus. There are accumulation points in most campus buildings for universal waste lamps, usually custodial closets. The universal waste lamps are picked up routinely from these individual accumulation points and taken to Moore Hall for storage until they are sent out for recycling.

2.1.7 Great Lakes Center Aquatic Field Station

The Great Lakes Center stores bulk hazardous materials in two locked containment sheds on the property. The containers range in size from one gallon to 55 gallons and include gasoline, used oil, motor oil, chlorine, propylene glycol, and grease.

Table 2-1: BSU Bulk Chemical/Hazardous Materials Storage

Product/Chemical	Building	Room	Primary Constituents	Container Size	Average Total Storage	Secondary Containment
Waste paint	Clinton Center	114	Waste paint	55 gallons	55 gallons	Spill pallet
Waste gasoline	Clinton Center	Garage	Waste gasoline	55 gallons	55 gallons	Spill pallet
Antifreeze	Clinton Center	Garage	Ethylene glycol	55 gallons	110 gallons	Spill pallet
Waste antifreeze	Clinton Center	Garage Wash Bay	Waste ethylene glycol	110 gallons	110 gallons	None
Pulsar briquettes	Houston Gym	Basement	Calcium hypochlorite 66%	50 lb pails	~ 1,250 lbs	Concrete block containment structure
Sand/silica	Houston Gym	Basement	Sand/silica	50 lb bags	~2,500 lbs	none
Solar salt	Power Plant	Entranceway	Sodium chloride	80 lb bags	Up to 39,200 lbs	none
Feedwater treatment	Power Plant	Lower Level	Cyclohexylamine, diethylaminoethanol	55 gallons	385 gallons	Concrete block containment structure

Figure 2-1: Hazardous Waste Storage Area Inspection Sheet

90-DAY HAZARDOUS WASTE STORAGE AREA CHECKLIST

Inspection Date:						
Inspector:						
Time of Inspection:						
Is the accumulation start date clearly marked and visible on each container?						
Are all containers marked with a date less than 90 days old?						
Is each container labeled "HAZARDOUS WASTE" and other words to identify contents?						
Is each container in good condition (e.g., free of rust, bulges, dents, and leaks)?						
Is each container tightly closed except when hazardous waste is being added or removed?						
Are incompatible hazardous wastes separated?						
Is there sufficient aisle space to allow for the unobstructed movement of personnel and fire protection/spill control equipment?						
Is spill control equipment available?						
Is a fire extinguisher available and inspected regularly?						
Is the emergency communication device in good working order?						
Is the storage area labeled “HAZARDOUS WASTE” and “NO SMOKING”?						

Comments/Items Needing Attention:

_____

_____

_____

3 DETECTION, EMERGENCY WARNING, AND COMMUNICATION DEVICES

This Chapter describes discharge detection and emergency warning devices and BSU's emergency communication devices. It meets the requirements of 29 C.F.R. § 1910.120(q)(2)(ii), and part of 6 NYCRR § 373-3.4(c)(5).

3.1 DISCHARGE DETECTION AND EMERGENCY WARNING SYSTEMS

All of the campus buildings are linked to the University Police Department (UPD) dispatch through alarm systems. The building alarms also directly alert the Buffalo Fire Department. All of these alarm systems can be activated by pull stations accessible to anyone, as well as by heat and/or smoke activated sensors. The audible alarms in all buildings are used as a signal to evacuate immediately.

As previously discussed, hazardous waste storage areas are inspected weekly, and other types of waste storage areas are routinely monitored by the responsible departments to check for potential hazardous material releases.

3.2 COMMUNICATIONS SYSTEMS

3.2.1 Telephones and Fax Machines

The primary emergency communication system at BSU is the telephone system. The phone number 878-6333 is used to report emergencies to UPD 24 hours a day, 365 days a year. Telephones that allow on-campus calls are available to anyone in the hallways of most academic buildings. In addition, most campus directors and those who would likely play a role in emergency response are equipped with cellular phones. Fax machines are located in all BSU buildings and are accessible to University personnel.

In the case of an emergency for which campus-wide notification is necessary, a campus-wide voice-mail message may be issued. Campus-wide voice-mails would enable responders to efficiently communicate detailed emergency information and instructions to the entire campus community. Phone trees are also in place for quickly notifying key personnel.

Campus Emergency "blue light" phones are located outside buildings throughout the campus. The emergency phones are illuminated with blue lights at night to make them easily visible. These emergency phones are located outdoors and are accessible to anyone. Blue light emergency phones are automatically connected to the UPD once the receiver is lifted.

3.2.2 Two-Way Radio Equipment

Radio communication systems are located in the UPD and Campus Services offices. Hand-held two-way radios are routinely used for communication by UPD and Campus Services personnel. During an emergency, these radios can be utilized, as needed, for communications.

3.2.3 Electronic Mail

In an emergency situation, information and instructions can be distributed quickly via electronic mail. Many BSU staff routinely use and have access to electronic mail. The campus computer network has a dedicated generator to maintain power during an outage.

3.2.4 BSU Web Page

Emergency information can be posted to the campus community and the general public on the BSU web page.

3.2.5 Radio Announcements and Print Media

Radio announcements will be made when an emergency warrants total closing of offices and cancellation of classes. The most common reason for campus closure is extreme weather conditions. As appropriate, press releases will be distributed to broadcast and print media by BSU Administration.

3.2.6 Miscellaneous Communication Devices

The following additional communication devices are available for use during an emergency:

- Bull horn/ megaphone
- Runners
- New York Alert System – is an emergency alert system that sends messages via voice, text and electronic mail.
- High Powered Air Horn – located on the roof of the Power Plant and is used as an emergency warning device that can be heard across campus.

4 EMERGENCY RESPONSE AND PERSONAL PROTECTIVE EQUIPMENT

This section identifies BSU's fire prevention and protection equipment; personal protective equipment (PPE); hazardous material and oil spill cleanup equipment; and describes the inspection and maintenance schedule for this equipment in accordance with 29 C.F.R. § 1910.120, Appendix A, and 6 NYCRR § 373-3.4(c)(5). It also describes BSU's water supply and the manner in which aisle space is maintained in accordance with 6 NYCRR § 373-3.3(c)(4).

4.1 FIRE PREVENTION/PROTECTION EQUIPMENT

BSU calls the Buffalo Fire Department for fire-related emergencies. The Fire Department is located in close proximity to BSU and emergency response time is typically less than five minutes.

Fire extinguishers are located in all campus buildings, and all areas where flammable or hazardous materials are stored. See Appendix C for an inventory of fire extinguisher locations on campus. Fire extinguishers are inspected monthly by EH&S staff and annually by a contractor. Appendix D describes which campus buildings are equipped with sprinkler systems, and which areas have halon, Ansul or FM200 fire suppression extinguishing systems. All testing of automatic fire alarm systems, sprinkler systems, and fire pumps is conducted by contractors in accordance with NFPA standards.

The campus is also equipped with a fire hydrant system capable of providing water at adequate volume and pressure to supply fire hose streams. Fire hydrants are flow tested annually by the University.

4.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees performing jobs requiring the use of PPE are provided with appropriate PPE by their supervisors. Employees are responsible for maintaining their PPE. Most of the departments and maintenance shops have their own storage areas for PPE used for routine maintenance and operations activities and small, non-emergency cleanups. PPE used by BSU employees and students, where appropriate, includes:

- Eye protection - safety glasses, goggles and face shields;
- Chemical gloves - gloves used should be appropriate for the material being handled;
- Protective clothing - lab coats and aprons;
- Steel-toed shoes;
- Dust masks;
- Protective and chemical resistant suits;
- Respirators (only for employees who have been properly trained, fitted, and medically evaluated); and
- Hearing protection - ear plugs or muffs.

The locations and an inventory of emergency response PPE is provided in Appendix F.

4.3 MEDICAL SUPPLIES

First aid kits are available in several campus labs and maintenance areas. Emergency medical supplies for students can also be obtained from the Weigel Health Center. Rural Metro Ambulance provides emergency medical services and transports seriously injured personnel to Erie County Medical Center.

4.4 CHEMICAL SPILL CLEANUP EQUIPMENT

BSU contacts the Buffalo Fire Department for fires beyond the incipient stage that are not extinguished immediately. BSU relies on a private spill response company, as identified in Table 8-1, to provide 24-hour emergency response service for major chemical spills. However, properly trained BSU employees may respond to leaks or spills that can be managed with the equipment on hand. All visible spills that do not present a safety hazard to responders are immediately stopped and cleaned up. The main supply of emergency response and spill cleanup materials is kept in the Clinton Center. An inventory of this equipment is provided in Appendix E. The supplies on-hand are suitable for cleaning up minor chemical spills and oil spills of up to approximately 25 gallons. The supplies could be used to contain larger spills. The supplies are inspected monthly and logs are maintained by the EH&S Department. If items are noted as missing from the spill kit, the missing contents are ordered and replaced within the kit as soon as reasonably possible.

Spill cleanup-supplies are also maintained in various other oil and chemical storage locations throughout the campus, including near oil storage tanks, in the Clinton Center Garage & Stockroom. See Appendix E for the complete inventory and list of locations. The spill cleanup supplies in the 90-day storage areas are inspected weekly. Inspection logs are maintained by the EH&S Department. Any missing supplies are noted and replaced immediately. Most labs with regular chemical use have basic spill kits for the chemicals they use.

4.5 EYE WASH STATIONS AND CHEMICAL SAFETY SHOWERS

Eye wash stations are located in every laboratory that uses chemicals and some maintenance areas. Chemical safety showers are located in the vicinity of every lab that uses chemicals. Eyewash stations and emergency showers should be inspected regularly by trained employees for the following parameters:

- Unobstructed access;
- Clear water;
- Working status of hand paddle, foot paddle, and shower pull device;
- Leaking pipes;
- Even flow through both eyewash nozzles;
- Eyewash water streams meet;
- Caps on eyewash station loosely fitted; and
- Cleanliness of eyewash bowl and nozzle.

4.6 MATERIAL SAFETY DATA SHEETS

Quick access to safety data sheets (SDSs) can be very important during an emergency incident. SDSs contain vital information about chemicals/products, their safety hazards, and appropriate emergency response procedures. The EH&S Department maintains a master file of SDSs for hazardous materials on campus. Each lab and maintenance area should also have a file of SDSs for the products and chemicals it uses. SDSs are also widely available on the internet.

4.7 EMERGENCY LIGHTING

All BSU buildings have emergency lighting and power, supported by emergency generators. Emergency lighting is tested regularly by BSU staff. Emergency generators are tested monthly by the electrical staff. The emergency lights are part of the building lighting system and are used as night lights. Custodians are responsible for ensuring that they are functional.

4.8 AISLE SPACE

BSU maintains adequate aisle space to allow the unobstructed movement of personnel, fire protection, spill control, and decontamination equipment throughout all areas of the university, particularly the hazardous waste storage areas. See 6 NYCRR § 373-3.3(f).

5 EMPLOYEE TRAINING PROGRAMS

BSU provides several training programs for its employees. The various training programs cover: proper and effective emergency response; compliance with regulatory requirements; spill and accident prevention through best management work practices; and procedures that BSU has developed to reduce the risk of accidents and spills. Depending on individual job requirements, BSU employees complete one or more of the programs described below.

The training programs described in this Chapter relate to; 1) hazardous material information, handling, management, and security, and 2) emergency response training for BSU employees. Training is managed through the EH&S Department. Most training is provided in-house, although occasionally some topics are presented by contracted trainers. Relative to this Plan and closely related topics, BSU training programs comply with 29 C.F.R. §§ 1910.120(q)(6) (emergency response) and 1910.1200(h) (hazard communication); 6 NYCRR § 373-3.2(g) (hazardous waste management and contingency plan implementation); and 49 C.F.R. § 172.704 (DOT hazardous materials).

Full evacuation fire drills are held four times a year in each University building. Three daytime and one evening fire drill are held for residence halls, and all other buildings receive four daytime drills. The fire drills are planned and overseen by the EH&S Office.

5.1 HAZARD COMMUNICATION/RIGHT TO KNOW TRAINING

All BSU employees who work with or may be exposed to hazardous chemicals (defined at 29 C.F.R. § 1910.1200(c)) at BSU are trained on the safe use and handling of the chemicals to which they may be exposed, in accordance with the federal hazard communication standard and BSU's written hazard communication plan. Details of BSU's Hazard Communication Training are provided in Chapter 16.

5.2 HAZMAT TEAM TRAINING

BSU has a HAZMAT Team trained to respond to hazardous materials incidents. BSU's HAZMAT Team members receive 40 hours of initial training at the Hazardous Waste Operations and Emergency Response worker level, followed by annual refresher training. See Table 7-1 below for a list of HAZMAT Team members including their contact information.

Employees with 40 hours of initial training in accordance with 29 C.F.R. § 1910.120 (e)(1) are qualified as **Hazardous Waste Operations and Emergency Response workers**. These employees receive refresher training as required in 29 C.F.R. § 1910.120 (e)(8). These workers are trained to participate in field activities at hazardous waste sites. Training for HAZWOPER workers must include:

- Names of personnel and alternates responsible for site safety and health;
- Safety, health, and other hazards present on the site;
- Use of personal protective equipment;
- Work practices by which the employee can minimize risks from hazards;
- Safe use of engineering controls and equipment;
- Medical surveillance requirements including recognition of symptoms and signs which might indicate overexposure to hazards;
- Decontamination procedures according to 29 C.F.R. § 1910.120 (k);
- Emergency response plan meeting the requirements 29 C.F.R. § 1910.120 (l) for safe and effective response to emergencies;

- Confined space entry procedures; and
- A spill containment program meeting the requirements of 29 C.F.R. § 1910.120 (j) on handling drums and containers.

While BSU does not currently have employees trained at the following hazardous materials response levels, the information is provided in the event the HAZMAT Team is expanded to include members at these levels. Employees trained at the following levels receive annual refresher training as prescribed by 29 C.F.R. § 1910.120(q)(8).

Employees at the Hazardous Materials Technician level receive the training required to allow them to approach the point of a hazardous substance release in order to plug, patch, or otherwise stop the release. **Hazardous Materials Technician** trained employees must demonstrate understanding and competency in the following areas:

- Classification, identification, and verification of known and unknown materials using field survey equipment and instruments;
- Functioning within an assigned role in the Incident Command System;
- Selecting and using proper chemical personal protective equipment (PPE);
- Hazard and risk assessment techniques;
- Performing advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available;
- Decontamination procedures;
- Termination procedures, and;
- Basic chemical and toxicological terminology and behavior.

Some employees are trained to the First Responder Operations level, as appropriate. (29 C.F.R. § 1910.120(q)(6)(ii)). This training level allows employees to respond in a more limited manner than the Hazardous Materials Technician level. Employees trained to the First Responder Operations level are trained to respond defensively without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. **First Responder Operations** level employees receive at least eight hours of initial response training or have sufficient experience to demonstrate understanding and competency in the areas listed below:

What hazardous substances are and the risks associated with them in an incident;

- Potential outcomes associated with an emergency created when hazardous substances are present;
- Ability to recognize hazardous substances in an emergency;
- Ability to identify hazardous substances, if possible;
- The role of the First Responder Awareness individual in BSU's HMCP, including site security and control, and the U.S. DOT's Emergency Response Guidebook;

Ability to realize the need for additional resources, and to make appropriate notification to the communication center.

- Basic hazard and risk assessment techniques;
- Selection and use of proper PPE;

- Basic hazardous materials terms;
- Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available;
- Basic decontamination procedures; and
- Relevant standard operating procedures and termination procedures.

Individuals who may be part of an emergency response, but are not on the HAZMAT Team (i.e., University Police Officers) are trained to the **First Responder Awareness** level (29 C.F.R. § 1910.120(q)(6)(i)). This level prepares a responder to initiate an emergency response sequence by notifying proper authorities of the release. They must demonstrate understanding and competency in the following areas:

- What hazardous substances are and the risks associated with them in an incident;
- Potential outcomes associated with an emergency created when hazardous substances are present;
- Ability to recognize hazardous substances in an emergency;
- Ability to identify hazardous substances, if possible;
- The role of the First Responder Awareness individual in BSU's HMCP, including site security and control, and the U.S. DOT's Emergency Response Guidebook,; and
- Ability to realize the need for additional resources, and to make appropriate notification to the communication center.

5.3 HAZARDOUS WASTE COMPLIANCE AND CONTINGENCY PLAN IMPLEMENTATION TRAINING

BSU is a large quantity generator (LQG) of hazardous waste, and therefore must comply with contingency planning and training requirements. Accordingly, BSU provides annual hazardous waste and contingency plan training to all employees who manage hazardous waste in accordance with 6 NYCRR § 373-3.2(g). BSU's hazardous waste compliance and contingency plan implementation training program is designed to reduce the potential for accidents involving hazardous waste that could threaten human health or the environment, and to ensure compliance with New York State hazardous waste regulations. The University's Hazardous Waste Disposal Policies and Procedures (HAZWASTE-05-001) describes work practices and procedures for the safe and compliant management and disposal of hazardous waste.

All University personnel that manage hazardous waste complete the program described below within six months of their assignment to a new position that involves these activities. Employees who have not completed hazardous waste management and contingency plan training are not permitted to work in an unsupervised position that requires the management of hazardous waste. Personnel that perform these functions are also required to complete an annual review of the initial training program. See 6 NYCRR §§ 373-3.2(g)(2) and (3).

Hazardous waste and contingency plan implementation training emphasizes educating employees to: (1) be thoroughly familiar with their job responsibilities relative to hazardous waste, (2) perform their job responsibilities in a manner that ensures compliance with New York State and Federal hazardous waste rules, and (3) be able to respond appropriately to emergency situations that are reasonably foreseeable under their specific work functions.

The training program is directed by a person trained in hazardous waste management procedures, and where appropriate, covers the following areas:

- Communication and alarm systems;
- Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment;
- Response to fires, explosions and hazardous material releases;
- Shutdown of operations;
- Internal and external notification procedures;
- Evacuation procedures;
- Hazardous waste contingency plan implementation;
- Hazardous waste identification;
- Hazardous waste management requirements; and
- Record keeping.

Training records are maintained by the EH&S Department.

5.4 DEPARTMENT OF TRANSPORTATION HAZARDOUS MATERIALS AND TRANSPORTATION SECURITY TRAINING

Federal regulations require that DOT hazardous materials and transportation security training be given to all employees who:

- Prepare and/or sign hazardous materials shipping papers;
- Load or unload hazardous materials from transport vehicles;
- Prepare or package hazardous materials for transportation; or
- Transport hazardous materials.

This training is provided to new employees within 90 days of employment or a change in job function. Prior to completing training, a new hazmat employee (one who performs one or more of the above four tasks) may work under the direct supervision of a properly trained and knowledgeable hazmat employee. DOT hazardous materials training must be repeated every three years. BSU's training meets the requirements of 49 C.F.R. Part 172, Subpart H.

BSU's standard DOT hazardous materials and transportation security training covers:

- General awareness, exposure prevention, and safety considerations related to loading, unloading, handling, storing, and transporting hazardous material;
- Methods and procedures for avoiding accidents;
- Emergency response information;
- Familiarization with DOT hazardous material regulations;
- Hazardous material identification under DOT regulations;

- Awareness of security risks involved with hazardous materials transportation and methods to enhance security; and
- The specifics of BSU's Transportation Security Plan (incorporated into this HMCP), including company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure.

Training records, inclusive of the preceding three years, are maintained in the EH&S Department for each covered employee for as long as the employee is employed, and at least 90 days thereafter. The training record must include:

- The hazmat employee's name;
- Most recent training completion date;
- A description, copy, or location of the training materials;
- Name and address of the person providing the training; and
- Certification that the hazmat employee has been trained and tested

See 49 C.F.R. § 172.704(d).

6 EMERGENCY RECOGNITION AND CHARACTERIZATION

BSU uses hazardous materials that are stored in bulk tanks, drums, and other smaller containers throughout the campus. See Chapter 2. These materials, if spilled or released, have the potential to cause emergency situations at BSU and possibly in surrounding areas, although the risk of an adverse impact to the surrounding community from a release on campus is minimal. BSU's response to a fire, medical emergency, hazardous material release, or other emergency incident will depend on the facts, circumstances, potential hazards and substances involved in each incident. All incidents will be evaluated and characterized as soon as possible. This Chapter describes what constitutes "emergency" and "non-emergency incidents," how emergency incidents are classified, the basic measures BSU implements depending on the severity of an incident (e.g., Level 1, 2, or 3), and the steps BSU has implemented to prevent emergencies from occurring. This Chapter complies with some of the requirements of 29 C.F.R. § 1910.120(q)(2)(iii).

6.1 EMERGENCY AND NON-EMERGENCY INCIDENTS

6.1.1 Emergency Incident

An "emergency incident" is an occurrence which results, or is likely to result in fire, injury, explosion or an uncontrolled release of hazardous material to air, water (including groundwater), or soil. It involves a response effort by emergency responders and/or by designated outside responders (e.g., local and state response agencies, fire departments, and private emergency response teams). See 29 C.F.R. § 1910.120(a)(3). Responses to releases of hazardous substances where there is no potential safety, health, or environmental hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses according to this plan and 29 C.F.R. § 1910.120(q).

6.1.2 Non-emergency Incident

A "non-emergency incident" is an occurrence that does not pose a safety, health or environmental hazard. Non-emergency incidents are routine occurrences which can be handled safely by operational employees in the immediate work area or by maintenance personnel. For example, non-emergency incidents could include, without limitation:

- Repairs of a leaking pipe, container or tank (if the leak can be controlled by operational personnel without outside emergency assistance and it is not likely to adversely affect or threaten to affect human health or the environment); or
- Incidental hazardous material releases or spills which can be absorbed, neutralized, or otherwise controlled at the time of release by operational employees in the immediate area (e.g., if a small amount of oil or solvent spills and an employee in the area can safely clean it by using absorbents, and properly discard the waste material).

If the employee possesses the correct training and equipment to safely and effectively mitigate the incident, and there is no threat or potential threat to people, the environment, or property, then the incident may be classified as a non-emergency. Dispatching UPD or EH&S personnel to monitor an area to determine the presence or concentration of a hazardous substance does not necessarily indicate an emergency. Initial responders will protect themselves properly and may declare an emergency if the situation warrants and meets the criteria for any emergency level defined in this Chapter.

During a non-emergency incident, responding employees must comply with OSHA Workplace Protection Standards.

Whenever there is any question as to whether a spill, release or potential release of a hazardous substance is an emergency, responders should classify it as an emergency, initiate the proper defensive actions, and

begin a sequence of notifications according to this plan. If subsequent evaluation of the situation shows that an emergency does not exist, the incident can be re-classified accordingly.

6.2 DEFINITIONS OF EMERGENCY INCIDENT LEVELS

The stage of the incident is determined by what has already happened, what is currently happening and what could happen. An incident in its early stages may be controlled with a Level 1 response. If not controlled quickly enough, the response level will likely change. The severity of the physical damage, possible side reactions (including fires), and possible health effects should be considered. The more hazardous the material, the more important it is to respond quickly to reduce or eliminate the hazards.

This plan addresses emergencies on four levels. Level 1 emergencies are of predictable duration at a single site involving the University and a single outside agency such as the fire department. Level 2 involves an emergency of unpredictable duration that has the potential to require a multi-agency response. Level 3 relates to a wide-spread emergency affecting a large segment of the campus with long-term implications.

6.2.1 Level 1

Definition: An unplanned event that may adversely impact or threaten life, health or property within a single area. Control of the incident may involve outside agency assistance. Major policy decisions may be needed by University administration during these conditions.

Criteria:

- Resolution of incident involves both BSU and possibly outside agency personnel.
- Evacuation is short-term and affects immediate localized area only.
- Duration of the incident is a maximum of two hours.
- UPD procedures are established to protect occupants, evacuees, and property.
- Medical needs do not exceed basic first aid.
- Emergency Operations Center may be established.
- In the case of a Level 1 emergency, a written report, including a narrative, damage estimate, injury report, and agencies involved is prepared by UPD.

In addition, incident critique is usually held for BSU responders.

Examples: A dormitory room fire, a chemical spill resulting in disruption of services or lab evacuation followed by a hazardous material response, a suicide, a water main break involving most of a building or critical services, an odor requiring evacuation, loss of heat or power to a building.

6.2.2 Level 2

Definition: An unplanned event that may adversely impact or threaten life, health or property at one or more locations within the University. Control of the incident may require specialists in addition to BSU and outside agency personnel. Long-term adverse effects are possible.

Criteria:

- Potential hazard or severe threat to life, health and property.
- Resolution of incident involves both BSU and outside agency personnel.

- Evacuation is short-term and may involve evacuation off-site.
- Duration of event is unpredictable.
- UPD procedures are established to protect occupants, evacuees, and property.
- Medical needs require outside assistance (EMS).
- Emergency Operations Center is established.
- In the case of a Level 2 emergency, a long-term recovery plan will be established. As with Level 1 emergencies, a written report is prepared by UPD, and an incident critique involving all agencies is conducted.

Examples: A water main break involving service to multiple buildings or a break affecting an entire academic or residential building, loss of heat or power to multiple buildings, a fire affecting an entire residential building, a chemical release causing the evacuation of one or more buildings, a large-scale civil unrest on BSU property, large-scale weather-related emergencies.

6.2.3 Level 3

Definition: An incident occurring at the University which adversely impacts or threatens life, health or property on a large scale. Control of the incident will require multiple agencies and multiple BSU departments working together. Long-term effects are likely.

Criteria:

- Serious hazard or severe threat to life, health and property.
- Resolution of incident involves community multi-jurisdictional and BSU multi-departmental involvement.
- Major off-site evacuation is possible.
- Duration of event is unpredictable.
- UPD procedures are established to protect evacuees and property.
- Medical needs require outside assistance (EMS).
- Emergency Operations Center is established.
- Communications center established to coordinate media and University-related communications.
- In the case of a Level 3 emergency, a long-term recovery plan will be established. As with Level 1 and 2 emergencies, a written report is prepared by UPD, and an incident critique involving all agencies conducted.

Examples: Severe weather (tornado, blizzard) damaging BSU facilities, large scale chemical release affecting significant portion of the campus, earthquake, major utility outage, terrorism or bomb explosion, and building collapse.

6.3 CHARACTERIZING EMERGENCY INCIDENT LEVELS

Upon receiving a report of an emergency incident, it is the responsibility of the UPD Officer in Charge to immediately make an initial determination of the incident level, mobilize appropriate responders based

upon that determination, and communicate this determination to all responders. The initial determination directs preliminary response actions.

Initial determinations can be revised and situations reclassified, as warranted. However, the quicker an incident is correctly classified, the quicker the situation can be brought under control.

The following factors are considered when evaluating and classifying an emergency incident level:

- The type of incident (fire, explosion, release);
- Location of the incident;
- The hazardous material involved and the hazards potentially associated with the material;
- Size, duration, and characteristics of the incident, when available;
- Potential hazards to University personnel, public, and the environment;
- Corrective actions needed to control the incident and potential consequences of those actions;
- Potential for involvement of other campus areas, and the possibility of secondary incidents; and
- Any mitigating or aggravating factors (e.g., weather conditions, proximity of incompatible material, loss of power).

7 EMERGENCY RESPONSE PERSONNEL, ROLES AND LINES OF AUTHORITY, AND QUALIFICATIONS OF ON-SITE EMERGENCY RESPONDERS

This Chapter identifies BSU's employees with emergency response duties, describes personnel roles and lines of authority, outlines the duties of emergency coordinators, and satisfies the requirements of 29 C.F.R. § 1910.120(q)(2)(ii) and 6 NYCRR § 373-3.4(f) and (g). Related communication procedures and systems, and employee training are described in Chapters 3 and 5 respectively.

7.1 EMERGENCY REPORTING AND RESPONSE INITIATION

Upon discovering an emergency incident, BSU staff and students are trained to contact University Police by dialing 878-6333 or picking up a blue light phone. UPD dispatch is staffed 24 hours per day, 7 days per week. The UPD Dispatcher is responsible for receiving the call, quickly interviewing the incident reporter to obtain pertinent details, and dispatching appropriate response personnel. Based upon the type of emergency, the Officer in Charge will then determine who should be notified to begin the initial response effort.

7.2 INCIDENT COMMAND SYSTEM

BSU utilizes the Incident Command System (ICS) as the organizational structure to coordinate the people, organizations, and resources that are needed to respond to emergency and potential emergency situations at BSU. This is the same system followed by outside response agencies that may be called upon for assistance. The ICS provides for clear designation of authority and easy coordination among different response agencies. The ICS can be used for responses to all levels of emergencies from Level 1 to Level 3. It also provides the flexibility to alter the response to an incident if it escalates in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide Management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote unity of command.

The ICS will dictate the mobilization of various staff depending upon the specific circumstances of the emergency. UPD makes the initial determination of who to notify, and the Incident Commander (IC) takes over from that point. The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure. This means that an employee's position in the ICS may change during the course of a single emergency.

When an emergency or potential emergency situation arises, the IC will implement this HMCP. Not every emergency will require a full ICS response. The ICS functions will continue to operate for the duration of the response until the IC halts an operation, or until the emergency is declared over.

Some outside agencies, such as the local police or fire departments, will typically assume command of the incident scene and establish an ICS to manage the emergency response of responding agencies and units when called upon to respond. Where management of the incident is multi-jurisdictional, BSU will work as part of a unified command structure, and support the IC. Under the unified command concept, all involved agencies contribute to the response effort, although there is only one IC. While BSU's IC may relinquish command of certain operations, the University IC will continue to manage the response of University resources and provide command support as needed or requested.

7.3 ICS ORGANIZATION

The ICS consists of five major management activities as described below:

The Command Center – Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy.

The Operations Section – Develops the tactical organization and directs all resources to carry out the Incident Action Plan. This section represents the campus emergency services units—the actual on-scene emergency responders. It is responsible for the assessment and implementation of field operations.

The Planning Section – Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources. This section is responsible for receiving, evaluating, and analyzing all emergency information and providing updated status reports.

The Logistics Section – Provides resources and all other services needed to support the organization. This section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).

The Finance/Administration Section – Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance. This section has responsibility for cost accountability and risk assessment. It documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting.

These five major management activities are the foundation on which the ICS organization grows as needed. They will apply in varying degrees depending on whether the response is to a small routine emergency, a major disaster, or a planned event. Each Section Chief will oversee the mobilization of their respective units, and be responsible for the activation of their section.

7.4 INCIDENT COMMAND ROLES AND RESPONSIBILITIES

Following is a description of key roles in the ICS, individuals at BSU likely to fill the roles, and the major responsibilities of the roles.

7.4.1 Jurisdiction Executive

The Vice President of Finance and Management or his/her designee will typically serve as the Jurisdiction Executive (JE). The JE may declare a state of emergency throughout the whole campus or a portion of the campus, and he or she can officially downgrade the state of emergency to a business-as-usual state.

Responsibilities: The JE has overall responsibility for the Emergency Operations Center (EOC) as described below, and works in conjunction with the IC on: management of all emergency activities; development, implementation, and review of strategic decisions; and post event assessment. He or she also designates a section chief for each of the four support sections (Operations, Planning, Logistics,

Finance/Administration). Upon declaration of a Level 2 or Level 3 emergency, the EOC JE will determine which positions to activate and direct their activities.

The JE is usually only involved in emergency responses requiring opening of the EOC. In these cases, the IC reports to the JE, as do the Planning, Logistics, and Finance/Administration Sections. The Operations Section reports to the IC.

7.4.2 Incident Commander

Individuals who may serve as Incident Commander (IC) are identified in Table 7-1. IC designation will vary from incident to incident depending on the nature or extent of the incident. The specifics of the situation will dictate whether it is appropriate for IC to fall under Campus Services, UPD, EH&S, or a professional outside emergency response entity. Initially, the senior staff member at the scene of an incident acts as "IC" until he/she is relieved by a senior management official who accepts command of the incident as IC.

Responsibilities: The IC has overall responsibility for activation, oversight, and termination of the incident when the EOC has not been established. When the EOC is opened, the IC works in conjunction with the JE to assess incident priorities, review response strategies, and activate and coordinate resources.

7.4.3 Pre-Activation Team

The Pre-Activation Team (PAT) consists of Campus Services Administration. The PAT receives its direction from the JE and is responsible for physically setting up and activating the EOC.

7.5 EMERGENCY RESPONSE ROLES OUTSIDE THE ICS

The following positions are not defined within the ICS, but may also play an important role in an emergency response, depending on the particular circumstances.

7.5.1 Emergency Coordinator

The hazardous waste contingency planning rules require that an Emergency Coordinator (EC) be appointed to oversee aspects of an emergency response related to hazardous waste. BSU's Emergency Coordinator and Alternate Emergency Coordinator are identified in Table 7-1, where their contact information is also provided. Within BSU's ICS, the EC position would equate to the Operations Officer in a hazardous waste-related emergency. The primary EC, or the alternate EC is either on campus or readily available to come to the campus during an emergency situation. The EC is thoroughly familiar with all aspects of this HMCP, all hazardous waste operations and activities at the campus, the location and characteristics of the campus' hazardous waste, the location of records within the facility, and the campus layout. During a hazardous waste incident, the EC, under the direction of the IC, may be asked to:

1. Report to the scene of the emergency or direct another qualified person to do so.
    - Activate facility alarms, if not already done, and in conjunction with the IC, notify appropriate State, local, and private response agencies as necessary.
    - Identify the nature, source, amount, and extent of any released material.
    - Address possible direct and indirect hazards to human health, the environment, and facility operations.

- Determine whether off-site impacts are possible, and if so, immediately contact outside agencies as described in Section 14.2.1.

2. Mitigate the incident, if possible, to minimize risk of injury.
   - Ensure fires, explosions, and releases do not occur, reoccur, or spread.
   - Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment, as applicable.
3. Determine if assistance from outside responders is required, and if so, coordinate efforts.
4. Ensure site and equipment are properly cleaned up.
   - Provide for treatment, storage and disposal of any material that results from a release, fire, or explosion immediately after an emergency. See Section 15.3.
   - Ensure all emergency equipment is cleaned and fit for its intended use. See Chapter 13.
5. File a report with the NYS DEC when a hazardous waste related emergency requires implementation of the Plan. See Section 14.3.

The EC may designate some of these duties as appropriate to other properly trained members of the HAZMAT Team.

7.5.2 Campus Community

Every member of the faculty and staff should read and understand both their Building and Department Emergency Plans and familiarize themselves with the corresponding emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct students to assembly areas in the event of an emergency.

All students should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or occupy frequently. Students must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate assembly areas in an orderly manner when an alarm sounds, or when directed to do so by emergency personnel.

7.6 EMERGENCY OPERATIONS CENTER

During Level 2 and Level 3 emergencies (defined in Chapter 6), and possibly for Level 1 situations that can escalate, the emergency response actions will be coordinated from an Emergency Operations Center (EOC) located in the Clinton Center second floor conference room. The conference room is continuously maintained in a state of readiness for conversion and activation by the Pre-Activation Team (PAT). The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During an emergency, designated personnel should report directly to the EOC, unless directed elsewhere. The UPD Office will be notified when the EOC has been set up, and that all emergency-related questions should be directed there.

The EOC has emergency power back up. The communications systems available in the EOC include: a network communications line; telephones, including one dedicated outside line; and two-way radios for communications with campus responders.

In the event that the primary EOC in the Clinton Center cannot be used as a result of the location or nature of the emergency, an alternate EOC site will be designated. The JE determines when to deactivate the EOC and return to normal operations.

Table 7-1: BSU Internal Emergency Contact List

Employee Name	Emergency Role	Work Phone	Cell Phone	Home Phone	Home Address
Jeffrey Hammer	*Emergency Coordinator *HAZMAT Team *EH&S Director *RSO	716-878-6128	716-308-2225	716-308-2225	NA
Thomas Galluch	*IC *Emergency Manager	716-878-3299	716-319-8918	716-319-8918	NA
Amy Pedlow	*IC *Chief of Police	716-878-6333	-	-	NA
Mike Lewis	*IC *Director of facilities	716-878-5538	716-574-3493	-	NA
Tina Wynne	*HAZMAT Team *Chemistry Department	716-878-5113	716-628-6129	-	NA

Department	Phone Number
Campus Services	878-6111
University Police	878-6333
Weigel Health Center	878-6711

8 PRE-EMERGENCY PLANNING WITH OUTSIDE AGENCIES; AND EMERGENCY MEDICAL AND HEALTH TREATMENT RESOURCES

This Chapter describes BSU's pre-emergency planning activities with emergency response providers and on and off-site emergency medical treatment resources. This section satisfies the requirements found at 29 C.F.R. § 1910.120(q)(2)(i) and (viii); and 6 NYCRR § 373-3.4(c)(3).

8.1 AGREEMENTS WITH AND RESPONSIBILITIES OF OUTSIDE RESPONDERS

As described above, BSU staff make the initial response for most minor emergency incidents and will request outside assistance as needed. BSU has entered or attempted to enter into formal and informal agreements with the following entities to provide emergency assistance on an as-needed basis:

- Buffalo Fire Department;
- Buffalo Police Department;
- Erie County Medical Center;
- Rural Metro Ambulance; and
- A private spill response contractor as identified in Table 8-1.

See Emergency Response Agreements with Outside Agencies in Appendix G. Table 8-1 provides a list of phone numbers for outside emergency response agencies, as well as government agencies and utility providers.

8.1.1 Buffalo Fire Department

The Buffalo Fire Department is the primary emergency response provider for fire emergencies at BSU. The typical response time for the fire department to the campus is less than 5 minutes. The fire department is generally familiar with the layout of the University, properties of the hazardous material used by BSU, places where hazardous materials are stored, entrances and exits from the University, and designated evacuation routes.

8.1.2 Buffalo Police Department

The first line of security at BSU is the University Police Department (UPD) which is staffed 24 hours per day, 365 days a year. When additional police services are required, the Buffalo Police Department will be called. The Buffalo Police Department will work in cooperation with UPD and other response agencies to provide the following services when requested:

- Access control;
- Crowd control;
- Removal of security threats;
- Public evacuation assistance; and
- Traffic control.

8.1.3 Medical and Ambulance Services

Rural Metro Ambulance provides emergency medical and patient transport services for BSU. Seriously injured individuals are transported by Rural Metro to Erie County Medical Center (ECMC) for treatment. If an individual is exposed to a hazardous material and is transferred to the hospital for treatment, an

SDS will be provided to the ambulance staff when possible and sent with the exposed person(s) to assist medical providers with determining appropriate treatment. Alternatively, an SDS will be faxed to the hospital as soon as possible. Students' minor injuries may be treated at the Weigel Health Center.

8.1.4 Hazardous Material Cleanup and Emergency Response Agencies and Contractors

BSU's HAZMAT Team will respond to minor chemical releases that do not present a significant safety risk. Outside assistance will be called in for chemical spill response and cleanup needs beyond the capabilities of trained University staff. In addition to fire response, the Buffalo Fire Department also has a HAZMAT Team and provides response services for hazardous materials spills. Therefore, the Buffalo Fire Department will typically be the first emergency response agency contacted in the event of a chemical spill.

The services of a private contractor will likely only be required after an emergency has been brought under control and clean up assistance is needed. BSU contracts with the provider identified in Table 8-1 for these supplemental spill response and clean up services.

Table 8-1: Outside Agency Emergency Contact List

AGENCY	CONTACT	PHONE
Emergency Response Agencies		
Buffalo Fire Department	Dep. Garnell Whitfield	911 or 716-851-5333
Buffalo Police Department	Capt. Makowski	911 or 716-851-4549
Rural Metro Ambulance	Steve Beauchamp	911 or 716-882-8400
Erie County Medical Center	Jerry Olzewski	716-898-3000
Tonawanda Tank Transport	Carl Andrews	716-873-9703
Erie County Sheriff		911 or 716-668-5554
NY State Police Troop A		585-344-6200
Regulatory Agencies		
Environmental Protection Agency (EPA) – Region 2		212-637-5000
National Response Center (NRC)		800-424-8802
NYS DEC – Region 9		716-851-7200
NYS DEC 24-Hour Spill Hotline		800-457-7362
NYS DEC Petroleum Bulk Storage Help Line		518-402-9543
NYS Public Employees Safety & Health Bureau (PESH)		716-847-7133
Occupational Safety & Health Administration (OSHA)		800-321-6742
Buffalo Sewer Authority		716-883-1820
NYS Emergency Management Office – Region V		315-331-4880
Chemical Information Resources		
CHEMTREC		800-424-9300
Utility/Fuel Providers		
National Grid		716-832-2400 800-642-4272
National Fuel		716-686-6123 800-414-3130
City of Buffalo Water		716-852-0197
NOCO (fuel oil delivery)		716-614-6626

9 INTERNAL EMERGENCY NOTIFICATION PROCEDURES

In the event of a chemical release or other emergency incident at BSU, potentially affected employees, students, and visitors will immediately be informed of the emergency and provided with appropriate instruction. This Chapter describes how BSU notifies emergency and non-emergency response personnel, students, contract workers, patients, and University visitors of potential emergencies. It is designed to comply with the internal notification requirements under 29 C.F.R. § 1910.120(q)(2)(ii), and (ix); and 6 NYCRR § 373-3.4(c)(5).

9.1 INCIDENT DISCOVERY AND ALERTING

BSU students and employees have been instructed to immediately notify UPD at 878-6333 as soon as they become aware of a situation that is, or may become, an emergency incident. In addition, students and employees can contact UPD by picking up any of the blue-light emergency phones located throughout the campus. UPD may also be made aware of an emergency situation through a building alarm.

Upon receiving notification of an emergency, UPD will send an officer to investigate, make an initial incident level determination, contact the appropriate individual to act as IC for that type of emergency (i.e. UPD, EH&S, Campus Services), and assist as directed by the IC. The UPD dispatcher will contact appropriate response personnel as directed by the IC. See Chapter 9. After regular business hours, UPD will typically contact the Campus Services administrative pager to call in internal resources. The pager is worn by various trained Campus Services employees who serve two week assignments on a rotating basis. The individual on pager duty will call in the appropriate staff to handle the situation and serve as IC until relieved by a more appropriate responder. UPD will skip the administrative pager step, and immediately call in outside emergency assistance when it appears that such help will be needed. In these situations, UPD will notify the appropriate internal staff as soon as an outside response agency is contacted.

9.2 INTERNAL RESPONSE COMMUNICATIONS

Emergency notification and activation of BSU's ICS occurs based on the emergency level (See Chapter 6) assigned to the incident. Upon receiving notification from UPD, the IC responds to the site, and assumes control of the incident. If it is determined that the EOC should be opened, the IC will work in conjunction with the JE to direct response activities. In certain situations, the IC may direct the response from the EOC, and delegate an on-site representative. Communications between the BSU response team will be conducted primarily with cellular phones and two-way radios.

9.3 EMERGENCY NOTIFICATION OF EMPLOYEES, STUDENTS AND VISITORS

BSU has several means of communication to disseminate vital information about emergency situations, class cancellations, building closings, changes in food or transportation services, and where individuals can go for additional information. During an emergency situation, the University Relations Office will prepare and release all external communication.

As described in Chapter 3, BSU will use the following equipment/systems for informing its employees, students and visitors of an emergency:

- Fire alarms;
- Two-way radios;
- Cell phones;
- Emergency e-mail;

- University web page;
- Phone mail;
- Faxes;
- External radio, television, and newspapers; and
- Runners and bull horns.

- New York Alert System – is an emergency alert system that sends messages via voice, text and electronic mail.
- High Powered Air Horn – located on the roof of the Power Plant and is used as an emergency warning device that can be heard across campus.

It is the responsibility of faculty and staff to inform students and visitors who are in their work locations of emergency situations and instructions.

9.4 NOTIFICATION OF NEXT OF KIN

In the event of a serious injury or death of an employee, student, or visitor at BSU, the University Relations Office will notify the next of kin as soon as possible. Names of those injured or killed will not be released to the media until confirmation is received that next of kin has been notified.

10 EMERGENCY RESPONSE

This Chapter describes BSU's response procedures to various types of emergencies, including: releases of oil and hazardous materials; emergency University closings; civil disturbance; criminal or violent behavior; explosion or bomb threat; suspicious packages; and utility failure. This Chapter complies with 29 C.F.R.
§ 1910.120(q)(2)(ix).

10.1 GENERAL EMERGENCY PROCEDURE

The following general procedure will be followed in case of emergency. Procedures for specific types of emergencies are detailed below.

Person Discovering Emergency

- When an emergency or potential emergency situation occurs, immediately contact UPD at 878-6333 (from a safe location).
- Report the specific location of the emergency (building and room number), the nature of the emergency, any known hazards in the vicinity, the location of any individuals with disabilities or others needing assistance, and your name and location.
- If the emergency is a fire or another situation warranting building evacuation, immediately sound the fire alarm before notifying UPD.
- Stay near the scene of the incident in a safe place, to provide additional information to emergency responders, as needed.

UPD Office

- When contacted by an employee, student, or visitor, UPD should interview the caller using the following Emergency Interview Checklist.

  Emergency Interview Checklist

  - ✓ The name of the building with the emergency
  - ✓ Floor number and room number
  - ✓ The nature of the emergency, namely:
    - Fire
    - Medical
    - Explosion
    - Chemical or waste release (type and volume involved)
    - Chemical burn (with name of chemical)
    - Fuel oil spill
    - Other
  - ✓ Number of persons injured and nature of injuries
  - ✓ Type of dangerous condition, if any
  - ✓ Any other important information
  - ✓ Caller's name, location, and phone number

- Tell the caller to wait at the scene or as close as safety allows until emergency responders arrive.
- Contact the IC for the type of situation reported. (Or after business hours, contact the staff member on administrative pager duty to summon internal responders.)

Outside Responders

- If contacted by UPD, outside responders (fire, police, ambulance, hazardous material spill contractor) will report to the BSU campus incident scene and mitigate the emergency.

10.2 HAZARDOUS MATERIALS SPILL RESPONSE

10.2.1 All Employees

If the person who caused or discovered the spill has the appropriate training and equipment, and can respond safely, he or she may clean up small spills according to the procedures outlined in BSU's Chemical Hygiene Plan. All recovered material must be properly contained, characterized, labeled, and disposed.

If the hazardous material spill is beyond the capabilities of the person causing or discovering it, he or she should immediately take the following steps:

- Leave the immediate area if it is not safe to stay there.
- If the spill poses a threat to people in surrounding areas/labs, activate the building alarm to initiate an evacuation and inform the people potentially at risk.
- If the spill does not require evacuation, isolate the affected area to prevent unauthorized entry until emergency responders arrive.
- Report the spill to UPD at 878-6333 and provide as much information as possible regarding the type, nature, and location of the spill.
- Stay nearby to provide additional information to responders.

10.2.2 Emergency Coordinator

In the event of a hazardous materials spill, the Emergency Coordinator will be summoned to the scene by UPD, and will be responsible for carrying out the tasks outlined in Section 7.5.1. In most cases, the EC will act as the IC for hazardous materials release. The immediate responsibilities that the EC must address are:

- Determine the nature and scope of the problem.
- Initiate steps to protect life, health, environment, and facility operations.
- Determine whether outside emergency responders are needed, and if so, call them or direct UPD to do so.
- Initiate internal response procedures.

If the EC determines that the incident cannot be safely mitigated with internal resources, the incident will be characterized as a Level 2 or Level 3 emergency, outside responders will be summoned, and the EOC will immediately be activated.

Decontamination, waste disposal, notification to regulatory agencies, and incident critique will be carried out according to the procedures described in following Chapters.

10.2.3 Outside Emergency Response Contractors

Outside hazardous materials response teams will operate under their own emergency response plan and use their own personal protective equipment when called to provide emergency assistance at BSU. When the Fire Department and/or outside emergency response contractors report to the site of the emergency, one of the outside supervisors will likely assume the role of the IC and coordinate the efforts between the various response parties. BSU's EC will assist the external response team(s), as necessary

10.3 EMERGENCY UNIVERSITY CLOSINGS

State-operated offices and facilities may be closed only by order of the governor. However, the University President or his/her designee is authorized to cancel classes and recommend that all but essential service[2] employees not report to work. The following procedures should be followed during snow emergencies and other extraordinary circumstances that warrant University closing.

Policy and Procedures

The President has delegated the authority to cancel classes and services to the Vice President for Finance and Management. UPD is responsible for monitoring all relevant weather conditions and reporting to the Vice President for Finance and Management. If the decision to cancel classes and close the University is made before the start of the workday, the Vice President for Finance and Management will inform UPD. If the decision is made once classes are in session, the Vice President for Finance and Management will consult with the Vice President for Academic Affairs and notify UPD of the decision. UPD will notify the following broadcast stations in either case:

AM Radio	FM Radio	Television
WBEN-AM 930	WBNY-FM 91.3 (campus)	WGRZ-TV 2
WECK-AM 1230	WBUF-FM 92.9	WIVB-TV 4
WHLD-AM 1270	WBLK-FM 93.7	WKBW-TV 7
WLVL-AM 1340	WJYE-FM 96.1	
WJJL-AM 1440	WGRF-FM 96.9 (97 Rock)	
WWKB-AM 1520	WKSE-FM 98.5	
STAR-FM 102.5		
WEDG-FM 103.3		
WHTT-FM 104.1		
WYRK-FM 106.5		
WNSA-FM 107.7		

[2] Essential services are those that must be maintained to ensure the well-being and protection of those who reside on campus, as well as the maintenance and security of University property. The following functions are considered essential services. Employees assigned to these areas are required to report to work under emergency conditions:

- The law enforcement division of UPD
- Campus Services and Facilities operations (all employees)
- Student Health Services (designated staff only)
- Residence Life (designated staff only)
- The Dean of Students
- Staff responsible for the care and feeding of animals or maintenance of greenhouse facilities

Employees designated as essential service will be notified in writing by their department heads.

University Police also will inform the following of the University closing:

- All BSU Vice Presidential offices
- The University switchboard operator, 878-4000
- Student Union Information Desk, 878-6511
- Commuter Services, 878-5533
- The Residence Life Director, 878-6806
- United Students Government Office, 878-6701

An early decision to cancel classes and close the University will be relayed to the stations listed above by about 6:00 a.m. For information concerning cancellation of classes, individuals should call the school closing information number, 878-5000.

Attendance Policy Under Emergency Conditions

If classes and services are canceled before the workday begins, employees designated essential service are required to report. All other employees are excused under emergency conditions, but must charge the absence to appropriate leave accruals. Employees who elect to come to work may do so; however, the University cannot guarantee that they will be able to work at their usual locations or perform their normal duties. (See instructions below for employees who choose to report for work under emergency conditions.)

Should the closure occur during the workday, the Vice President for Finance and Management will convey the decision to the other Vice Presidents, who will ensure that the announcement is communicated throughout their respective areas. Following official closure, employees may leave their work sites and charge the remainder of their workdays to appropriate leave accruals or continue working until their regular departure time. Essential service* employees are required to remain on the job or report to work as scheduled in this instance.

Absences that result from the cancellation of classes and services must be charged to appropriate leave accruals as described below:

- Vacation, personal, compensatory, or holiday leave;
- Sick leave, but only in event of personal or family illness; or
- Leave without pay (A written request must be submitted to the Human Resource Management Office no later than the end of the pay period in which the attendance record is due.).

Directed Absences

Any employee who has reported to work and because of extraordinary circumstances beyond his or her control (e.g., extremely hazardous conditions or physical plant breakdown) is directed by the University President or her designee to leave work shall not be required to charge this absence to leave accruals. Any such release of employees shall not create the right to equivalent time off for employees who are not directed to leave work. Supervisors, regardless of their good intentions, may not direct such absences.

Instructions for Non-essential Service Employees who Elect to Report for Work under Emergency Conditions

Note: Parking may be severely restricted during periods of temporary emergency. Employees who report to work under these conditions must park in the Grant Street lot so that other lots may be cleared of snow.

- Employees must report to University Police, Chase Hall 110, to sign the Attendance Record/Emergency Conditions sheet. They must also sign the sheet before leaving campus.
- Employees report to regular work locations and perform regular duties, even if supervisor is absent.
- If the employee's regular work location is not accessible, he or she must report to the Director of Campus Services and Facilities, Clinton Center, 878-6111, or the Director of Residence Life, Porter Hall, 878-6806, for assignment.

10.4 CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police at 878-6333.
If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow any specific directions from UPD.

If evacuation occurs, meet at the Immediate Assembly Area (IAA). See General Evacuation Procedures in Section 11.2.1.

10.5 CRIMINAL OR VIOLENT BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons, and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at 878-6333 as soon as possible and give them the following information:

- Nature of the incident;
- Location of the incident;
- Description of the person(s) involved; and
- Description of the property involved.

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at 878-6333. Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

10.6 EXPLOSION OR BOMB THREAT PROCEDURES

Although unlikely, a suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call UPD

immediately at 878-6333. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only, do not use elevators.
- Call UPD at 878-6333.
- Follow General Evacuation Procedures as described in Section 11.2.1.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:

  When will it explode?

  Where is it right now?

  What does it look like?

  What kind of bomb is it?

  Where did you leave it?

  Did you place the bomb?

  Who is the target?

  Why did you plant it?

  What is your address?

  What is your name?
- Observe the caller's:

  Speech patterns (accent, tone)

  Emotional state (angry, agitated, calm, etc.)

  Background noise (traffic, people talking and accents, music and type, laughter, etc.)

  Age and gender
- Write down other data:

  Date and time of call

How threat was received (letter, note, telephone)

- Call UPD at 878-6333 and submit your notes from the telephone call or the bomb threat (letter or note) to UPD.
- Follow UPD instructions.

If you receive a bomb threat via e-mail, letter or note:

- Telephone UPD at 878-6333 and save the note as evidence for University Police.

In any bomb threat situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to UPD.
- Take personal belongings when you leave, if you can do it quickly.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

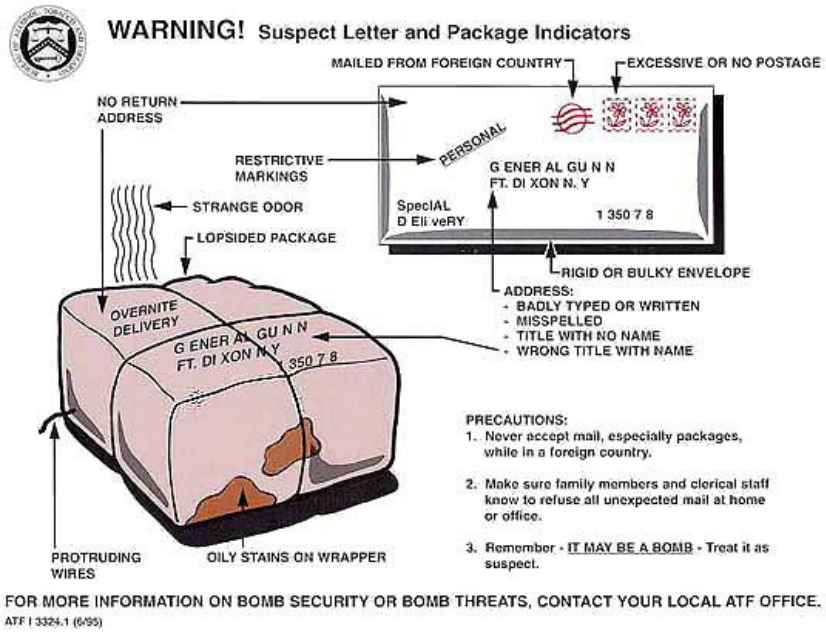
10.7 SUSPICIOUS PACKAGES

1. Every department should assess and review their protocols for handling mail. Use common sense and care when inspecting and opening mail. Some "red flags" to identify suspicious packages include:

   - Packages with no return address or excessive postage.
   - Misspellings of common words or restrictive markings such as "personal" or "confidential".
   - Items protruding from the envelope or package, wet areas, tears, or strange odors.
   - Unusually heavy envelope and/or the presence of small bulges of powder or granules.

   Generally, do not open letters with your hands; instead, use a letter opener. Use minimal movements when opening letters and packages, to avoid spilling any contents. Each department should assess whether it is a possible target for criminal acts. Based on this assessment, you may wish to take additional precautions such as wearing gloves, and restricting the opening of mail to a limited number of trained individuals.

   If you are concerned about a particular package, do not open, shake, smell, touch, or taste it. If possible, place the envelope or package in a plastic bag. There is a low risk of exposure to you if the envelope or package remains intact. Call x 6333 (if on campus) or 878-6333 (if at an off campus location) and inform UPD that you have a suspicious package.



For further information, please contact University Police at 878-6333 or Environmental Health & Safety at 878-6113.

Graphic courtesy of ATF (http://www.atf.treas.gov/explarson/information/index.htm)

2. If you open an envelope or package and you find a letter that contains a threatening message:
   - Replace the letter in the envelope, and, if possible, place the envelope in a plastic bag.
   - Wash your hands with soap and water, or use a hand sanitizing gel or wipe to clean up.
   - Call x 6333 or 878-6333, remain at your work location, and wait for an officer to arrive.

3. If you open an envelope or package and you observe some type of powder, or powder spills out, REMAIN CALM:
   - Slowly and carefully, place the envelope or package on a desk or floor and cover with an empty garbage or recycling container to prevent additional exposures. Do not clean up any powder, and avoid further contact.
   - Move away from the envelope or package, and inform others in your office to leave the area. Do not walk around the office to show other people, or invite co-workers to come in and look.
   - If your clothes are exposed, do not brush vigorously as this action may disperse the powder into the air. Remain in your location and wait for further instructions from emergency responders.
   - Do not touch your eyes, nose, mouth, or any other part of your body.
   - Close off the room, including any doors or windows. If possible, close down the building's heating/air conditioning/ventilation system.
   - If possible, and without potentially exposing large areas, wash your hands with soap and water, or use a hand sanitizing gel or wipe to clean up.

- Call x 6333 or 878-6333 to report the incident and inform the UPD what steps you have taken. Remain nearby to assist the responding officer(s).
- Make a list of all people who had actual contact with the powder, or were in the area of a release of powder.
- UPD will then contact the Buffalo Fire Department HAZMAT team or the ambulance service for further assistance.

4. If Buffalo Fire Department HAZMAT team or the ambulance service is unable to respond, UPD will instruct you on how to proceed to the campus designated decontamination unit UPD will provide you with a tyvek suit. Slowly put on the suit at the scene of the incident to contain any residual power. REMAIN CALM and try not to disturb or disperse any powder into the air.

   - UPD will escort you to the decontamination unit .
   - A supply locker located outside the decontamination unit contains clean tyvek suits, booties, antibacterial soap, towels, bags, and tape.
   - Enter room A of the decontamination unit, take off all clothing, double bag, seal with tape and place into provided container.
   - Proceed to the shower.
   - Take a shower with the antibacterial soap and hot water for at least 15 minutes, towel off and place towels into a separate bag and seal with tape.
   - Proceed to room B of the decontamination unit, put on a clean tyvek suit and remain in place for further instructions from UPD.

5. If there is a small explosion or release of an aerosol spray from a package:

   - Vacate the space immediately and prevent others from entering. Treat yourself and your clothing as in #3, above.
   - Call 6333 or 878-6333 and remain at a safe distance to provide information to the UPD.

10.8 UTILITY FAILURE

In the event of a major utility failure during regular business hours, notify Campus Services at 878-6111. Before 7:00 AM and after 4:30 PM or on weekends and holidays, notify UPD at 878-6333.

Evacuate the building if the fire alarm sounds and/or upon notification by UPD. See General Evacuation Procedures in Section 11.2.1.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used for activities that must take place in a fume hood until the ventilation is properly restored.

10.9 ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.

Do not attempt to free yourself from the elevator.

10.10 FLOODING/PLUMBING FAILURE

If flooding occurs due to a plumbing failure or other problem:

- Stop using all electrical equipment.
- Notify UPD at 878-6333. If necessary, evacuate the building.

10.11 GAS LEAK

If you smell natural gas:

- Stop all operations immediately.
- Do not switch lights on or off.
- Notify UPD at 878-6333 from a safe location.
- Evacuate as soon as possible.

10.12 STEAM LINE FAILURE

In the event of a steam line failure:

- Notify the UPD by calling 878-6333.
- Evacuate as soon as possible.

10.13 VENTILATION PROBLEM

If odors come from the ventilation system:

- Immediately notify Campus Services at 878-6111.
- If smoke is present, activate the fire alarm system by pulling the pull station and call UPD at 878-6333 from a safe location.
- If necessary, cease all operations and evacuate area.

11 EVACUATION ROUTES, SAFE DISTANCES, AND PLACES OF REFUGE

This Chapter identifies primary and alternate internal evacuation routes, emergency shut-down procedures, evacuation muster points, headcount procedures, safe distances, places of refuge, and shelter-in-place procedures. Evacuation maps, including mustering points, are provided in the campus Emergency Response Plan and on the campus safety website http://www.buffalostate.edu/offices/police/safety/default.asp?sub=erp&sec=5, for applicable areas (i.e., science and art buildings, maintenance shops, and hazardous waste storage areas). This Chapter also identifies the steps BSU takes if areas outside the campus could be impacted by an emergency event at BSU. This section complies with the requirements of 29 C.F.R. § 1910.120(q)(2)(iv); and 6 NYCRR § 373-3.4(c)(6).

11.1 POTENTIAL CAUSES FOR EVACUATION

BSU uses certain chemicals that, if released or spilled in large quantities, could require partial or total evacuation of individual campus buildings. Other types of events such as fire, severe weather, natural disaster, or a bomb threat may also require evacuation of portions of the University. It is extremely unlikely that the entire campus would need to be evacuated for an emergency event, or that a campus incident could affect off-site properties.

The purpose of this Chapter is to ensure a safe, orderly evacuation of BSU employees, students, visitors, patients, and contractors, and to coordinate the evacuation of citizens with local authorities in the event of a large-scale hazardous materials emergency. Response actions may include isolation, evacuation, and/or protection in-place, depending upon the critical incident factors involved.

11.2 EVACUATION PROCEDURES

During a Level 2 or 3 emergency, the decision to implement evacuation procedures generally rests with the Jurisdiction Executive (JE). In situations presenting an immediate threat to life or safety, initial responders (i.e., UPD, EH&S, Buffalo Fire Department) can also order an evacuation. When evaluating a possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (time of day, likelihood of adverse impact, etc.) and the recommendation of first responders.

Alerting and warning procedures and site security and control policies are provided in Chapters 9 and 12, respectively. If necessary, the IC will give evacuation notices by fire alarm, phone, two-way radios, pagers, e-mail, or individual contact as the situation warrants. Building Emergency Response Teams (BERTs) will be called upon to assist with evacuation operations. Due to the nature of campus operations and the uncertainty as to who is in a building at any particular time, BERTs must make as thorough a check as possible to ensure everyone is safely out of the building. A decision to evacuate the campus will prompt specifically trained employees to properly shut down any potentially impacted operating equipment, according to established departmental procedures, and provide for employees, visitors, and contractors to leave the impacted University building quickly and safely.

11.2.1 General Building Evacuation Procedures

Each campus building has its own evacuation plan as part of its Building Emergency Plan. Building-specific emergency and evacuation procedures are outlined in these Plans. See Appendix F for Building Emergency Plan Template. Building occupants are required by law to evacuate the building when the fire alarm sounds. The following general procedure will be followed in the event of a building or area evacuation:

- Building evacuations will occur when an alarm sounds and/or upon notification by the IC, UPD, or a BERT member.
- When the building evacuation alarm is activated during an emergency, occupants should leave by the nearest marked exit and alert others to do the same.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Stay calm; do not rush and do not panic.
- Assist the physically disabled in exiting the building if you can do so safely. (If you cannot, inform response personnel of the location(s) of people still in the building.)
- ***Do not use the elevators in case of fire or earthquake.***
- Once outside, proceed directly to the appropriate Immediate Assembly Area (IAA) for the affected building. Stay there until an accurate headcount is taken and you have been told it is safe to leave or given alternate instructions.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building or area unless you are told it is safe to do so by emergency responders.

11.2.2 Fire Evacuation Procedures

Follow General Evacuation Procedures described above as soon as you hear the fire alarm.

If there is a fire in your work area:

- First, notify the fire department, UPD, and other building occupants by pulling the alarm pull station and (from a safe distance) calling UPD at 878-6333 to provide details of the situation
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may attempt to do so. Be sure you have a safe exit from the area. Leave the area if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds. (See General Evacuation Procedures above).
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated Immediate Assembly Area (IAA).
- Do not re-enter the building or work area until you have been instructed that it is safe to do so by the emergency responders.

11.2.3 Evacuation of the Physically Disabled

Disabled individuals should pre-plan for potential emergency evacuation needs as provided for in the Building Emergency Response Plans. This planning entails identifying exit routes in buildings frequented by the disabled, establishing a buddy system, and identifying safe areas of refuge.

BSU has developed the following guidelines for assisting people with physical disabilities in a building evacuation. Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation can be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that adverse environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following general guidelines should be considered, but all may not apply in every circumstance:

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency (as provided for in the Building Emergency Plans). If a volunteer is not available, designate a willing individual to assist.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call UPD at 878-6333.
- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training, or the person is in immediate danger and cannot wait for professional assistance.

- If a power outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light, and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call UPD at 878-6333 from a campus telephone to request evacuation assistance from the Fire Department.
- Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating.

11.2.3.1 Blindness or Visual Impairment

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris in the exit path or a crowd of people.
- Give other verbal instructions or information (i.e. elevators cannot be used), as appropriate.

11.2.3.2 Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

11.2.3.3 Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area, (*e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard).

  If you do not know the safer areas in your building, call UPD at 878-6333.
- Notify emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

11.2.4 Evacuation of the Buckham Campus School

The Buckham Campus School is located on BSU's campus. The school has students in grades pre-K through 8. Although the Buckham Campus School has its own emergency and evacuation plans, BSU

emergency responders would likely assist and provide logistical support if an evacuation of the school is necessary. The School performs routine fire drills to get students accustomed to evacuating the building in an orderly manner.

11.2.5 Campus Evacuation

A critical element of any evacuation is transportation. In many campuses and communities, car commuters can congest roadways at times to the point of "gridlock." The dense urban population, high number of resident students, and use of transportation alternatives at BSU must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, or bicycle.

The following procedure will be followed in the unlikely event that a campus evacuation is necessary:

- Evacuation of all or part of the campus grounds will be announced by the JE.
- All persons (students and staff) are to immediately vacate the site in question using the nearest accessible exit and reassemble (if required) as directed by the JE.

11.3 EVACUATION ROUTES

Primary and secondary evacuation routes for individual campus buildings, along with assembly areas, are included in individual Building Emergency Plans. All employees and students should be familiar with the nearest emergency exit and an alternate route for locations in which they frequently work. Evacuation protocol are specified in the campus Emergency Response Plan and on the campus safety website

http://www.buffalostate.edu/offices/police/safety/default.asp?sub=erp&sec=5"

11.4 EVACUATION ASSEMBLY AREAS

BSU has three different types of evacuation assembly areas as defined below. These areas should accommodate all relocation needs for most potential emergency situations that could occur on campus. Given the size of the campus, it is extremely unlikely that employees and students would need to be evacuated off-site to find shelter. However, should the need occur, arrangements will be determined by the JE in consultation with outside emergency response agencies. Transportation to off-site assembly areas may be by personal car, campus vehicles, outside responders, or school buses from local schools.

Immediate Assembly Area (IAA)

The IAA is to be used by personnel who are evacuated from their building as a meeting place to ensure building occupants have been accounted for and also as a place to wait to receive further instruction by emergency responders. IAA locations are designated in Building Emergency Plans.

Temporary Assembly Areas (TAA)

TAAs are to be used by personnel who are displaced for an hour or more due to conditions that affect select buildings. TAA locations will vary depending on where the original emergency occurred. Potential TAAs are listed in Building Emergency Plans. These areas may also be used for temporary shelter when evacuating during inclement weather.

Emergency Assembly Areas (EAA)

EAAs are part of the overall campus emergency preparedness program for use in major disasters. In a campus wide emergency, employees can find essential services in the EAA. The primary designated

EAA is the Sports Arena. If the Sports Arena is uninhabitable, the Campbell Student Union is the first alternate site, with Bulger Communications Center being the second alternate site.

The Emergency Assembly Area Coordinators could include the Director of Intercollegiate Athletics, Assistant Director of Facilities for Intercollegiate Athletics, Ice Rink Manager for Intercollegiate Athletics, Associate Director of Campus Services, Associate Director of Facilities, Director of Business Services, Coordinator of Business Systems-Campus Services, Director of Butler Library/Bulger Communications Center, and Director of Student Union, depending which EAA is activated. This group would coordinate and supervise efforts to provide essential services, should the EAA be needed.

11.5 INTERNAL SHELTERING FOR BSU EMPLOYEES, STUDENTS, AND VISITORS

If the IC determines that people cannot be safely evacuated from an area, or it is safer to remain indoors, he/she may order internal sheltering for BSU employees, students, and visitors. The following procedures should be followed during internal sheltering:

- Close all doors and windows.
- Shut down air conditioners and fans.
- Lower thermostat setting to minimize air intake.
- Seal off windows and doors if necessary.
- Stay in place and await additional information.
- HVAC Department to shut down the appropriate air handling units

11.6 EXTERNAL EVACUATION

It is unlikely that a campus incident could cause an evacuation of people living off-site. In the event this does occur, however, the recommendation to evacuate citizens located beyond the University boundaries will be made by authorized outside responders. The recommendation will be immediately communicated to local and/or state officials for action. Local authorities, emergency responders and elected or appointed officials will make the final evacuation decision and dictate evacuation procedures. BSU will assist as directed by local officials.

11.6.1 Protection-in-Place

If a hazardous materials emergency could adversely affect the lives and safety of the local citizens, the IC will inform local authorities of the situation and that they should not to attempt to evacuate citizens, but instead notify citizens of proper protection-in-place procedures. Such procedures would include staying indoors, closing all doors and windows, and turning off air conditioners. Local authorities will make the final decision upon this recommendation and act accordingly.

12 SECURITY AND CONTROL

This Chapter describes the routine security measures BSU implements to protect employees, visitors, and students, and the security measures BSU implements during an emergency to ensure the protection of human health, the environment, and property. This Chapter also describes hazardous materials transportation-related security risks, and measures BSU has taken to limit them. This section meets the requirements of 29 C.F.R. § 1910.120(q)(2)(v) and 49 C.F.R. § 172.802(a).

12.1 ROUTINE SECURITY MEASURES

BSU is a public University, and access to most areas on campus is unrestricted. Several routine security measures are in place to ensure the safety of people and the security of property. University Police Officers are on patrol 24-hours a day. All emergency calls are received by the UPD dispatch center, which is operational 24 hours per day, 365 days per year. When UPD receives an emergency call, the dispatcher immediately notifies an officer to investigate the scene, and/or calls the fire department, ambulance, or off-site police, as necessary. Emergency blue light phones are located throughout campus, and connect directly to UPD when the receiver is lifted. Campus buildings are locked every night, and the campus is well-lit.

12.2 HAZARDOUS MATERIALS SECURITY

12.2.1 Preventing Unauthorized Access

BSU uses, stores, and transports a large variety of hazardous materials as identified in Chapter 2. Limiting unauthorized access to hazardous materials is of primary importance. This can sometimes be difficult on an open, public campus. All employees must remain alert to the presence of suspicious or unfamiliar people in the vicinity of hazardous materials. This section addresses potential hazardous materials security risks at BSU, and describes the measures in place to prevent their theft and potential use for criminal and/or terrorist purposes. Laboratories in which hazardous materials are used must be locked when unoccupied. Hazardous chemical and hazardous waste store rooms are kept locked at all times when not attended by authorized personnel. Only authorized personnel have access to keys.

12.2.2 Assessment of Transportation-Related Security Risks

Hazardous materials may be particularly vulnerable during transportation and prior to reaching their ultimate destination. Therefore, according to DOT requirements, BSU has assessed these potential risks and informed affected employees through the training described in Section 5.4. The primary transportation-related risks with hazardous materials are releases as a result of accidents, safety issues, and theft. A summary of the security risk assessment and countermeasures for hazardous materials in transportation and storage/use is found in Table 12-1.

12.2.2.1 Shipping and Receiving

Most hazardous chemicals are received at BSU in one of two locations; the Clinton Center Stockroom and the Mailroom. . Hazardous materials are occassionally received in bulk volumes (i.e. 55-gallon drums of antifreeze and oils) at the Clinton Center Stockroom, but it is more typical for large containers to be delivered directly to the areas in which they are used. Stockroom staff do, at times, offload delivering vehicles. The Stockroom is locked when unattended. When necessary, Stockroom staff deliver hazardous materials using campus vehicles.

The Mailroom receives commercial chemicals in smallcontainers that are used in laboratories, studios, or shops. Hazardous materials arriving at the Mailroom are always off-loaded by the delivery driver, rather than BSU staff. Upon receipt of the hazardous materials, Mailroom staff ensure packages contain what is

expected, check in the items, and then call the recipient. In most cases, the hazardous material recipient goes to the Mailroom the same day to pick up his/her delivery. If the recipient cannot pick up the hazardous material, the Mailroom delivers it the day it is received. The Mailroom is locked when unattended. Radioactive materials are picked up at the Mailroom by the Radiation Safety Officer who delivers them to the users.

12.2.2.2 On-Site Transportation of Waste

Hazardous waste, radioactive waste, and regulated medical waste are all transported on BSU's campus by employees and contractors. Hazardous wastes are picked up by the EH&S Office from the various buildings in which they are generated, and transported to a central storage location – the Outside Volatile Storage at the Science Building. Radioactive waste and regulated medical waste are stored in the buildings in which they are generated. BSU's vehicles do not require a special transporter permit because they do not transport hazardous waste in commerce, and they do not drive on public roads. Waste is not left unattended in the vehicle when transported by BSU personnel.

Waste contractors and/or transporters also transport hazardous materials on campus. The waste is picked up from its storage location and removed from BSU by the contractor/transporter for ultimate disposal or recycling. Contractors' vehicles are required to be locked if unattended.

12.2.2.3 Hazardous Materials En Route Security

Packaging and preparation of hazardous waste, radioactive waste, and regulated medical waste for shipment is performed by trained contractors or trained, authorized, BSU employees. All waste storage areas are locked when not attended by authorized personnel. At no time during preparation, loading, transport, or storage incidental to movement are unsecured hazardous materials (including wastes) unattended by trained personnel. Prior to leaving the campus, hazardous wastes and other regulated materials are packaged in DOT-approved containers, and their contents are clearly indicated with DOT-specified labels and markings. BSU also ensures properly completed shipping papers, signed by University personnel and the transporter, accompany every waste shipment.

Once hazardous/regulated wastes leave BSU's property, the University relies on the licensed transporters' security plans to ensure safe transport. BSU ensures all of its contracted waste haulers and individual drivers are properly permitted/licensed. BSU also requires its hazardous materials transporters to have DOT security plans.

12.2.3 Personnel Security Risks

DOT Hazardous Material regulations require BSU to take measures to confirm information provided by job applicants hired for positions that involve access to and handling of the hazardous materials covered by the Security Plan. The DOT defines "hazmat employees" as anyone "who in the course of employment, directly affects hazardous materials transportation safety." See 49 C.F.R. § 171.8.

All technical job applicants hired for positions that involve access to and handling of hazardous materials have their educational and professional credentials reviewed. Such review is consistent with applicable Federal and State laws and requirements concerning employment practices and individual privacy. Such reviews are not possible for students working around hazardous materials. In these instances, Principal Investigators (PIs), faculty, staff, and lab supervisors must remain alert to potential security risks posed by students having access to hazardous materials.

Hazmat employees also receive training on hazardous materials security issues in DOT Hazardous Materials Transportation or Hazardous Waste Management training courses.

12.3 SECURITY MEASURES IMPLEMENTED DURING EMERGENCY INCIDENTS

The initial responder at an incident scene will use individual experience, training, and awareness to begin isolation and evacuation of the affected areas. UPD will also make the required internal notifications, according to the level assigned the incident, so that more highly trained or additional responders will be summoned, as needed.

These individuals will also take needed actions to ensure the safety of those on campus. This begins by establishing initial control zones (i.e. hot, warm, and cold). During an emergency incident, the responding team establishes control zones around the affected area(s). The purpose of setting up control zones is to minimize the potential adverse impact of the incident on employees, students, visitors, citizens, responders, the environment, and property.

12.3.1 Establishing Control Zones

The IC, in conjunction with other members of the HAZMAT Team, will immediately designate three major zones around the affected area for all emergencies where such action is appropriate. These zones serve to reduce the risk to personnel and equipment by controlling and directing tactical operations. Personnel will move through access control points only. While establishing control zones is helpful for managing any emergency incident, it is critical when hazardous materials are involved to prevent their dispersion. Each zone is described below.

12.3.1.1 Hot Zone (Exclusion Zone)

This is the area of most concern. In Hazmat incidents, access to this area is limited to trained responders using proper PPE and the buddy system. All other Standard Safety and Operating Procedures will be adhered to for Hot Zone operations. The Hot Zone will extend far enough to prevent adverse effects from hazardous materials when present. Only those responders necessary to control the incident or rescue others may enter this area. Evacuees from the Hot Zone will be controlled in a decontamination area when hazardous materials are involved.

12.3.1.2 Warm Zone (Contamination Reduction Zone)

The Warm Zone is an area of limited access. The purpose of the warm zone is to reduce the spread of contamination and control access to and from the Hot Zone. It also serves as a buffer zone and, at least initially, is not contaminated. Contamination in this zone should remain in the Decontamination Corridor, which is also located in this zone. During hazmat responses, entry and exit from the Hot Zone will always be accomplished through the Decontamination Corridor which will be controlled and secured. PPE may be required in this area. The size of this zone will be determined by the nature of the incident and the size of the decontamination operations to be conducted within. The IC, in conjunction with the HAZMAT Team, will determine where the zones are for each emergency.

12.3.1.3 Cold Zone (Support Zone)

The Cold Zone is the area which borders the outer perimeter of the Warm Zone and is a clean area set up for support operations. If possible, it will be upwind and uphill from the Hot and Warm Zones during hazmat incidents, and as far away from the Hot Zone as necessary for safe operations. This zone will have a secure outer boundary.

12.3.2 Identifying Control Zones

Control zones will be defined based on results of sampling, monitoring, and/or visual incident investigation. If monitoring instruments are not immediately available, the IC will use physical data and

chemical information to determine the safest zones. Extended zones may be necessary until the zones are accurately defined. The criteria for establishing zone boundaries include:

- Visual survey and investigation of the incident.
- Location and types of hazardous materials and other hazards in the area.
- Analysis of data on physical and chemical properties of hazardous materials involved, when applicable.
- The ability to safely access the contaminated/affected area.
- Area necessary for the control zones to be effective.
- Current and anticipated weather conditions.
- Number of personnel available to properly control these zones.
- Number of injured persons and potential exposure of personnel and the public.

12.3.3 Securing Control

Once the Control Zones have been determined, they will be clearly marked. This may be done by using hazard tape, rope, warning cones, or by any other effective means. Personnel will then be strategically placed around the perimeter of the Cold Zone and, if necessary, the Warm Zone to restrict access by unauthorized personnel. Personnel chosen for this job may not have completed formal emergency response training, and may include UPD, Campus Services, or other appropriate University personnel. However, all personnel involved in the emergency response will be briefed on site safety policies and hazard exposure information.

Table 12-1: Hazardous Materials Security Risk Assessment and Countermeasures

Access Point	Risk Level	Type of Risk	Security Risk Countermeasures	Implementation Date
All	Low	Personnel Security Risk	1) Implement a policy/procedure to confirm all hazmat employee job applicant information. 2) PIs and supervisors must be alert to potential employee/student security risks.	Currently in effect.
All	Low	Accidents/Injuries Due to Unsafe Handling	1) Employees and students working with hazardous materials receive training on proper handling and emergency procedures. 2) Periodic safety fliers and bulletins remind personnel to work safely.	Currently in effect.
Laboratories Shops	Medium	Hazardous Materials Theft / Unauthorized Access	1) All areas with hazardous materials should be locked when unattended. 2) Employees receive hazardous materials security training in either the DOT or Hazardous Waste Management courses.	Currently in effect.
Hazardous/ Regulated Waste Storage Areas	Low	Hazardous Materials Theft / Unauthorized Access	1) All hazardous/regulated wastes are stored in locked locations. Only authorized personnel have keys to access these areas.	Currently in effect.
Receiving Areas	Low	Hazardous Materials Theft / Unauthorized Access	1) The Receiving areas are locked when unattended. 2) Hazardous materials rarely remain in the Mailroom over night. 3) Employees receive hazardous materials security training in either the DOT or Hazardous Waste Management courses.	Currently in effect.
On-Campus Transport Vehicle	Low	Hazardous Materials Theft / Unauthorized Access	1) Vehicles containing hazardous materials not left unattended.	Currently in effect.
En Route	Low	Hazardous Materials Theft / Unauthorized Access	1) Licensed contractors used for waste management and transportation. 2) Contractors must have DOT Security Plan.	Currently in effect.

13 DECONTAMINATION PROCEDURES AND POLICIES

This Chapter describes the policies and procedures to be used whenever decontamination is necessary during emergency response operations involving hazardous materials at BSU, and satisfies the requirements of 29 C.F.R. § 1910.120(q)(2)(vii); and 40 C.F.R. § 373-3.4(g)(8)(ii).

13.1 IMPORTANCE OF DECONTAMINATION

OSHA defines decontamination as "the means of removal of hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable adverse health affects." 29 C.F.R. § 1910.120(a)(3). Practicing proper decontamination procedures both during and after a hazardous materials incident helps prevent unnecessary personnel exposure to hazardous materials and reduces the potential spread of the material involved. The benefits of conducting proper decontamination are critical and cannot be over-emphasized.

Contamination of personnel and equipment, even with strict safety practices, may occur. A plan to decontaminate is necessary, and must be operational before any entry is made into an environment that may pose risks from hazardous materials.

13.2 PERSONNEL DECONTAMINATION

After each hazardous materials incident, careful decontamination of personnel and their PPE should be performed to minimize the chances of hazardous materials being inhaled, coming into direct contact with individuals' skin, and/or being tracked off-site.

Any person who becomes ill or injured in the hot zone must be decontaminated to the maximum extent possible. If the patient's condition is serious, at least partial decontamination should be completed (i.e., complete disrobing of the injured person and redressing in clean coveralls or wrapping in a blanket). Any person being transported to the hospital for treatment should take with them information, such as SDS(s), on the chemical(s) they may have been exposed to at the site.

13.3 EQUIPMENT DECONTAMINATION

BSU's HAZMAT Team will likely handle equipment decontamination for incidents to which it responds. If extensive decontamination of property or emergency response equipment is necessary, outside agencies may be called. The outside agency will carry out all necessary decontamination in accordance with its plan, and BSU will assist as necessary. All equipment and supplies are thoroughly decontaminated prior to being stored away for future use.

14 NOTIFICATION PROCEDURES FOR FEDERAL, STATE, AND LOCAL OFFICIALS

This Chapter identifies the hazardous materials covered by this HMCP and lists applicable reportable quantities (RQs), in pounds and/or gallons (for liquids), for those materials that have RQs. This Chapter also describes how BSU notifies federal, state, and local agencies regarding: reportable releases at or from BSU; Contingency Plan implementation; and fatalities or hospitalization of three or more employees. This Chapter satisfies the requirements of 6 NYCRR §§ 373-3.4(g)(4), (9), and (10), 595.3, 613.8; 42 U.S.C. §§ 9603 and 11004; and 29 C.F.R. § 1910.04.

14.1 HAZARDOUS MATERIALS RELEASE GREATER THAN OR EQUAL TO RQ

As soon as BSU has knowledge that there has been a release to the environment that equals or exceeds an applicable RQ in any 24-hour period, it immediately reports the release to all appropriate agencies. 40 C.F.R. § 302.6(a). BSU defines immediately to mean within one hour of becoming aware of the exceedance, unless reporting within this time frame would compromise the response effort.

There are many hazardous materials present on-site in quantities that are less than applicable RQs. If any of these materials are released, they will be addressed in accordance with this HMCP. However, these releases may not be reported to outside agencies unless circumstances require reporting (e.g., outside assistance or emergency treatment is needed).

It is the responsibility of the Emergency Coordinator (EC) or his/her designee to ensure all regulatory agencies are notified, when notification is required by law.

14.1.1 Determination of Reportable Quantities

In the event of a spill or release, the RQs for the hazardous materials stored at BSU are determined in accordance with 40 C.F.R. §§ 302.4, 302.5, and 302.6; and 6 NYCRR § 597. Table 14-1 identifies a list of federal and state reportable quantities for hazardous materials possibly present above an RQ on BSU's campus. Where a product or mixture contains more than one hazardous constituent, all hazardous constituents and corresponding RQs are investigated, and the lowest applicable RQ is used to determine reporting requirements. See 40 C.F.R. §§ 302.6(b)(1) and 302.5(a).

Any time there is a spill of a chemical in a lab or shop that results in a release to the environment, the appropriate employee (or UPD if the incident is reported there) will contact the EH&S Department. The EC will check Table 14-1, and if any RQs are exceeded, appropriate notifications will be made as described in this Chapter. The EC may also wish to check the complete federal and state RQ listings in 40 C.F.R. § 302.4 and Part 355 Appendix A; and 6 NYCRR Part 597.

BSU relies on information contained in manufacturers' material safety data sheets (SDSs) and/or process knowledge to determine chemical contents and reportable quantities. See 29 C.F.R. § 1910.1200(d).

14.1.2 Reportable Releases Under New York Spill Reporting Laws

Pursuant to New York law, BSU reports the following hazardous substance releases:

- **Releases Exceeding Reportable Quantities -** The release of a state hazardous substance to air, water, or land in excess of a state RQ in any 24-hour period is reported to the New York State Department of Environmental Conservation (DEC) (1-800-457-7362) within two hours, by the EC, or his/her designee. See 6 NYCRR § 595.3. Applicable state and federal RQs for hazardous substance releases to air, land, or water for those substances that BSU typically has on-site are listed in Table 14-1 below.

- **Required Reporting of Releases Less Than Reportable Quantities -** A release of any DEC-listed hazardous substance will be reported to the DEC within two hours, if possible, regardless of the quantity, if:

- The release has caused or could reasonably be expected to cause a fire that has the potential to impact off-site areas; or
- The release has caused or could reasonably be expected to cause an explosion or a violation of air or water quality standards; or
- The release has caused or could reasonably be expected to cause an illness or injury to people, not including persons in the building where the release occurred; or
- Runoff from fire control or dilution waters may contribute to a contravention of water quality standards.

See 6 NYCRR § 595.3(a)(2).

- **Suspected or Probable Spills -** A suspected or probable hazardous substance release must be reported (within 24 hours) unless further investigation shows that an actual release has not occurred, or that the release does not have to be reported (e.g., spills of less than a RQ). See 6 NYCRR § 595.3(b).

The following are examples of "suspected" or "probable" spills that must be reported to DEC within 24 hours of discovery:

- Test, sampling, or monitoring results from a release detection method indicate that a release may have occurred.
- Unusual operating conditions such as the erratic behavior of product dispensing equipment, the sudden loss of product from a storage tank, an unexpected presence of water in a tank, or the physical presence of a hazardous substance or an usual vapor level that is of unknown origin.
- Impacts to the surrounding area, such as evidence of hazardous substances or resulting vapors in soils, basements, sewer and utility lines, and nearby surface waters.
- Any other conditions or indications of a suspected release.

14.1.3 Hazardous Substance Spill Reporting Procedures

If a reportable release[3] (e.g. a release to the environment above an RQ) of a hazardous substance occurs, the EC, or his/her designee, will report the incident within 2 hours (or as soon as possible for a federally reportable release) to:

- DEC (if a state RQ is exceeded) (800) 457-7362
- National Response Center (if a federal RQ is exceeded) (800) 424-8802

Information Required

When a spill incident is reported to a state or federal agency by telephone, the caller will provide the following information:

- Time and date of spill

[3] Note that some state RQs are lower than the federal RQs for the same hazardous substance. Therefore, a released quantity may be reportable to the state, and not necessarily the National Response Center. Be sure to check both RQs either in Table 14-1 or the regulations.

- (Probable) source of spill
- Location of spill
    - Any water body impacted
    - Village, town, county
    - Street address
- Any health and/or fire hazards
- Material spilled
- Quantity spilled
- Action being taken to contain the spill
- Personnel on scene
- Other agencies notified

If an emergency incident involves incompatible waste, the EC, or his/her designee, will ensure that such waste is not stored, treated, or disposed prior to the completion of cleanup procedures and all emergency equipment is cleaned and fit for its intended use prior to the resumption of facility activities.

Depending on the nature of the release, the DEC may require that a follow-up written report be submitted describing how the release occurred, identifying corrective actions that have taken place, and describing procedures that have been implemented to prevent a release from occurring again (e.g. regular inspections, training).

14.2 HAZARDOUS MATERIAL RELEASE THAT LEAVES FACILITY BOUNDARY

If a hazardous material release (greater than or equal to the RQ) leaves or threatens to leave the boundaries of the facility, (a release to land or water) the EC or his/her designee will immediately notify the DEC at (800) 457-7362 and the local emergency planning committee(s) (LEPC) of each potentially affected town. See 40 C.F.R. §355.40 (b).

14.2.1 Emergency Incident that Threatens an Impact Beyond Facility Boundary

If BSU has a hazardous material release, fire, or explosion that could threaten human health or the environment outside the campus grounds, the EC or designee must notify local authorities if it appears evacuation may be necessary. The EC must also immediately notify the DEC at (518) 457-7362 and the National Response Center at (800) 424-8802. The telephone report must include the following information:

- Name and telephone number of reporter;
- Name and address of facility;
- Time and type of incident (e.g., fire, release);
- Name and quantity of materials involved, to the extent known;
- Extent of injuries, if any; and
- Possible hazards to human health or the environment, outside the facility.

14.3 CONTINGENCY PLAN IMPLEMENTATION NOTICE

Whenever the Contingency Plan piece of the HMCP is implemented in a hazardous waste-related emergency and prior to resuming hazardous waste operations in the affected area, the EC must notify the DEC that; (1) no operations that could potentially aggravate the situation were resumed until all the released material was properly cleaned up, and (2) that all emergency equipment listed in the Plan was cleaned and fit for intended use prior to resuming operations.

BSU will keep a report of all incidents that require implementation of the Contingency Plan. Within 15 days of such an incident, the EC will submit a written report to the DEC including the following information:

- Name, address, and telephone number of the owner/operator;
- Name, address, and telephone number of facility;
- Date, time and type of incident (e.g., fire, release);
- Name and quantity of materials involved;
- Extent of injuries, if any;
- An assessment of actual or potential hazards to human health or the environment, where applicable; and
- Estimated quantity and disposition of recovered material that resulted from the incident.

14.4 REPORTING OF FATALITY OR MULTIPLE HOSPITALIZATION INCIDENTS

Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, BSU will orally report the fatality/multiple hospitalization by telephone to the appropriate regulatory agency. For New York State employees, the report should be made to the regional Public Employee Safety and Health Bureau (PESH) at (716) 847-7133. For non-State employees, the report should be made to OSHA at (800) 321-OSHA (6742). Oral notification is also made if a fatality or hospitalization of three or more employees occurs within thirty (30) days of an incident. However, if BSU does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under either of the scenarios described above, BSU will report the incident within eight hours of the time the incident is reported to any BSU agent or employee. See 29 C.F.R. §§1904.8(a) and (b); and 12 NYCRR § 801.39.

Such notifications will relay the following information:

- BSU's name;
- location of incident;
- time of incident;
- number of fatalities or hospitalized employees;
- names of any injured employees;
- employer's contact person and telephone number; and
- brief description of incident.

See 29 C.F.R. §1904.8(c).

Table 14-1: Reportable Quantities for Hazardous Substance Releases at BSU

Product Name *	CAS Number	NYS Air		NYS Land/Water		Federal		Product Specific Gravity
		RQ for Discharge (gals)	RQ for Discharge (lbs)	RQ for Discharge (gals)	RQ for Discharge (lbs)	RQ for Discharge (gals)	RQ for Discharge (lbs)	
Acetic Acid	64-19-7	588	5,000	12	100	588	5,000	1.02
Acetone	67-64-1	758	5,000	0.1	1	758	5,000	0.791
Ammonia	7664-41-7	13	100	13	100	13	100	0.9
Asbestos	1332-21-4	NA	1	NA	1	NA	1	NA
Benzene	71-43-2	1	10	0.1	1	1	10	0.88
Calcium Hypochlorite	7778-54-3	NA	10	NA	10	NA	10	NA
Chlorine	7782-50-5	0.8	10	0.8	10	0.8	10	1.47
Chloroform	67-66-3	1	10	0.1	1	1	10	1.492
Chromic Acid	11115-74-5 or 7738-94-5	0.67	10	0.67	10	0.67	10	1.8
Cyclohexylamine	108-91-8	0.1	1	0.1	1	1,378	10,000	0.87
Ethyl Acetate	141-78-6	665	5,000	0.1	1	665	5,000	0.9018
Ethylene Glycol	107-21-1	0.1	1	0.1	1	545	5,000	1.1
Ethylene Oxide	75-21-8	1	10	1	10	1	10	0.882
Ethyl Ether	61-29-7	12	100	12	100	12	100	1.035
Formaldehyde	50-00-0	11	100	0.1	1	11	100	1.1
Hexane	110-54-3	0.18	1	0.18	1	909	5,000	0.659
Hydrochloric Acid	7647-01-0	526	5,000	11	100	526	5,000	1.14
Hydrofluoric Acid	7664-39-3	10	100	10	100	10	100	1.175
Lead ** (including several lead compounds)	7439-92-1	NA	10	NA	10	NA	10	NA
Mercury	7439-97-6	0.01	1	0.01	1	0.01	1	13.54
Methanol	67-56-1	749	5,000	0.1	1	749	5,000	0.8
Methylene Chloride	75-09-2	91	1,000	0.1	1	91	1,000	1.32
Nitric Acid	7697-37-2	120	1,000	12	100	120	1,000	1

Product Name *	CAS Number	NYS Air		NYS Land/Water		Federal		
		RQ for Discharge (gals)	RQ for Discharge (lbs)	RQ for Discharge (gals)	RQ for Discharge (lbs)	RQ for Discharge (gals)	RQ for Discharge (lbs)	Product Specific Gravity
PCBs	1336-36-3	0.08	1	0.08	1	0.08	1	1.5
Phenol	108-95-2	112	1,000	0.11	1	112	1,000	1.07
Pyridine	110-86-1	0.1	1	0.1	1	123	1,000	0.978
Silver Nitrate	7761-88-8	0.027	1	0.027	1	0.027	1	4.33
Sodium Cyanide	143-33-9	0.7	10	0.07	1	0.7	10	1.6
Sodium Hydroxide	1310-73-2	56	1,000	5.6	100	56	1,000	2.13
Sodium Hypochlorite	7681-52-9	10	100	10	100	10	100	1.22
Sulfuric Acid	7664-93-9	65	1,000	7	100	65	1,000	1.834
Tetrachloroethylene	127-18-4	7	100	0.1	1	7	100	1.622
Toluene	108-88-3	139	1,000	0.1	1	139	1,000	0.86

*Note: RQs are provided for 100% solutions of given hazardous substances. To determine the RQ of a dilute or mixed solution, divide the RQ by the percentage of the material of concern. For example, to determine the NYS air RQ of a 50% aqueous nitric acid solution, divide 1000 by .50 for an RQ of 2000 lbs. To convert RQs from pounds to gallons, divide the RQ in pounds by the sum of the specific gravity times 8.34.

**Note: Notification of a release of an RQ of solid particles of these substances is not required if the mean diameter if the particles releases is larger than 100 micrometers (0.004 inches).

The complete RQ tables are found in 40 C.F.R. Part 355, Appendix A and § 302.4; and 6 NYCRR § 597.

15 INCIDENT TERMINATION, CRITIQUE AND FOLLOW-UP REPORT

This Chapter describes BSU's incident termination procedures, critique, follow-up report, and satisfies the requirements found at 29 C.F.R. § 1910.120(q)(2)(ix).

15.1 INCIDENT TERMINATION POLICY

When a spill or release no longer poses any threat to life, the environment, or property, the IC will announce termination of the emergency phase of the incident. In determining whether an emergency has ended, the IC will consider:

- Remaining potential threat to human health and the environment;
- Whether the incident has ceased or is under control;
- Whether it is safe for workers to enter evacuated areas; and
- The presence or availability of cleanup crews.

Formal termination procedures will follow all emergency incidents. These procedures include: (1) Debriefing, (2) Post Incident Analysis, and (3) Critique. If a long term hazardous waste cleanup operation is necessary, then BSU will facilitate appropriate action. Some University personnel may not be qualified to re-enter the Hazard Sector to conduct clean-up operations. If the incident becomes an emergency again by posing a revived threat to people, the environment, or property, an emergency can be re-declared. Clean up operations that are conducted as part of the emergency phase to help mitigate the incident can only be performed by properly trained and equipped personnel.

15.2 INCIDENT TERMINATION PROCEDURE

Formal termination is important because it provides a vehicle to ensure that there are no additional hazards remaining and the area is safe for re-entry. Information for incident reports and documentation can be collected and evaluated during the termination phase. Formal termination provides a good incident overview, which allows positive change to occur. All hazardous materials emergencies at BSU will be properly terminated according to the three-step termination procedure described below. Each step has a list of steps to be completed. Depending on the specific situation, there may be other critical incident operations to discuss which are not on the checklist. Discussion of these matters will be coordinated through the IC.

15.2.1 Debriefing Phase

Debriefings are usually conducted at the scene as the first step of the termination process. They begin immediately after the emergency phase is over and before the responders leave the scene. A checklist for the debriefing procedure is given below:

- Conduct as soon as is practical after the emergency phase is over;
- Have one chairperson or moderator; the IC is not necessarily the best choice;
- Have all responders with a need-to-know present;
- Find all the necessary information available and the personnel with this knowledge;
- If possible, find a dry, warm, quiet place to conduct the debriefing;
- Express appreciation and discuss ONLY positive accomplishments;
- Inform responders about the chemical and potential exposure hazards;

- Inform responders about the symptoms of exposures and follow up medical actions;
- Determine if the scene is safe and secured properly;
- Assign personnel to post-incident investigation tasks for the critique;
- Identify lost, damaged or contaminated equipment and supplies; and
- Summarize the activities of various sectors and agencies.

15.2.2 Post Incident Analysis Phase

Usually this occurs after the debriefing, but before the critique. This process is used to gather information and seek solutions to problems that happened during the incident. The primary objective of post-incident analysis is to solve the problems before entering the critique by talking with people about those problems and determining appropriate corrective actions or solutions. By doing this, arguments may be prevented during the critique and constructive ideas to improve the response plan and procedures will result. A checklist for the post incident analysis includes:

- Identify incident response issues, concerns, and key personnel involved;
- Assign information gathering and problem solving responsibilities;
- Meet with everyone who has been given a responsibility before the critique begins;
- Reconstruct the incident to gain a clearer picture, if possible;
- Determine financial responsibility, if possible;
- Notify key people and agencies to be invited to the critique;
- Develop information and documentation to be used for the critique, if any; and
- Organize a presentation for the critique.

15.2.3 Incident Critique and Follow-up Report

This is the final termination phase. It will be used as a learning tool to help correct response problems or reinforce effective response plans and procedures. The IC will appoint a moderator to facilitate the critique, but the IC should not be the moderator if possible. There should be no arguments allowed during the critique and the objectives should be emphasized. (Disagreements are not necessarily arguments.) A checklist for the critique procedure is given below:

- Invite only ERT, EM Team personnel, representatives of outside agencies with a need-to-know, and any key people involved. Responders and representatives of outside agencies should not be invited just because they were called or present during the incident. Most responders can be briefed later by their respective representatives at the critique. Too many people at a critique invites arguments, delays the meeting, and does not help accomplish the critique objectives.
- Do not allow anyone to use the critique as a forum to assign blame and do not let the critique become a “free-for-all.”
- Be sure to address everyone’s questions and ideas.
- Inform everyone at the critique about response problems or accomplishments, and recommended or suggested corrective actions. Solicit positive solutions. Reinforce the positive and emphasize the gratitude whenever possible.

Based on the results of the follow-up investigation, the IC or designee will complete the following:

- Incident Investigation report;
- Response effort critique detailing those areas that were handled well and those areas needing additional attention. A list of recommendations should be included along with a rough time-table for corrective actions;
- A review of the containment device and/or process from which the release occurred and measures that can be taken to ensure against reoccurrence; and
- Summary reports will be provided to the Emergency Planning Group (Director if EH&S, Director of Campus Services, Coordinator of Business Systems, and Chief of University Police).

Whenever this HMCP fails during an emergency incident, or when a post-incident critique indicates issues of concern, it will be amended. Whenever the HMCP is amended, the amendments will be provided to all plan recipients as soon as practicable.

Information learned from a post-incident review may also be used in subsequent employee training.

15.3 DISPOSAL PROCEDURES

The recovery of spilled oil or chemicals and removal of contaminated debris is facilitated by an incident follow-up investigation team under the EC, his representatives, and other employees involved with the incident. The EC will determine what, if any, outside assistance is needed, what the applicable federal, state, and local regulatory requirements are, and then select one or more of the following waste cleanup/management options:

1. Product Recovery - whenever feasible, spilled and contained oil or chemicals will be returned to their original containers or process of origin. The EC will ensure all leaks and punctures are repaired first.

2. Off-Site Disposal - non-hazardous and hazardous wastes that cannot be reused, will be collected, stored and disposed at an appropriately licensed off-site facility.

Selected cleanup and disposal options will comply with all applicable federal, state, and local laws and rules. Decontamination wastes such as gloves, protective clothing and absorbent material will also be contained, characterized, and disposed according to local, state, and federal regulations. Typically, oily wastes and oil decontamination materials are not characterized as hazardous waste, but BSU will ensure that a proper characterization is conducted.

16 HAZARD COMMUNICATION PLAN

16.1 COMPLIANCE STATEMENT

This Written Hazard Communication Plan is designed to explain how BSU meets the requirements of OSHA's Hazard Communication Standard (HCS) (29 CFR §1910.1200), as adopted by PESH by reference. Specifically, it describes how BSU obtains and uses safety data sheets (SDSs), labels products containing hazardous chemicals,[4] and trains employees about the hazardous chemicals they may be exposed to at BSU. As a general rule, where options exist and whenever possible, the least hazardous substance available for a particular application should be procured.

The University is committed to employee safety and requires all employees to follow this plan and maintain their work areas accordingly. A copy of this Plan will be available to BSU employees, their designated representatives, and representatives of PESH and OSHA upon request to the EH&S Director. In addition, other information required as part of BSU's hazard communication efforts (e.g., SDSs and chemical lists) is available to employees upon request. Requesting to see such information is an employee's right and no employee will be penalized in any way for asking to review it. BSU is committed to providing employees and students a safe environment in which to work and learn, and this Hazard Communication Plan is part of that commitment.

The EH&S Director is the individual at BSU with overall responsibility for managing the Hazard Communication Program.

16.2 STATEMENT OF PURPOSE

This Hazard Communication Plan is established to coordinate and administer the transmission of information concerning chemical hazards to all employees. All employees that may be exposed to chemicals on the job are informed of the specific hazards of the chemicals that they may contact and the appropriate protective measures to use when handling the chemicals.

This program applies to all employees of BSU, whether part-time, full-time, hourly, or salaried, and at all locations affiliated with the University. Contractors hired by the University and who use hazardous materials at BSU are also required to comply with program requirements.

16.3 PROGRAM REVIEW

This written program will be reviewed annually by the EH&S Office. Any necessary revisions or updates will be made and the policy will be re-distributed to affected areas.

16.4 HAZARDOUS CHEMICAL LISTS

All departments compile and retain a complete inventory list of all hazardous chemicals utilized in that department. At a minimum, the list includes: the name of each chemical; the manufacturer; the area in which the chemical is used, handled, or stored; and verification that the corresponding Safety Data Sheet (SDS) is on file. Chemical inventories should be updated periodically as new chemicals are purchased. Department supervisors will document and maintain the inventory list, and act as a point of a contact for this program. The Art Conservation and Chemistry Departments have computerized chemical inventory databases.

[4] OSHA defines a "hazardous chemical" as any chemical that poses a physical or health hazard. 29 C.F.R. § 1910.1200(c).

Ideally, this database will be expanded to cover other campus departments. Copies of chemical inventories are also maintained with the EH&S Department's SDS file.

16.5 SAFETY DATA SHEETS (SDS)

Every hazardous chemical received on campus should be accompanied by an SDS. The Purchasing Department, Research Foundation, and EH&S Office will work together to ensure that all new procurements are accompanied, where appropriate, by an SDS. Missing SDSs will be obtained from chemical suppliers and/or manufacturers.
As a general rule, active SDSs should not be more than 3 years old. When a product's use is discontinued, and no remaining product is on-site, the product's SDS is removed from BSU's active SDS files. Revised/updated SDSs will similarly replace outdated SDSs in the campus files. In accordance with OSHA rules, BSU maintains SDSs for at least 30 years.

16.5.1 Content

The University uses SDSs provided by the chemical supplier. SDSs are in English and usually contain the following information:

- The chemical identity used on the label, trade or chemical name, emergency phone numbers and the HMIS hazard rating;
- The chemical and common names of the hazardous ingredient(s), as applicable;
- Various OSHA and ACGIH exposure limits;
- Data as to whether the chemical is an actual or potential carcinogen;
- Precautionary measures and handling procedures;
- Personal protective equipment and ventilation (routine handling);
- Emergency procedures (first aid) and acute health effects;
- Physical characteristics;
- Fire, explosion, and reactivity hazards;
- The health hazards, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by its exposure. The primary route(s) of entry, and target organs;
- Spill and leak procedures;
- Disposal procedures;
- Ecological hazards; and
- Regulatory information, OSHA, DOT, EPA, etc.

16.5.2 Location/Availability of SDSs

Departments on campus should maintain files of SDSs for the chemicals that they use, and the SDSs should be readily accessible to employees working in the areas. An individual in each department should be assigned the responsibility of maintaining the SDSs. SDS files are

also maintained in the EH&S Office, and copies are available upon request or for emergency situations. If an SDS is needed for an emergency during off-hours, UPD has access to the EH&S Office SDS files. Additionally, SDSs are widely available on the internet through manufacturers' web sites.

16.5.3 Trade Secret Information

The chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name and other specific identification of a hazardous chemical, from the SDS if:

- It is a bonafide trade secret;
- The properties and effects of the hazardous chemical are disclosed;
- The SDS indicates that the specific chemical identity is being withheld as a trade secret; and
- The specific chemical identity is made available to health professionals where a treating physician or nurse determines that a medical emergency exists and the information is needed for first aid or emergency treatment.

Paragraph (I), 29 CFR 1910.1200, Trade Secrets, will be followed to ensure compliance with this section. In non-emergency situations, a chemical manufacturer must, upon written request, disclose a specific chemical identity or other trade secret information to a Safety/Medical Department professional based on one of the following reasons:

- To assess the hazards of the chemicals to which employees will be exposed;
- To conduct or assess monitoring of the workplace atmosphere to determine employee exposure levels;
- To conduct pre-assignment or periodic medical surveillance of exposed employees;
- To provide medical treatment to exposed employees;
- To select or assess appropriate personal protective equipment for exposed employees;
- To design or assess engineering controls or other protective measures for exposed employees; or
- To conduct studies to determine the health effect of exposure.

Should it be necessary to obtain trade secret information, the EH&S Director will contact the manufacturer by telephone to attempt to acquire the information without the use of written arrangements. If a written arrangement is necessary, a request will be sent to the manufacturer. The manufacturer's request for confidentiality will be complied with including a strict procedure for signing, maintaining (for example, in a locked safe), and disseminating confidential information.

16.6 LABELS AND WARNINGS

All chemicals on-site will be stored in their original or an appropriately labeled secondary container. All chemical container labels must include, (1) the name of the chemical, and (2) the hazards associated with the chemical.[5] Labels can be obtained from the EH&S Office.

[5] Chemicals used in laboratories are covered by OSHA's Occupational Exposure to Chemicals in Laboratories standard at 29 C.F.R. § 1910.1450, instead of the Hazard Communication standard. The Laboratory standard does not have as stringent a

Containers into which a chemical is transferred for immediate use, do not need to be labeled. If a chemical will be left in a container for more than a single work shift, however, the container must be labeled though. Unmarked containers of hazardous chemicals should not be left unattended in the work area.
For small containers (i.e., sample vials), labeling can be accomplished through signs, placards, keys, etc., as long as the information is clearly stated and accessible to all employees in the work area. For example, a sign posted next to a shelving unit could describe the chemical name and hazards of many small containers rather than attempting to label each container. The sign may read, "Shelf 1 contains specimens preserved in ethyl alcohol which is an ignitability hazard." As another example, a key posted on a wall may read, "All containers marked N-2 contain sodium hydroxide – corrosive."

16.6.1 Container Labeling Requirements

- Hazardous chemical containers must be labeled with the chemical's name and its hazards.
- Labels and other forms of warning are to be legible, in English and/or pictograms, and prominently displayed on the container (or a sign or key as described above).
- New labels do not need to be added if existing labels already convey the required information.
- Numeric labeling systems can be used to indicate the hazards associated with a particular chemical. These hazard warning systems are based with 0 being no known or minimal hazard to 4 being a severe or highly toxic hazard. Two examples of numeric chemical hazard labeling systems are:
  - The NFPA (National Fire Protection Association) labeling system is based on a hazard rating of 0-4 for health, flammability, and reactivity. Specific hazards such as "oxidizers" and other instructions such as "no water for fire fighting" are indicated in a diamond shape.
  - The HMIS (Hazardous Material Information System) is also a hazard system which uses a 0-4 rating for health, flammability, and reactivity, but is laid out in rectangles. The bottom bar is used to indicate appropriate personal protective equipment.
- If significant new information is made available about a chemical's hazards, the labels must be revised within 3 months.

16.7 TRAINING

All BSU employees who work with or may be exposed to hazardous chemicals on campus are trained on the safe use and handling of the chemicals to which they may be exposed, the federal HCS, and this Hazard Communication Plan. Hazard Communication training will be offered twice annually by the EH&S Office, and as requested at other times. Local office managers or other designated individuals are responsible for ensuring that employees in their locations are trained as needed. Department supervisors or designees are responsible for reviewing the specific SDSs with their employees for the chemicals they may be exposed to.
Training records will be maintained by the EH&S Office.

requirement for the labeling of hazardous chemicals. However, BSU has chosen to apply the labeling rules of the Hazard Communication standard to laboratory chemicals as a best management practice.

16.7.1 Training Requirements

Chemical hazard communication training is required per 29 C.F.R. § 1910.1200(h)(1) under the following circumstances:

- Upon initial assignment to work area involving hazardous chemicals use or exposure; and
- When new hazardous chemical(s) are introduced in a work area or new information about a chemical is revealed. The SDS for the new or existing chemical will be reviewed with the applicable employees.

16.7.2 Scope of Training

Chemical Hazard Communication training includes the following:

- The provisions of the OSHA Hazard Communication Standard and the details of the Hazard Communications Plan;
- The location of this written plan and the list of hazardous chemicals;
- The operations in the work area where hazardous chemicals are present;
- The location of SDS hard copies and procedures to access SDS via the internet;
- The methods and observations that may be used to detect the presence or release of a hazardous chemical, (such as appearance and odor of the chemical, or the use of meters that monitor and alarm in the presence of chemicals in the workplace);
- The physical and health hazards of chemicals in the workplace;
- Measures employees can take to protect themselves from the hazards, including appropriate work practices, emergency procedures, and personal protective equipment (PPE);
- The requirements for use and limitations of PPE;
- The chemical labeling requirements and the use of SDS as a source of chemical hazard information; and
- Awareness as to possible chemical exposures in non-routine tasks.

See 29 C.F.R. § 1910.1200(h).

16.8 OUTSIDE CONTRACTORS

Prior to any outside contractor starting work on BSU's campus, the EH&S Director will be provided with the following:

- Hazardous chemicals to which the contractor's employees may be using while on the BSU job site;
- Measures the contractor's employees may take to lessen the possibility of exposure; and
- The availability and location of SDSs for hazardous chemicals used at BSU.

The contractor will also be provided with a copy of BSU's Hazard Communication Plan, upon request. The contractor will be responsible for providing adequate safeguards so his employees can complete the work without endangering themselves or others. The contractor is expected to

have its own written Hazard Communication Plan and be in full compliance with the applicable state and federal requirements. The contractor is expected to use signs, barricades and other appropriate means to keep unauthorized personnel out of the work area. Upon request, the contractor will also provide SDSs for any chemicals brought on site. Affected BSU employees will be notified of any potential hazards to them as a result of the contractor's use of hazardous chemicals.

16.9 NON-ROUTINE TASKS

Any non-routine work will be reviewed for potential exposure to hazardous chemicals by the responsible supervisor. Prior to starting non-standard work, each employee will be given information about the hazardous chemicals involved with such activities. This information will include:

- Specific chemical hazards; and
- Protective/safety measures the employee can take.

A procedure will be agreed upon detailing appropriate actions and safeguards to control exposure to any hazardous chemical. This procedure will be used whenever the work is being done. The supervisor will consult with the EH&S Office to develop appropriate procedures.

16.10 HAZARDOUS CHEMICAL DETERMINATION

The University relies on manufacturers' SDSs to determine whether the products it uses are considered hazardous chemicals.

16.11 ADDITIONAL INFORMATION

For additional information regarding BSU's Hazard Communication Plan, chemical hazards, or SDSs, employees should contact the EH&S Office at 878- 4038.

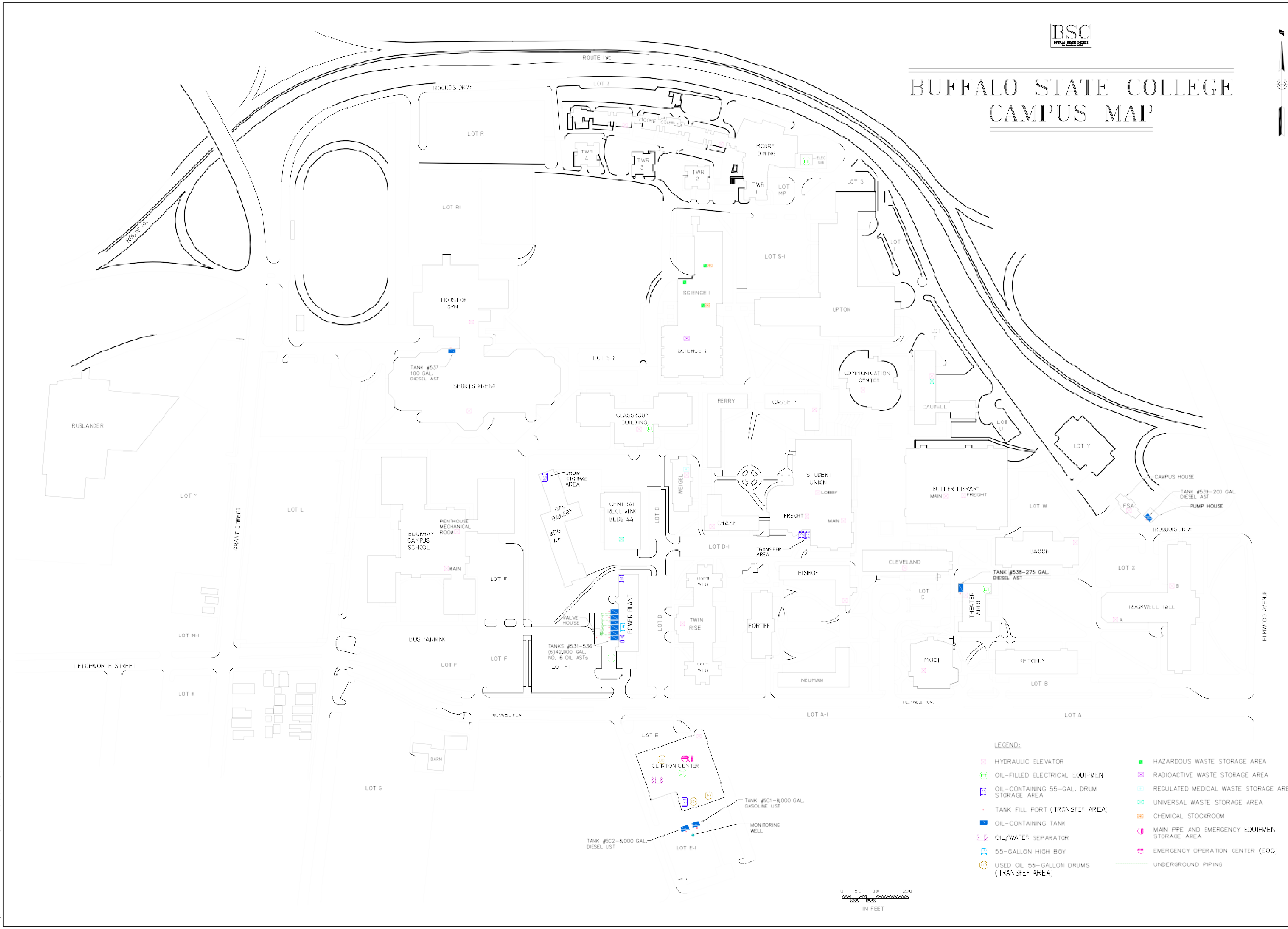
APPENDIX A ACRONYMS

ACRONYMS

C.F.R. - Code of Federal Regulations
BC – Building Coordinator
BERT – Building Emergency Response Team
DEC – New York State Department of Environmental Conservation
DOT - Department of Transportation
EAA – Emergency Assembly Areas
EC – Emergency Coordinator (Hazardous Waste)
EH&S - Environmental, Health & Safety
EOC - Emergency Operations Center
EPA - Environmental Protection Agency
HM - Hazardous Material -Includes hazardous chemicals, hazardous and extremely hazardous substances, hazardous wastes, hazardous matter, and all petroleum products
HAZMAT Team - Hazardous Materials Emergency Response Team
HCS – Hazard Communication Standard
HMIS – Hazardous Material Information System
IAA – Immediate Assembly Area
IC - Incident Command
HMCP - Hazardous Materials Contingency Plan
ICS - Incident Command System
JE – Jurisdiction Executive
LEPC - Local Emergency Planning Committee
SDS - Material Safety Data Sheets
NFPA - Natural Fire Protection Association
NIOSH - National Institute for Occupational Safety and Health
NPDES - National Pollutant Discharge Elimination System
OSHA - Occupational Safety and Health Administration
OVS – Outside Volatile Storage
PAT – Pre-Activation Team
PESH – Public Employee Safety and Health Bureau
PI – Principal Investigator
POTW - Publicly Owned Treatment Works
PPE - Personal Protective Equipment
RMW – Regulated Medical Waste
Regs. - Regulations

RQ - Reportable Quantity
SERC - State Emergency Response Commission
SIC - Standard Industrial Classification
SOP - Standard Operating Procedures
SPCC - Spill Prevention Control and Counter Measure
SUNY – State University of New York
TAA – Temporary Assembly Areas
TPQ - Threshold Planning Quantity
UPD – University Police Department
WWTP - Wastewater Treatment Plant

APPENDIX B FACILITY DIAGRAM



WOODARD & CURRAN
Engineering · Science · Operations
PORTLAND, MAINE

REV.	DESCRIPTION	DATE

DESIGNED BY: DC
CHECKED BY: DC
DRAWN BY: PFF

FACILITY DIAGRAM

BUFFALO STATE COLLEGE
BUFFALO, NEW YORK

INTEGRATED CONTINGENCY PLAN

JOB NO.: 211689.01
DATE: MAY 2006
SCALE: AS NOTED
SHEET: 1 OF 1

APPENDIX C

APPENDIX C FIRE EXTINGUISHER LOCATIONS

Date: **Bacon Hall**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Attic	C02#10			
Attic	C02#10			ENTER WOMENS LAV SIDE OF BLDG
n. 312	H20			Backtrack to same ladder
n. 321	H20			filing cabinets; hallway storage
n. 227	H20			
n. 214	H20			
n. 108	H20			
105 Mech Room	C02#10			
104 Mech Room	C02#10			
n. 122	H20			

Date: **Bakery**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
3rd floor mech room	C02#10			2 key for stairwell
2nd floor n. monitors	ABC			
near rape room 204	ABC			
behind rape room	ABC			go back to main stairs
n 126	ABC			
across from foutain	ABC			main stairs
transformer	ABC			
n. stair	ABC			
n. nasty john	ABC			

Date: **Bishop Hall**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 304	H20			KEY # 7D (22) BEST
n. 317	H20			corbin 0728(2)
n. 328	H20			
rm. 340	ABC			corbin 0728(2)
n. 343	H20			
n. 248	H20			
n. 230	H20			
n. 217	H20			
n. 206	H20			
n. 103	H20			
n. 113	H20			
n. 122	H20			
n. 140	H20			
n. 37	H20			
rm. 32	CO2#10			
n. 17	H20			
rm. 18	C02#10			2 Key
rm. 15	C02#10			2 Key
rm. 13 C	C02#10	PD		
fire control rm. --> 12	C02#10			Key # 7D (22)
RM.12	CO2#10			

Date: **Bulger**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
N2 503 (4th floor)	ABC			KEY: 6783(33) CORBIN
W2 502 (4th floor)	C02#10			must go ccw
S2 501(4th floor)	C02#10			
E2 500 (4th floor)	C02#10			
E2 Lecture Hall	H20			
E2 Lecture Hall	H20			
S2 Lecture Hall	H20			
S2 Lecture Hall	H20			
W2 Lecture Hall	H20			
W2 Lecture Hall	H20			
405 Projection room	ABC			
N2A	H20			
N2B	H20			
406 Projection room	ABC			
407 Projection room	ABC			
N2C	H20			
408 Projection room	ABC			
n. 400	H20			
n. 404	H20			
rm. 402	CO2#10			
N 303 (2nd floor)	ABC			
W 302 (2nd floor)	ABC			
S 301 (2nd floor)	ABC			
E 300 (2nd floor)	ABC			
E Lecture Hall	H20			
E Lecture Hall	H20			
S Lecture Hall	H20			
S Lecture Hall	H20			
n. 200	H20			
W Lecture Hall	H20			

Date: **Bulger**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
W Lecture Hall	H20			
N Lecture Hall	H20			
N Lecture Hall	H20			
n. 204	C02#10			
n. 205	H20			
n. 202	H20			downstairs
n. 111	H20			
n. 114	H20			left then right
mech room 152	C02#10			rm.152
mech room	C02#10			
rm. 147	C02#10			alarm
Rm 148	?			
rm. 145	C02#5			
rm. 143	C02#10			through 141 first
through 143	C02#10			Broken Bulb
through 143	C02#10			Broken Bulb
rm. 141	C02#10			
rm. 141	C02#10			
rm. 140	C02#10			
rm. 139	C02#10			
rm. 138	C02#10			alarm
rm. 137	C02#10			alarm
rm. 132	C02#10			THROUGH 132
rm. 126	C02#10			
rm. 126	H20			
rm. 128	C02#10			
n. 129	H20			
rm. 124	ABC			
through 124	H20			
rm. 122	C02#10			

Date: **Bulger**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 122A	C02#10			
rm. 121	ABC			right
rm. 100	C02#10			DOWN HALL THROUGH 100C
rm. 100	C02#10			
rm. 102	ABC			
rm. 102	ABC			
rm. 102	H20			

Date: **Butler Library**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Boiler room	C02#10			KEY: X-600
Boiler room	C02#10			
rm. 184 storage	H20			
rm. 184 C elec.	C02#10			
rm. 184 B generator	C02#10			
005 --> 002	ABC			
005 --> 002	ABC			
rm. 002	ABC			
rm. 003	ABC			
rm. 001	ABC			
n. 012	ABC			
rm. 008	ABC			
rm. 314	C02#10			
rm. 316	C02#10			
rm. 318	C02#10			
n. 315	C02#5			
rm. 315	H20			
n. 307	H20			
SE 3 flr	H20			
SE 3 flr	H20			
SE 3 flr	H20			
SE 3 flr	H20			
SE 3 flr	H20			
SE 3 flr	H20			
NE 3 flr	H20			Left
NE 3 flr	H20			
NE 3 flr	H20			
NE 3 flr	H20			
NE 3 flr	H20			
NE 3 flr	H20			

Date: **Butler Library**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
NW 3 flr	H20			
NW 3 flr	H20			
NW 3 flr	H20			
NW 3 flr	H20			
RM. 280	CO2#5			
rm. 210	ABC			
rm. 210	ABC			
rm. 210	ABC			
rm. 210B	CO2#5			
SE 2 flr	H20			
SE 2 flr	H20			
SE 2 flr	H20			
SE 2 flr	H20			
SE 2 flr	H20			
rm. 275	ABC			
rm. 275	H20			
NE 2 flr	H20			
NE 2 flr	H20			
NE 2 flr	H20			
NE 2 flr	H20			
NE 2 flr	H20			
NE 2 flr	H20			
NW 2 flr	H20			
NW 2 flr	H20			
NW 2 flr	H20			
NW 2 flr	H20			
NW 2 flr	H20			
rm. 218 Media	H20			
rm. 218 Media	H20			
rm. 208	H20			

Date: **Butler Library**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
circulation desk	H20		elevator sign	
Copy Center	ABC			
Copy Center	ABC			
Periodicals	H20			right
Periodicals	H20			
Periodicals	H20			
Periodicals	H20			
n. 160	H20			
computer lab	ABC			help desk
n. 157 A	H20			
computer lab	ABC			
n. 180	H20			
circulation desk	ABC			
micro lab	H20			
micro lab	H20			
micro lab	H20			
micro lab	ABC			
rm 147 D	CO2#10			
rm. 150	H20			
rm. 150	H20			
rm. 155	H20			
rm. 155	ABC			
RM. 155G	H20			
rm. 155 E	H20			
n.155 F	H20			
n.155E	H20			
n. 157	H20			
n. 142	H20			
rm. 141	ABC			
n. 147	H20			

Date: **Butler Library**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 140	H20			
rm. 135	ABC			
n. 134	ABC			
Coffeeshop	ABC			
CyberQuad	CO2#10			
CyberQuad	CO2#10			
CyberQuad	CO2#10			
Front enterance	H20			

Date: **Campus House**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
2nd floor stairs	ABC			KEY: 2
Kitchen	K			
002 Elev Mech rm	ABC			
n. Laundry	ABC			

Date: **Campus West**

Key: Medico (kitchen) Sargent (Master)

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Kitchen	ABC			
Kitchen	K			
Kitchen	ABC			
Kitchen	C02#5			
A 312A	ABC			
n. A 310	H20			
n. A 305	H20			
A 306	C02#5			
A 305	ABC			
n. A 303	H20			
n. A 337	H20			
A 337	ABC			
n. A 331	H20			
Comp. Lab	C02#10			
Comp. Lab	C02#10			
Comp. Lab	H20			
Comp. Lab	H20			
A 334	C02#5			
n. A 319	H20			
A 319	C02#10			
A 320	C02#5			
n. A 317	H20			
n. A 313	H20			
A 212	ABC			
n. A 210	H20			
n. A 205	H20			
A 206	C02#5			
A 205	ABC			
n. A 203	H20			
A 228	ABC			

Date: **Campus West**

Key: Medico (kitchen) Sargent (Master)

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. A 233	H20			
A 233	ABC			
Maze West Flam	ABC			
Maze West	H20			
Maze West	H20			
Maze West	H20			
A 220	C02#5			
n. A 217	H20			
Library	H20			
Library	H20			
Library	H20			
n. A 213	H20			
B200	Co2#10			
B200	H20			
n. 201	H20			
n. 209	H20			
n. 209	Co2#5			
A110	CO2			
A 110	CO2			
mech room base.	C02#10			
mech room base.	C02#10			
A 004 basement	H20			
elev. Mech	C02#10			
A 001 basement	C02#10			
A 001 basement	C02#10			
A 001 basement	C02#10			
A 001 basement	C02#10			
n. A 110	H20			
n. A 111	H20			
A 108	ABC			

Date: **Campus West**

Key: Medico (kitchen) Sargent (Master)

Location	Type	Status	Exit Sign Loc/Stat	Misc.
A 107	CO2			
A 107	C02#5			
n. A 107	H20			
n. A 104	H20			
n. A 124	H20			
A 124	ABC			
A 122	ABC			
n. A 122	H20			
A 120	ABC			
staff lounge	ABC			
n. staff lounge	H20			
D 100	C02#10			
n. D 100	H20			
n. D 100	H20			
n. D 204	H20			
n. D 207	H20			
AD connecting wing	H20			
n. E 100	H20			
AUD	ABC			
AUD	ABC			
E 103	H20			
E 103	H20			
E 106	ABC			
E 106	ABC			
E 106 D	ABC			
n. E 113	H20			
n. B 111	H20			
B 105	H20			
B 110	ABC			
B 108	ABC			

Date: **Campus West**

Key: Medico (kitchen) Sargent (Master)

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. B 108	H20			
Day Care Kitchen	K			
n. C 100	H20			
C 101	H20			
C 103	H20			
C 104	H20			
n. C 104	H20			

Date: **Cassety Hall**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 337	H20			key: 7C (14) BEST
n. 323	H20			corbin_____
n. 309	H20			
n. 209	H20			
n. 225	H20			
n. 237	H20			
n. 137	H20			
n. 121	H20			
n. 105	H20			
n. B 9	H20			
Fire Room	C02#5			
n. B 14	H20			
B. 14	ABC			corbin_____
n. B 21	H20			

Date: **Caudell**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 300	ABC			***Key - 7F BEST***
n. 300	H20			Medico 0467(11)
rm. 314 (medico key)	ABC			
rm. 313 (medico key)	ABC			
rm. 312	ABC			
n. 312	H20			
rm. 311	ABC			no alarm
rm. 211	ABC			no alarm
n. 211	H20			
n. 200	H20			
rm. 200	ABC			
n. 103	H20			
rm. 119	ABC			
rm. 119	ABC			
rm. 118	ABC			
rm. 117	ABC			
rm. 107	ABC			
n. 112	H20			
Basement	ABC			2 key
Electrical Room	C02#10			2 key
Left of Electrical rm	C02#10			
SPL n. 140	ABC			ccw
SPL rm. 135	ABC			
SPL n. 153	ABC			

Date: **Chase Hall**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 309	H20			Key 8A1 (59) Best
n. 322	H20			
n. 337	H20			
n. 239	H20			
n. 222	H20			
rm. 215 computer lab	C02#10			
n. 209	H20			
n. 109	H20			
UPD Lobby	H20			ask 4 key downstairs
UPD Desk (127)	ABC			
UPD Hallway	H20			upstairs
n. UPD Lineup Room	H20			downstairs need key
UPD lounge	ABC			downstairs need key
rm 21 Elevator mech	ABC			Hang Board (W.O)
n. 15	H20			
rm. 15	C02#10			alarm
n. 14	H20			

Date: **Classroom Building**

corbin?

Location	Type	Status	Exit Sign Loc/Stat	Misc.
A 400	H20			***Key - Z (2)***
mech room --> A 400	C02#10			A-400 Elevator Sign
n. B 312	H20			
n. B 322	H20			
n. A 301	H20			
A 317	ABC			
A 316	ABC			CALL LISA 3421
A 314	ABC			CALL JEAN 4317
n. A 309	H20			
n. C 301	H20			
n. C 308	H20			
n. C 211	H20			
n. C 201	H20			
n. A 211	H20			
n. A 201	H20			
n. B 222	H20			
n. B 212	H20			
n. B 111	H20			
n. B 105	H20			
n. B 101	H20			
n. A 110	H20			C4284A114
A 103	C02#10			Elevator sign needed
A 103	C02#10			near 114
A 108	H20			alarm 2294, hit enter
A 108	C02#10			alarm
n. C 102	H20			
n. C 110	H20			
n. C 117	H20			

Date: **Cleveland Hall**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 516	H20			KEY:7E 18 BEST
across from rm. 514	C02#2.5			kitchen
n. 508	H20			
n. 408	H20			
rm. 411	C02#2.5			lounge
n. 415	H20			
n. 320	ABC			
n. 215	H20			
rm. 115	C02#10			
rm. 115	C02#10			
rm. 115	C02#10			
Fire control ---> 115	C02#10			
n. 115	H20			2 key
rm.112	H20			
Copy Center 111	C02#5			
Copy Center 111	ABC			
Copy Center 111	ABC			
Copy Center 111	C02#5			
111 B	ABC			through door?
110 A	ABC			Go Right
112 A	C02#10			ELEVATOR MECH
n. 100 C	H20			MECH
rm. 106	C02#10			2 key
n. 306	H20			
n. 301 A	H20			
n 201 A	H20			
rm. 205	ABC			
n 208	H20			

Date: **Clinton Center**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 210	H20			KEY 2, MAYBE CORBIN
n. 206	ABC			
n. 216	ABC			DOWN STAIRS CORIN MECH RM
Mech room	C02#10			
Fire alarm room	C02#10			
n. womens lav	H20			
in front office	ABC			
n. 108A	H20			
rm. 110	H20			
rm. 111	CO2#5			
rm. 111	H20			
rm. 111 Upstairs	ABC			
across 112	H20			
rm. 112	H20			
rm. 112	ABC			
rm. 112 upstairs	H20			
rm. 113	H20			
rm. 113	ABC #10			
rm. 113	ABC #10			
rm. 113	H20			
rm. 113 upstairs	H20			
113 Ustairs mech	C02#10			
rm. 114	H20			
rm. 114	ABC			
rm. 119	H20			
rm. 119	C02#10			
rm. 119	H20			
rm. 119	C02#10			
rm. 117B	ABC#10			BLUEPRINT STORAGE
rm. 117B	H20			

Date: **Clinton Center**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. dock	H20			
n. dock	ABC#10			
n. dock	H20			
n.dock	C02#10			
Front	C02#10			Nelson's warehouse
Front	H20			
Pole	ABC#10			
Pole	ABC#10			
Pole	H20			
n. exit	H20			
n. exit	C02#10			
n. gas pump	ABC#10			
Garage n. 122C	C02#10			
Garage upstairs	C02#10			
garage n. supply rm	C02#10			
garage n. lav	C02#10			
garage n. washbay	C02#10			
garage n. washbay	C02#10			
garage grounds	C02#10			by cage
n. lav	C02#5			
upstairs	C02#10			
n. flammable cab.	C02#10			
n. side garage door	C02#10			

Date: **Great Lakes** Bring 8 tags w zips
CALL FIRST key 2

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 113	C02#10			2 key
n. 115	ABC			
rm. 115	ABC			
rm. 111	C02#10			
n. 110	ABC			
rm. 118	C02#10			
n. 100	ABC			
n. exit door	ABC			
garage	C02#10			
garage	H20			
garage/Boat	ABC			
garage/Boat	ABC			
garage/Boat	ABC			
furnace room	C02#10			
outside volatile waste	ABC			
seneca	CO2#50			
seneca	ABC 2.5			
seneca	ABC 2.5			
seneca	ABC 2.5			
Aquarius	ABC 2.5			
Aquarius	ABC 10			
Aquarius	ABC 10			
Aquarius	ABC 10			
Aquarius	ABC 10			
Pisces	ABC 10			
Pisces	ABC 2.5			
Dry Boxes (8)	ABC 2.5			

Date: **Houston Gym**

KEY: RING 18

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 217	H20			Go Through Gym
n. 233	H20			
n. 205	H20			
n. 210	H20			
n. 114	H20			
rm. 105	C02#10			9 CD
rm. 102	C02#10			2 key
n. 102	H20			
Fitness Center	ABC			
Fitness Center	ABC			
Men's locker room	H20			
Pool --> Through 152	H20			9 CE
rm. 156 --> Pool	H20			key10
Men's locker room	H20			
n. 130 D	H20			
Above Raquetball ct.	H20			go down stairs
cage --> 118	C02#10			2 key
cage --> 118	C02#10			
Elec. Room --> 115	C02#10			backtrack to stairs
n. 120	H20			near 134
n. 3	H20			
rm. 3	C02#10			
n. 4	H20			
rm. 4	C02#10			
Equip. room --> 4	H20			

Date: **Houston Gym**

KEY: RING 18

Location	Type	Status	Exit Sign Loc/Stat	Misc.

Date: **Ketchum Hall**

BEST _____

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Attic East	C02#10			bulbs
Attic West	C02#10			
n. 310	H20			Alarm
302	C02#10			
n. 302	H20			
n. 202	H20			
n. 209	H20			
n. 109	H20			
114 Mech Room	C02#10			
115 Mech Room	C02#10			
n. 102	H20			
117 A Mech	C02#5			Blue Door
				locked best_____

Date: **Moore Complex**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
J 1	H20			2 key
J 2	H20			
J 3	H20			
J 4	H20			
H 4	H20			
H 3	H20			
H 2	H20			
H 1	H20			
H basement	H20			
H laundry	C02#10			
H laundry	C02#10			
room in H laundry	ABC			
F 4	H20			
F 3	H20			
F 2	H20			
F 1	H20			
F basement	H20			
F generator room	C02#10			
E basement	H20			
E 1	H20			
E 2	H20			
E 3	H20			
E 4	H20			
Fire Control Room	C02#10			
D 4 (separate wing)	H20			
D 3 (separate wing)	H20			
D 2 (separate wing)	H20			
D 4	H20			
D 3	H20			
D 2	H20			

Date: **Moore Complex**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
D 1	H20			
D basement	H20			
D laundry	C02#10			
D laundry	C02#10			
room in D laundry	C02#5			
C 4	H20			
C 3	H20			
C 2	H20			
C 1	H20			
C basement	H20			
Family University	ABC #2.5			
Family University Office	ABC#10		Bring ext	
C generator room	C02#10			
B basement	H20			
B 1	H20			
B 2	H20			
B 3	H20			
B 4	H20			

Date: **Moot Hall** KEY: 2

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 275	ABC			THROUGH DOOR RT.
across 268	ABC			GO RIGHT
n. 265	ABC			back
n. 247	ABC			
n. 221	ABC			
n. admissions	ABC			DOWNSTAIRS, L
n. 138	ABC			admissions, then stri
130 kitchen	ABC			left
mech room	C02#10			left, end of hall 2 key
n. 115	ABC			
rm. 152	C02#5			back right, 2 key
n. enterance	ABC			left
basement	C02#10			2 key
3rd Floor				replace exit sign

Date: **Neumann Hall** Sargegent for B7 ____
KEY 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 336	H20			
n. 309	H20			
n. 329	H20			
n. 324	H20			
n. 224	H20			
n. 230	H20			Hang Box (W.O)
n. 209	H20			
n. 201	H20			
n. 144	H20			
n. 105	H20			
n. 126	H20			
n. 120	H20			
Laundry	CO2 #10			
n. B2	H20			
Kitchen	ABC #10			
B-7				
B-13	H20			
B-13 A	H20			
B-10	ABC #10			

Date: **North Wing**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Honors kitchen	C02#2.5			
Elec. Room 9th flr	C02#10			
mech room 8th flr	C02#10			
7th floor	H20			
6th floor	H20			G
5th floor	H20			
4th floor	H20			
3rd floor	H20			G
2nd floor	H20			
lobby	H20			
1st flr kitchen	ABC			
laundry	C02#10			
basement n. bath	C02#10			

Date: **Perry Hall**

KEY 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 301	H20			
n. 309	H20			
n. 313	H20			
n. 323	H20			
n. 223	H20			
n. 213	H20			
n. 209	H20			
n. 201	H20			
n. RD office	H20			
n. 105	H20			
n. 109	H20			
n. 119	H20			
n. B20	H20			
laundry	C02#10			
n. B11	H20			
n. B10	H20			
kitchen	ABC			
n. B2	H20			
rm. B2	C02#5			

Date: **Porter Hall**

KEY 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Lobby	H2O			**plex**
n. 907	H2O			
n. 914	H20			
n. 927	H20			
laundry	C02#10			
n. 919	H20			
n. 819	H20			
laundry	C02#10			
n. 827	H20			
n. 814	H20			
n. 807	H20			plex
n. 707	H20			
n. 714	H20			
n. 727	H20			
laundry	C02#10			
n. 719	H20			
n. 619	H20			
laundry	C02#10			
n. 627	H20			
n. 614	H20			
n. 607	H20			G + new box
n. 507	H20			
n. 514	H20			plex
kitchen	C02#10			plex
n. 527	H20			plex
laundry	C02#10			
n. 519	H20			plex
n. 419	H20			plex
laundry	C02#10			
n. 427	H20			plex

Date: **Porter Hall**

KEY 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 414	H20			
n. 407	H20			plex
n. 307	H20			G
n. 314	H20			plex
kitchen	C02#10			
n. 327	H20			plex
laundry	C02#10			
n. 319	H20			plex
n. 219	H20			G
laundry	C02#10			
n. 227	H20			Hang Box (W.O.) plex
n. 214	H20			Hang Box (W.O.) plex
n. 207	H20			plex
Res Life Kit	C02#5			
n. 14	ABC			
RES OFFICE TO 14				
n. 14F	H20			
n. 14 E	ABC			
n. elev. Base	H20			
B9	C02#10			
fire alarm room	C02#10			
n. B6	H20			

Date: **Power Plant**

key: 2

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. bathroom	ABC			
bottom of stairs	ABC			
n. kitchen area	ABC			
Wall	ABC			
back corner	ABC			
back corner	ABC			
n. tool bench	ABC			
Wall	ABC			
n. power panel	H20			
n. water tank	ABC			

Date: **Presidents House**

Call joe ball 6037

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Carriage house	ABC			behind door
Garage	ABC			
Pool pump room	ABC			
3rd flr stair	ABC			
2nd flr stair	ABC			
kitchen 2nd flr	ABC			
1st floor stair	ABC			
kitchen 1st flr	ABC			
Basement	ABC			

Date: **Receiving**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Student door	H20			
n. 105	CO2#10			
kitchen area	ABC			
post	H20			
post	H20			
cage	H20			
rm. 112	CO2#10			
basement stairwell				
1st flr stair				
2nd floor stair				
3rd floor stair				
4th floor mech				

Date: **Rockwell Hall** Stop in 210 for sound booth alarm 1st

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Attic	C02#10			KEY ROCKWELL RING
Attic	C02#10			00046 master key
Attic	C02#10			
Attic	C02#10			
Attic	C02#10			
Attic	C02#10			
Catwalk	C02#10			
Catwalk	C02#10			
Catwalk	C02#10			
Catwalk	C02#10			
Attic	C02#10			
Bell Tower	C02#10			
Sound Booth	C02#10			
Attic	C02#10			
Attic	C02#10			***now go toward***
Attic	C02#10			***elevator on first flr.***
n. desk in gallery	ABC			
rm. 313	C02#10			
gift shop	ABC			
rm. 311	halon			
rm. 301	halon			
in hall near 301	ABC			NONE IN 301A, 302A
rm. 302	halon			KEY FROM FRONT DESK
gallery 2	halon			
gallery 1	halon			
gallery 1	halon			
gallery 1	halon			
hall n. gallery	ABC			
in hall near 320	ABC			
in hall near 319	ABC			

Date: **Rockwell Hall** Stop in 210 for sound booth alarm 1st

Location	Type	Status	Exit Sign Loc/Stat	Misc.
in hall near 333	ABC			
rm. 333	C02#10			***get Bill Mention***
rm 327	halon			
rm 329	halon			
rm 326	halon			
rm 331	ABC			
rm 334	ABC			
in hall near 234	ABC		W.O. rehang board	go back and use elevator
rm. 234	C02#10			Key 00047
rm. 233	C02#10			Key 00047
rm. 231	C02#10			Key 00047
rm. 229	C02#10			Key 00047
rm. 225	C02#10			Key 00047
in hall near 225	ABC			
main lobby	ABC			
Aud	ABC			
Aud	ABC			
Aud Balconey	ABC			
Aud Balconey	ABC			
Aud	ABC			
Aud	ABC			
Aud	ABC			
Aud	ABC			
stage right	H20			
stage right	ABC			
stage right	C02#10			
stage left	H20			
stage left	C02#10			
stage left	ABC			
main lobby	ABC			W.O ex sign not lit

Date: **Rockwell Hall** Stop in 210 for sound booth alarm 1st

Location	Type	Status	Exit Sign Loc/Stat	Misc.
in hall near 210	ABC			
in hall near 201	ABC			
in hall near 101	ABC			
in hall near 110	ABC			
rm. 110	C02#10			
in hall near 112	ABC			
Mech room	C02#10			
in hall near 116K	ABC			
in hall near 116E	ABC			
in hall near elevator	ABC			
rm. 113 D	ABC			key 00047
rm. 113 C	ABC			key 00047
in hall near elevator	ABC			
lounge	ABC			
lounge	ABC			
rm. 11	C02#10			
in hall near 15	ABC			***go down the stairs, rt***
in hall near 21	ABC			
rm. 19	C02#10			
rm. 19	C02#10			
in hall near 22	ABC			
rm 18	ABC			
rm 18	ABC			
in hall near 16	ABC			
rm. 16	C02#10			***back up the stairs***
Mech room	C02#10			***toward the elevator***
rm. 117 E	ABC			Key 00047
rm. 117 F	ABC			Key00047
in hall near 123	ABC			
rm. 123	C02#10			key 0046

Date: **Rockwell Hall** Stop in 210 for sound booth alarm 1st

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 125	C02#10			key 0046
rm. 129	C02#*10*			key 0046
rm. 131 A	ABC			key 0046
rm. 131	C02#10			key 0046
rm. 133	C02#10			key 0046
in hall near 132	ABC			

Date: **Science Building** **15 Best Key**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
mech room 5 flr	C02#10			***up the stairs***
in hall near 420	ABC#10			
rm. 401	ABC#10			
rm. 402	ABC#10			
rm. 405	ABC#10			
rm. 415	C02#10			
rm. 414	ABC#10			
rm. 404	ABC#10			
rm. 406	ABC#10			
rm. 407	ABC#10			
in hall near 411	ABC#10			
mech room 5 flr	C02#10			***up the stairs***
rm. 408	C02#10			
rm. 469	ABC#10			
rm. 468	ABC#10			
in hall near 480	ABC#10			
rm. 467	ABC#10			
rm. 466	ABC#10			
rm. 465	ABC#10			
rm. 464	ABC#10			
rm. 460	ABC#10			
mech room 5 flr	ABC#10			
mech room 5 flr	C02#10			
mech room 5 flr	ABC#10			
mech room 5 flr	ABC#10			***through door in***
elevator mech room	C02#10			***far left corner***
rm. 459	ABC#10			
in hall near 458	ABC#10			
rm. 458	ABC#10			
rm. 457	ABC#10			

Date: **Science Building** **15 Best Key**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 456	C02#10			
rm. 455	C02#10			
rm. 454	C02#5			
rm. 450	C02#5			
rm. 480 stockroom	C02#10			
rm. 480 stockroom	C02#10			
rm. 480 stockroom	C02#10			
rm. 480 stockroom	C02#5			
rm. 480 stockroom	ABC#10			
rm. 480 stockroom	ABC#10			
rm 480 stockroom	class D			
rm. 350	.C02#5			
rm. 370 rock room	ABC#10			
rm. 354	ABC#10			
rm. 355	ABC#10			
rm. 356	ABC#10			
rm. 357	ABC#10			
rm. 358	ABC#10			Alarm
in hall near 358	ABC#10			
rm. 359	ABC#10			
rm. 360	.C02#5			
rm. 364	.C02#5			
rm. 365	ABC#10			
rm 365	ABC#10			
rm. 366	ABC#10			
rm. 377	ABC#10			
rm. 377 stockroom	C02#10			
rm. 377 stockroom	ABC#10			
rm. 377 stockroom	C02#10			
rm. 367	ABC#10			

Date: **Science Building** **15 Best Key**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
in hall near 368	ABC#10			
rm. 368	ABC#10			
rm. 369	ABC#10			***room in back right***
in hall near 309	ABC#10			
rm. 306	ABC#10			
rm. 305	ABC#10			
rm. 304	ABC#10			
rm. 303	ABC#10			
rm. 302	C02#10			
rm. 315	ABC#10			
rm. 301	ABC#10			
in hall near 317	ABC#10			
rm. 200	ABC#10			
rm. 201	H20			
rm. 202	ABC#10			
rm. 203	ABC#10			
rm. 204	ABC#10			
optics lab	ABC#10			
rm. 206	ABC#10			
rm. 219	ABC#10			
rm.205	C02#10			
in hall near 216	ABC#10			
rm. 207	CO2#10			
rm. 213	H20			
rm. 213	ABC#10			
in hall near snacks	C02#10			
in hall near 269	ABC#10			
rm. 269	C02#10			
rm. 279	C02#5			2 Key
rm. 278	ABC#10			

Date: **Science Building** **15 Best Key**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 265	C02#10			
rm. 263	ABC#10			
rm. 261	ABC#10			ext. cord
rm. 275	ABC#10			
rm. 259	ABC#10			
rm. 257	ABC#10			
in hall near 256	ABC#10			
rm. 253	ABC#10			
rm. 117	C02#10			2 key
rm. 117	C02#10			2 key
rm. 118	ABC#10			
rm. 118	ABC#10			
rm. 118	ABC#10			
planetarium	ABC#10			
rm. 115	C02#10			
rm. 112	C02#10			
rm. 112	C02#10			
rm. 110	C02#10			
rm. 110	H20			
rm. 109	C02#10			
in hall near 106	ABC#10			
rm. 124	C02#10			
rm. 124	H20			
rm. 125	C02#10			
rm.125	C02#10			
rm. 126	C02#10			
rm. 104	ABC#10			
rm. 103	ABC#10			
rm. 102	ABC#10			
rm. 127	ABC#10			

Date: **Science Building** **15 Best Key**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 128	ABC#10			
rm. 101	ABC#10			***in office***
rm. 101	ABC#10			
in hall near 133	ABC#10			
rm 100	H20			
rm. 099	ABC#10			
exit door	ABC#10			

Date: **South Wing**

Key Sargent 19676

KEY 7A (5) BEST

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Lobby	ABC			1ST FLOOR
Elec. Room 9th flr	C02#10			7TH FLOOR
Mech. Room 8th flr	C02#10			
n. 721	ABC			
n. 621	ABC			
n. 521	ABC			
n. 421	ABC			
n. 321	ABC			
n. 221	ABC			
n. 121	ABC			
n. 19	ABC			

Date: **Sports Arena**

Key ring 18 + Best 9(A4), Best (15)
Start 2nd Floor Houston

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 232	ABC			
stairwell --> 252	ABC			
Across 210	ABC			
Across 220	ABC			
Rink 2nd flr.	ABC			9 BB
Rink 2nd flr.	ABC			
Rink 2nd flr.	ABC			
Stairwell Rink 2nd flr	ABC			
Rink 2nd flr.	ABC			
Rink 2nd flr.	ABC			
Exit Stairwell	ABC			
Announcers Booth	C02#10			KEY 28 Hang Board
Rink 1st flr.	ABC			
Rink 1st flr.	ABC			
Rink 1st flr.	ABC			
Zambonee room	C02#10			
Mech room 110 B	C02#10			
Mech room 110 B	ABC			
Rink 1st flr.	ABC			
Across 122	ABC			
rm. 122 -->120	ABC			9BA 9
rm. 114	ABC			9BB 28
n. 105	ABC			
n. Rink G	ABC			
Arena 1st flr	ABC			9BC 21
Arena 1st flr	ABC			
Arena 1st flr	ABC			
Arena 2nd flr	ABC			
Arena 2nd flr	ABC			
Arena 2nd flr stair	ABC			

Date: **Sports Arena**

Key ring 18 + Best 9(A4), Best (15)
Start 2nd Floor Houston

Location	Type	Status	Exit Sign Loc/Stat	Misc.
Arena 2nd flr stair	ABC			
Arena 2nd flr	ABC			
Arena 2nd flr	ABC			
Arena 2nd flr	ABC			
Stair 1st	ABC			
Across 133	ABC			
n. 144	ABC			

Date: **Student Union** Medico 0741wild pizza
Key SU ring

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 413	H20			
n. 403	H20			
rm. 403	ABC			
n. 419	H20			
rm, 400	ABC			
storage --> 400	H20			
n. stairwell 300	H20			
fireside lounge	H20			
fireside lounge	H20			
rm. 307	H20			
n. 306	H20			
social hall	H20			
social hall	H20			
social hall	H20			
social hall	H20			
social hall kitchen	K			
Social Hall Kitchen	CO2#10			
café kitchen	C02#10			
café kitchen	K			
café kitchen	C02#5			
selona grill	K			
selona grill	ABC			
café bakery	ABC			
café	H20			
plaza	K			
plaza	C02#5			
plaza	C02#5			
below plaza	H20			
below plaza	H20			
main lobby	H20			

Date: **Student Union** Medico 0741wild pizza
Key SU ring

Location	Type	Status	Exit Sign Loc/Stat	Misc.
main lobby	H20			
main lobby	H20			
Game Room	ABC			
Game Room	ABC			
Game Room	ABC			
WBNY 220	C02#10			
WBNY 220	H20			
Underground	H20			
Project Flight	ABC			
Project Flight	ABC			
Underground	H20			
Underground Kit	ABC			
Tunnel to Cassety	H20			Replace
Dining services	ABC			
Dining services BACK	H20			
Wild pizza	K			medico 0741
Wild pizza	ABC			
Wild pizza lounge	H20			
Taco Bell	ABC			
Taco Bell area	H20			
Taco Bell area	H20			
bookstore	ABC			reigsters
Java City Table	ABC			
java city counter	ABC			
lunch room	ABC			
book storage	ABC			near back door
n. elev	ABC			
mech room	ABC			through doors L
stock room	ABC			

Date: **Theatre Arts**

Location	Type	Status	Exit Sign Loc/Stat	Misc.
n. 204	ABC			Master
rm. 203	C02#10			
rm. 205	ABC			straight
n 205	ABC			
rm. 205	ABC			
n.221	ABC			
n. 215	ABC			
rm. 205	ABC			
n. 209	ABC			
n. 213	ABC			
n. 102	ABC			
rm. 101	C02#10			2 key
rm. 103	C02#10			
rm. 103	C02#10			
rm. 103	C02#10			
hallway	ABC			
n. 133	ABC			
rm 131	C02#10			
131A	C02#10			
rm. 127	C02#10			3DC Key
rm. 124	C02#10			
n. 126	C02#10			
rm. 121	C02#10			
rm. 119	C02#10			
rm. 117	ABC			
rm.114	C02#10			key 2
n.115	ABC			
rm 301	ABC			

Date: **Tower 1**

KEY 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
10th floor lounge	C02#10			D 3048 Sarge
10th floor lounge	H20			Exposed wiring
n. 1040	H20			
n. 920	H20			
n. 940	H20			
n. 820	H20			
n. 840	H20			
n. 720	H20			
n. 740	H20			
n. 620	H20			
n. 640	H20			
n. 520	H20			
n. 540	H20			
n. 420	H20			
n. 440	H20			
n. 320	H20			
n. 340	H20			
n. 220	H20			
n. 240	H20			
rm. 52	CO2#10			elevator mech
n.lav 1st floor	H20			
1st floor elevator	H20			
1st floor kitchen	C02#10			
basement stairs	H20			
Laundry	C02#10			
Laundry	C02#10			
Mechanical room	C02#10			
Backdoor	ABC			Black Door

Date: **Tower 2**

KEY 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
10th floor lounge	ABC			D3048- Sarge
n. 1040	H20			
n. 1020	H20			
n. 940	H20			
n. 920	H20			
n. 840	H20			
n. 820	H20			
n. 740	H20			
n. 720	H20			
n. 640	H20			
n. 620	H20			
n. 540	H20			
n. 520	H20			
n. 440	H20			
n. 420	H20			
n. 340	H20			
n. 320	H20			
n. 240	H20			
n. 220	H20			
n lav 1st floor	H20			
1st floor elev.	H20			
1st floor kitchen	C02#10			
basement stairs	H20			
basement elev.	H20			
Laundry	C02#10			
Laundry	C02#10			
Mechanical room	C02#10			
Mechanical room	C02#10			
Elevator Mech	CO2#10			

Date: **Tower 3**

KEY 2, FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
10th floor lounge	ABC			D3048 Sarge
n. 1040	H20			
n. 1020	H20			
n. 940	H20			
n. 920	H20			
n. 840	H20			
n. 820	H20			
n. 740	H20			
n. 720	H20			
n. 640	H20			
n. 620	H20			
n. 540	H20			
n. 520	H20			
n. 440	H20			
n. 420	H20			
n. 340	H20			
n. 320	H20			
n. 240	H20			
n. 220	H20			
n. lav 1st floor	H20			
1st floor elev.	H20			
1st floor kitchen	C02#10			
basement elev.	H20			
Laundry	C02#10			
Laundry	C02#10			
Elevator Mech	C02#10			Need Key
Mechanical room	C02#10			
Mechanical room	C02#10			

Date: **Tower 4**

KEY: 2 AND FOB

Location	Type	Status	Exit Sign Loc/Stat	Misc.
10th floor lounge	ABC			D-3048 Sarge
n. 1040	H20			
n. 1020	H20			
n. 940	H20			
n. 920	H20			
n. 840	H20			
n. 820	H20			
n. 740	H20			plex
n. 720	H20			
n. 640	H20			
n. 620	H20			
n. 540	H20			
n. 520	H20			
n. 440	H20			
n. 420	H20			
n. 340	H20			
n. 320	H20			
n. 240	H20			
n. 220	H20			
n. 1st floor bathroom	H20			
1st floor elev.	H20			
1st floor kitchen	C02#10			
basement stairs	H20			
basement elev.	H20			
laundry	C02#10			
laundry	C02#10			
Elevator Mech	C02#10			need key
Mechanical room	C02#10			
Mechanical room	C02#10			

Date: **Twin Rise Center** GET BASEMENT KEYS!
Key 19384 Two Masters

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 204	H20			
rm. 204 G	H20			
rm. 202	C02#10			
rm. 206	C02#10			
n. 210	C02#10			
n. 218	C02#10			
n. elev	C02#10			
23rd flr mech room	CO2#10			
n. 214	C02#10			
rm. 200	ABC			
n. 102	H20			
rm. 100	ABC			
rm. 112	C02#10			
n. 115	H20			
rm. 114	C02#10			need key SA19818
n. 119	H20			stairs near ele
n. South Ent	H20			
bottom of stairs	C02#10			
Hall n. Comp. Serv.	ABC			
Comp. Serv. Desk	C02#10			
n. 26	ABC			
Kitchen -->TeleComm	ABC			
TeleComm Area	C02#10			
n. C 3 C Door	C02#10			
n. C 3 H	ABC			
C 3 F	C02#10			
C 3 F	C02#10			
C 3 F	C02#10			
C 3 F	C02#10			near exit
n. 22	ABC			

rm. 20	CO2#10			go through B21
Black Door	C02#10			
fire alarm room	C02#10			Need Key
n. mech room	ABC			
mech room	C02#10			need key
mech room	C02#10			need key
rm. 26	ABC10			

HALLWAY STORAGE OUTSIDE RM 22

Date: **Upton Hall** 505 3 boards removed
BEST 14 & (4)107 corbin 1314

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 515	ABC			
n. 502	H20			
n. 501A	H20			
rm. 513	ABC			
rm. 504	ABC			Alarm
rm. 512	ABC			
n. 510	H20			
rm. 510	ABC			
rm. 509	ABC			
rm. 506	C02#10			
rm. 406	H20			
rm. 408	ABC			
n. 410	H20			
rm. 410	ABC			
rm. 404	ABC			
rm. 412	ABC			
rm. 412	ABC			
rm. 402	ABC			
rm. 401	H20			
rm. 401	ABC			
n. 412	H20			
rm. 301	C02#10			
n. 301	H20			
rm. 310	ABC			
rm. 304	ABC			
n. 309	H20			
rm. 308	ABC			
rm. 306	H20			alarm 1314
rm. 306	CO2#10			alarm
rm. 211	C02#5			

Date: **Upton Hall** 505 3 boards removed
BEST 14 & (4)107 corbin 1314

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 211	C02#5			
rm. 210	H20			
rm. 208	H20			
n. 212	H20			
rm. 206	H20			
rm. 213	ABC			
rm. 205	H20			
n. 205	H20			
rm. 215	H20			
rm. 203	H20			
n. 228	H20			
rm. 230	ABC			
rm. 219	ABC			
n. 222	H20			
rm. 222	ABC			
rm. 235	ABC			
n. 235	H20			board rem 235 b
rm. 257	ABC			
rm. 257A	C02#10			
rm. 253D	C02#10			
rm. 253	ABC			
rm. 253 B	C02#10			
rm. 236	ABC			
rm. 236B	C02#5			
rm. 252	ABC			
rm. 245C	C02#10			
rm. 245	H20			
rm. 245	ABC			
rm. 237	ABC			
237--> n. 237C	ABC			

Date: **Upton Hall** 505 3 boards removed
BEST 14 & (4)107 corbin 1314

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 240	C02#10			
rm. 240	ABC			
n. 240	H20			
rm. 243	ABC			
rm. 243	ABC			
rm. 243	ABC			
rm. 243C	ABC			2 key
rm. 243C	ABC			
n. 132	H20			
rm. 132	ABC			
rm. 130	C02#10			
rm. 130	ABC			
rm. 128	ABC			
rm. 128	ABC			
n. 136	H20			
rm. 136	C02#10			
rm. 120	ABC			
scene shop exit	ABC			
scene shop n. 123	ABC			
W.E.T. stage right	ABC			
W.E.T. stage left	ABC			
W.E.T. Vestibule rt.	H20			
W.E.T. Vestibule left	H20			
control booth	ABC			
basement lounge	C02#5			
rm. 102	C02#10			2 key
n. 102	H20			
rm. 104	C02#10			not 2 key
rm. 105`	ABC			corbin 1314
n. 110	H20			

Date: **Upton Hall** 505 3 boards removed
BEST 14 & (4)107 corbin 1314

Location	Type	Status	Exit Sign Loc/Stat	Misc.
rm. 109	ABC			
rm. 107	C02#10			

Date: **Weigel Health**

or corbin 25000

Location	Type	Status	Exit Sign Loc/Stat	Misc.
DENTAL CLINIC	C02#5			KEY 100 CORBIN
rm. 213	C02#5			
n. 211	ABC			
n. 205	ABC			
n. 104	ABC			
rm. 110	C02#5			
rm. 115	ABC			upstairs
n. elev.	ABC			
rm. 112	C02#5			
n. 3	ABC			upstairs
Mech room 4	C02#10			
rm. 1	C02#10			
green exit door	C02#5			
002 Elevator mech				Corbin 100

APPENDIX D CAMPUS FIRE SUPPRESSION SYSTEMS INVENTORY

Fire Suppression Systems
Buffalo State University
Updated May 2006

Great Lakes Research Center Dry Chemical #47-01-109866W-PYR 7 Porter Ave. Hazmat Locker #2 Dry Chemical #47-99-10626H-ANS 7 Porter Ave. Great Great Lakes Lab
Science Building Halon #31-99-10626H-FIK Volatile Storage Room
Twin Rise Building Halon #31-88-N437M-FEN-A Main Computer Room Halon #31-88-N437M-FEN-B Printer Room
Rockwell Hall Halon #31-00-10674H-ANS-A Room 225 Halon #31-00-10674H-ANS-B Room 231 Halon #31-00-10674H-ANS-C Room 233 Halon #31-00-10674H-ANS-D Room 234 Halon #31-02-11245MR-FIK-A Gallery Halon #31-02-11245MR-FIK-B Gallery Halon #31-99-11244JH-ANS Gallery Halon #31-99-11246JH-ANS Gallery Halon #31-99-11247JH-ANS Gallery FM200#70-95-9703JFIK Penney Art Center
Campbell Student Union – 2nd Floor Social Hall Ansul Model R-102, Serial # 8523
Campbell Student Union – Fryers Ansul Model R-102, Serial #8410
Campbell Student Union – Grill Ansul Model R-102, Serial #8409
Campbell Student Union – Serving Line Range Guard Model RG 2.5G, Serial 3084
Campbell Student Union – Main Hood Range Guard Model RG 4 gal/6 gal, Serial #3071
Campbell Student Union – Taco Bell Range Guard Model RG 2.5G/2.5G, Serial #3083
CLL Main Kitchen Kidde - Size 9.0 Gallon, Model WHDR, Serial #3145
CLL Day Care Ansul Model R-102, Serial 6878
Campus House Ansul Model R-102, Serial 8733

Sprinkler System Locations
Buffalo State University
Updated December 7, 2005

Building	Sprinklered Areas	Sprinkler Type
Bulger Communications Center	Complete Building	F950/Viking Model D99
Campus House	Complete Building	Reliable Automatic Sprinkler Co.
Chase Hall	Basement, Computer Room	Firematic TP 57/Viking 1985
Cleveland Hall	Basement Stairwell & 3rd Floor	M36
Clinton Center	Complete Building	Firematic
University Learning Lab	Basement & Storage Area	F950
Houston Gym	Basement Storage Areas	Viking 1982
Moot Hall	Complete Building	Wet Pipe System
Neumann Hall (2 flow switches)	Trash Rooms	CP F950
North Wing	Storage Rooms (2)	None
Porter Hall	Basement Storage Room	F950
Rockwell Hall	Complete Building	F950
Science Building	Basement Only	F950
Sports Arena	Complete Building	Viking 589A/All same
Student Union	Old Book Store	New 2000 CB Cenral
Student Union	Signature Café Area	Wet Pipe System
Student Union	New Book Store	Wet Pipe System
Theater Arts Building	Complete Building	Rasco 9
Tower 1	Janitor Closets	Viking Model C
Tower 2	Janitor Closets	Viking Model C/Viking 1987
Tower 3	Janitor Closets	Viking Model C/Viking 1983
Tower 4	Janitor Closets	Viking 1983
Twin Rise	in vestibules between center & NW and between center & SW	Viking Model E 1996
Upton Hall	Auditorium & Stage Area	Viking - 0
Weigel Health Center	Basement & Storage Area	F950

APPENDIX E EMERGENCY RESPONSE EQUIPMENT AND PPE INVENTORY

List of PPE and Spill Clean Up Materials and Locations for HMCP Plan

Bakery Drum Storage Area:

1. Drum Storage Area Contains a Spill Kit (Figure 1)

Central Receiving:

1. Emergency Supply Cabinet Containing (Figure 3)
2. Wood and Poly Decon & Shower Area

Clinton Center Room 117A Fire Safety/EH&S Workshop:

1. 2 – Mercury Spill Kits
2. 1 – 10'X8" Absorbent Snake
3. 1 – 48"X3" Absorbent Snake
4. 2 – Poly 5 gallon Buckets
5. 10 – Boxes of XL Nitrile Gloves
6. 8 – Boxes of Large Latex Gloves
7. 10 – Boxes of X-Large Latex Gloves
8. 1 – Rubber Sewer Cover Mat
9. 4 – First Aid Kits
10. 12 – Pairs of Splash Goggles
11. 3 – Boxes of 3M Dust/Mist masks N95 ½ Face Respirators
12. 2 – Cases (500 per case) 10 Gallon Poly Bags
13. 2 – 40lb. Bags of Absorbent Clay
14. 1 – Box (25 per box) of Small Tyvek Suits
15. 1 – Box (25 per box) of Medium Tyvek Suits
16. 1 – Box (25 per box) of Large Tyvek Suits
17. 1 – Box (25 per box) of X-Large Tyvek Suits
18. 1 – Roll of 4-mil Poly 2000 Square Feet
19. 1 – Small 5 Gallon Spill Kit (See Figure 1)
20. 1 – Medium 15 Gallon Spill Kit with Absorbent Snakes and Pillows (See Figure 1)
21. 1 – Large 30 Gallon Spill Kit with Absorbent Snakes and Pillows (See Figure 1)
22. 2 – Radioactive Material Spill Kits (Gloves, Booties, Tyvek Suit, Absorbent Pads)
23. 1- Mop
24. 1- Mop Bucket and Wringer

Clinton Center Room 217F EH&S Main Office:

1. Emergency Response Kit (Bag) – (See Figure 2)
2. 1 – Hard Hat
3. 2 – Rolls Duct Tape
4. Main MSDS Sheet Inventory

Clinton Center Room 211 Jeffrey Hammer's Office:

1. Emergency Response Bag - ½ Face Cartridge Respirator, Full Face Cartridge Respirator, Gloves (Latex/Nitrile), Tyveks, Goggles/Safety Glasses, Duct tape, Flashlight, and Assorted Tools
2. Multi-Rae 4-gas Hand Held Meter with PID Detector
3. Radiation Survey Instruments: Geiger Counter(s), Neutron Meter, Ion Chamber(s), Beta/Gamma Scintillator, Alpha Probe

Clinton Center Main Stockroom:

1. 2 – Cases of Absorbent Pads -16"X130' Roll Each Case
2. 1 – 10'X8" Absorbent Snake
3. 4 – 48"X3" Absorbent Snakes
4. 6 – 40lb Bags of Absorbent Clay
5. 20 – Flat Scooping Shovels
6. 3 – Wheel Barrels
7. 10 – Cases Large Latex Gloves
8. 10 – Cases X-Large Latex Gloves
9. 30 – Rolls of Duct Tape
10. 200 – Pairs of Safety Glasses/Goggles
11. 300 – Cases of Poly Bags Small/Medium/Large/X-Large
12. 25 – Rolls of Caution Tape
13. 20 – Boxes of 3M Dust/Mist masks N95 ½ Face Respirators (S/M/LG)

Clinton Center Garage:

1. 10 – Absorbent Pads – Drum Top Style
2. 1 – Drum Ring Absorbent Snake
3. 60 – 48"X3" Absorbent Snakes
4. 11 – 40lb. Bags of Absorbent Clay
5. 10 – Pairs of Safety Glasses
6. 10 – Boxes of X-Large Latex Gloves

Pump House:

1. Generator Diesel Tank Area Contains a Spill Kit (Figure 1)

Science – Main Building:

1. Most Chemical Use Labs in the Science Building Contain Spill Kits (Figure 1) and SDS Sheets which are provided by EH&S
2. Chemistry and Biology Stockrooms have Spill Kits (Figure 1) and additional stock supplies of Gloves, Safety Glasses/Goggles, First Aid Kits, Lab Coats, Absorbent Materials, Containers for Spilled Materials, and SDS Sheets for their Chemical Inventories

Science – OVS (Outside Volatile Storage Area):

1. 1 – Mercury Spill Kit
2. 1 – Spill Kit (Figure 1)
3. 2 – Open Head 55 Gallon Drums
4. 2 – 5 Gallon Buckets
5. 1 – 1 Gallon Bucket
6. 1 – Flat Scooping Shovel
7. 2 – Boxes of Nitrile Gloves
8. 2 – Boxes of latex Gloves
9. 3 – Bags of Vermiculite

Sports Arena:

1. Generator Diesel Tank Area Contains a Spill Kit (Figure 1)

Theater Arts:

1. Generator Diesel Tank Area Contains a Spill Kit (Figure 1)

(FIGURE 1)

SPILL BUCKET

IN CASE OF AN EMERGENCY CONTACT UPD AT 6333

CONTACT EH&S AT 6128 IN ALL SPILL CASES AND ALSO FOR PROPER DISPOSAL OF HAZARDOUS WASTE

CONTENTS:

10 LBS. OF ABSORBENT CLAY – FOR MOST LIQUID SPILLS
2 - PAIR NITRILE GLOVES
2 - PAIR TYVEK BOOTIES
1 - TYVEK DISPOSALBE COVERALL SUIT
2 - POLYETHYLENE BAGS
2 - HAZARDOUS WASTE LABELS
1 - EMERGENCY CHEMICAL SPILL GUIDELINES
1 - HAZARDOUS WASTE DISPOSAL POLICIES AND PROCUDURES

REMEMBER TO RESTOCK AFTER EACH USE!!!

THIS BUCKET SHOULD BE INSPECTED ON A MONTHLY BASIS

(FIGURE 2)

Emergency Response Kit Checklist

Contents:

1. 4 – Pair Tyvek Booties
2. 4 – Small Tyvek Suits
3. 4 – Medium Tyvek Suits
4. 4 – Large Tyvek Suits
5. 4 – XL Tyvek Suits
6. 1 – Box Medium Powder-free Latex Gloves
7. 1 – Box Large Powder-free Latex Gloves
8. 12 – Disposable Towels
9. 8 – P95 ½ Face Dust Masks 4 with exhalation valve and 4 without
10. 1 – Bottle Anti-microbial Soap
11. 1 – Roll of Duct Tape
12. Assortment of Small and Large Bags

*** Please replace any items used or contact Jeffrey Hammer at 878-6128 for replacement supplies**

(FIGURE 3)

Emergency Supply Checklist

- **6 SMALL TYVEK SUITS**
- **6 MEDIUM TYVEK SUITS**
- **6 LARGE TYVEK SUITS**
- **6 X-LARGE TYVEK SUITS**
- **6 PAIR TYVEK BOOTIES**
- **1 BOX MEDIUM GLOVES**
- **1 BOX LARGE GLOVES**
- **1 BOX OF DISPOSABLE TOWELS**
- **1 LIQUID ANTIMICROBIAL SOAP DISPENSER**
- **1 FIRST AID KIT**
- **1 ASSORTMENT OF DISPOSABLE BAGS**

CHECK SUPPLIES MONTHLY, DATE AND INITIAL

MONTH	2011	INITIALS	2012	INITIALS	2013	INITIALS
JAN						
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						

APPENDIX F BUILDING EMERGENCY PLAN TEMPLATE

BUILDING BY BUILDING RESPONSE PLAN

Instructions for Completing the Building Emergency Plan

Welcome to the new Building Emergency Plan.

After you have completed your Building Emergency Plan (BEP), send a copy to the Environmental Health & Safety Office (EH & S), Clinton Center, room 206 for review.

Upon approval, meet annually with Building Emergency Response Team (BERT) members and department representatives in your building to assure the BEP is understood.

If you need assistance in preparing this plan, please contact any of the BSU Emergency Response Plan Workgroup Members below. If you are in a leased area, some of the sections may not apply; please call if you are unclear about how to adapt this to your situation.

Below are names and telephone numbers of contacts who may be useful as resources as you customize your plan.

	Name	Phone	Department
BSU Emergency Response Plan Workgroup Members	Amy Pedlow	878-6333	University Police
	Jeffrey Hammer	878-6128	EH&S
	Thomas Galluch	878-3299	EH&S
	Mike Lewis	878-5538	Facilities

Buffalo State University

(Building Name)

Building Emergency Plan

Date Adopted _____

Date Revised _____

Prepared By:

_____

BUILDING EMERGENCY PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. BUILDING INFORMATION

Building Name:

Description of Building: (e.g., number of floors, major uses of building)

_____

_____

Building Coordinator Volunteer	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
1st Alternate Building Coordinator Volunteer	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
2nd Alternate Building Coordinator Volunteer	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number

Define individual responsibilities of each Building Emergency Response Team (BERT) member (areas to monitor, emergency response priorities that are within those areas).

Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							

Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							
Building Emergency Response Team (BERT) Member	Campus Address	Campus Phone	Campus Fax	Campus Email	Home Phone	Cell Phone	Pager Number
Define Duties:							

DEPARTMENTS

The Building Coordinator will communicate all building emergency response plans to the following departmental contacts:

Department	Room	Chair/Director	Campus Phone	Home Phone	Cell Phone	Pager Number

CRITICAL OPERATIONS/RESPONSE NEEDS OF THE BUILDING

Critical operations that require attention during an emergency are as follows. If none, state "none".

Operation	Department	Room	Person Responsible	Campus Phone	Attention Required

HAZARDOUS MATERIALS

Identify any known hazardous materials found in your building or refer to the Safety Data Sheets (SDS) Book maintained by your department.

DESCRIPTION	LOCATION	QUANTITY

EMPLOYEES NEEDING SPECIAL ASSISTANCE (PLEASE LIST)

If none, state "none". Complete this section after building occupants return the "Identifying Special Needs Form" attached to this plan.

Name	Department	Room	Campus Phone	Required Assistance

BUILDING ALARM(S)

This building has _____ alarm sounds as follows:

Type of Alarm	**Sound**	**Whole Building**	**Room (s)**	**Evacuate/ Define Response**
Fire Alarm				Evacuate
Fire Alarm Panel				
Security Alarm				
Cold Room Alarm				
Halon System Alarm				
Ventilation Alarm				
High Water Alarm				
Elevator Alarm				Call UPD 878-6333
Strobe Lights				
Ice Alarm				
Refrigerant Alarm				
Chiller Refrigerant Alarm				
Carbon Monoxide Alarm				
Biosafety Hood Alarm				
Fume Hood Alarm				

EMERGENCY NOTIFICATION PROCEDURES

When you call 878-6333 from a campus location to request emergency assistance, you will be connected to the University Police Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
  - —Where is the emergency located?
  - —What is the emergency? (fire, medical, hazardous material, etc.)
  - —How did it happen?
  - —When did it happen?
  - —Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Add other steps, actions or precautions specific to your building or work area.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

GENERAL EVACUATION PROCEDURES

Your Immediate Assembly Area (IAA) is:

1. _____

2. _____

Your Temporary Assembly Area (TAA) is:

1. _____

2. _____

The Emergency Assembly Area (EAA) is:

1. Sports Arena
2. Campbell Student Union
3. Bulger Communications Center

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Immediate Assembly Area (IAA).
- Wait for any instructions from emergency responders. If directed, proceed to the Temporary Assembly Area (TAA) or Emergency Assembly Area (EAA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

Add other steps, actions or precautions specific to your building or work area.

_____

_____

_____

M E M O R A N D U M

TO: All Building Occupants

FROM:

DATE:

RE: **VOLUNTARY SELF-IDENTIFICATION OF PERSONS WITH SPECIAL NEEDS**

In an emergency, persons with disabilities and others who require assistance may need special attention in the unlikely event of a health or safety emergency on campus.

Persons with disabilities or certain types of medical conditions may have limitations on their ability to assist themselves during emergencies that require evacuation from the building.

In an effort to pre-determine those who may require assistance in the event of a building or campus emergency, you may voluntarily complete the information below, if applicable. The information will be held in confidence and be shared only with emergency response personnel. Please return this form in the envelope provided.

Name Please Print	Department	Room	Campus Phone	Assistance Required

I have volunteered the above information and understand that such information is only to be used in the event of a building or campus emergency.

_____ _____

Signature Date

M E M O R A N D U M

TO:

FROM:

DATE:

RE: EMERGENCY RESPONSE VOLUNTEERS

We are calling for volunteers who would be willing to help with emergency response situations that may affect employees working in the . This could include ensuring that the building is evacuated during a fire drill or giving aid to someone with a disability who may need help navigating during an emergency, or being able to advise other emergency response personnel of volatile material storage locations, etc.

In a campus-wide or regional emergency, those who might normally be available to attend to the specific needs of this building may be drawn away to perform other campus-wide roles. We need multiple layers of back-up personnel to help ensure that, no matter who is sick, scheduled off, or is providing service in another location, someone is physically available to help coordinate an emergency response for this building.

If this sounds like something in which you may be interested, please contact me at ext. with further questions or stop in to see me before .

Thanks for your interest in the prospect of helping others.

M E M O R A N D U M

TO:

FROM:

DATE:

RE: BUILDING EMERGENCY RESPONSE TEAM

This is to advise that a Building Emergency Response Team (BERT) has been designated for this building, to provide leadership in the event of a campus-wide, regional or building emergency.

Led by a Building Coordinator, the team is authorized to help ensure the safety of building occupants by identifying critical operations or material hazards, for example, or by helping people with special needs who may require attention during such emergencies.
Critical operations could include some type of business process, such as a lab experiment (in an instructional building) or storage tank refueling (near a maintenance building) that should not be left unattended, or which would require specific measures taken to ensure that it is left in a stable condition.

Most often, team members will monitor building evacuations during routine drills, however, they are also fully authorized to coordinate responses that might include evacuations for extended time periods or other extreme response measures.

Building Coordinators will also work with the team to formulate specific response procedures for all building occupants, based on the nature of an emergency. Response procedures will be shared with occupants as they are developed and drills will be conducted. The building emergency response plan developed by the team will be shared with a planning group who will make it part of the overall campus response plan.

Team members are as follows:

Both now and in the future, please be responsive to requests for information and to directives given by team members during emergencies.

Team membership will be renewed annually, but please feel free to call my office or contact the team at any time to express an interest in joining.

Thanks for your help.

Future Additions to Emergency Response Plan

- Regional Emergency Response
  - Food
  - Clothing
  - Shelter
- Preparedness Plan
- Training Plan
- Creation of Department Safety Committee's and Building Safety Coordinators
  - Define Team Objectives and Resources

APPENDIX G EMERGENCY RESPONSE AGREEMENTS WITH OUTSIDE AGENCIES

TONAWAND
TANK TRANSPORT
SERVICE, INC.
Total White Management Service

Mark C. Hageman, CHMM
Environmental Services Manager

1140 Military Road
P.O. Box H
Buffalo, New York 14217

Phone (716) 873-9703
Fax (716) BTI-0227

November 11, 2005

Mr. David N. Miller
Buffalo State
University
Environmental Health & Safety
Clinton Center
1300 Elmwood Avenue
Buffalo, New York 14222-1095

Dear Mr. Miller:

Enclosed please find the executed copy of The Emergency Spill Agreement that we spoke about for your files.

I truly look forward to working with you on any other waste disposal and transportation generated by Buffalo State University, especially any Lab Packs that you may have in the corning months.

Please feel free to call our office at (716) 873-9703 if you have any additional questions or are in the need of a competitive quote on nay waste streams currently being generated.

Sincerely,

Mark C. Hageman, CHMM
Environmental Service Manager
Tonawanda Tank Transport Service Inc.

EMERGENCY SPILL AGREEMENT

THIS AGREEMENT, for environmental spill services, is made the 28th day of September, 2005, by and between Buffalo State University hereinafter referred to as "Company". with facilities located at 1300 Elmwood Avenue. Buffalo. New York 14222 and Tonawanda Tank Transport Service Inc. of Buffalo, New York 14217, hereinafter referred to as the "Contractor", with the following terms and conditions incorporated herein.

Terms and Conditions

I. The Contractor shall respond to all emergency situations involving the release of oil and hazardous materials.

2. The Contractor shall be on call to respond with appropriate equipment and manpower, 24 hours a day.

3. The Contractor shall clean up, contain, mitigate, transport, and arrange bulk storage at the incident site or within the Company's premises and dispose of released materials according to state and federal environmental regulations utilizing the appropriate technology.

4. The Contractor shall supply tools, equipment, materials, labor, and all necessary items needed to clean, contain, dispose or store materials released at the incident site or within the Company's premises.

5. The Contractor shall supply personnel trained in accordance with OSHA and other applicable safety regulations.

6. The Company shall supply an Emergency Coordinator or official knowledgeable of the chemical being handled and the physical location of the spill. The Company is responsible to supply material safety data sheets for the chemicals being handled.

7. The Company shall supply the Contractor with updated material inventory, material safety data sheets, Company contact names and telephone numbers, site drawings, and other appropriate information. Company shall update appropriate information with any change. At a minimum, this information must be reviewed annually.

8. The Contractor shall supply to the Emergency Coordinator or official, a 24-hour dispatch emergency telephone number.

9. The Contractor shall document all activities related to the sampling, clean up, containment, storage or transportation of released materials.

I0. The Contractor shall prepare daily activity reports or logs pertaining to activities associated with the services provided.

11. The Contractor shall have environmental liability insurance and workman's compensation insurance.

12. The Contractor and its employees shall not make public information that may pertain to the emergency situation.

13. The Company shall supply to the Contractor, telephone and utilities, if not disrupted by the incident, and other support, as required and applicable.

14. The Company shall be responsible for providing secure storage space for drums, tanks, roll-off containers, vacuum trucks or box trucks/trailers for the storage of materials prior to disposal.

15. The Company shall have legal responsibility to report the spill to federal, state, or local officials. The Company and Contractor shall be jointly responsible for communicating and working with the federal, state, or local officials.

16. If unsafe conditions occur while the contractor is performing services, or if directed by federal, state, or local officials, either the Contractor, Emergency Coordinator, or official shall stop work on the project.

12: 28

17. The Company shall provide the Contractor with a written set of Company safety rules and regulations, if the incident is on Company property. The Contractor shall obey all Company safety rules and regulations while on Company property.

18. The Company will issue an open Purchase Order upon the execution of this Agreement. The Company shall pay the Contractor, in accordance with its normal terms (net 10 days), on a time and material basis, for all **·v· ·urk pcrfvrm d, iricludiu.g disposal costs. The: Cvntractor shall supply au itcw.ized iuv·Gicc at th Ti c *WL*** Material price structure that is in effect at the time the services are rendered. The Company hereby acknowledges that is has received a current Time and Material price listing, which is attached.

    Prior to the execution ofthis Agreement, and prior to a renewal term if any, the Company will provide credit information to the Contractor as required in the Contractor's credit application. The Contractor will establish a level of credit based on the Company provided credit information and the Contractor's credit policies.

19. The attached Incident Report is incorporated into this Agreement.

20. The Company agrees to indemnify, exonerate, and hold the Contractor harmless against loss, damage, or expense, by reason of suits, claims, demands, judgments, and causes of action for personal injury, death, or property damage arising out of or in any way in consequence of the performance of all work undertaken by the Contractor except that in no instance shall the Company be held responsible for any liability claim or demand or cause of action attributable solely to the negligence of the Contractor.

21. This Agreement shall be governed by laws of the State of New York.

22. This Agreement can only be odified by a written agreement duly signed by persons authorized to sign agreements on behalf of the Company and the Contractor.

23. This Agreement is in effect for one (1) year from the date listed above, and automatically renews for succeeding years. This Agreement may be terminated in writing by either party upon thirty (30) days notice.

The parties hereto have executed this Agreement this 28th day of September, 2005.

Buffalo State University
Company Name

Authorized Signature

Titl

Date

Tonawanda Tank Transport Service Inc.
r anyName

Authorized Signature

Title

Date

BuffaloState

September 16, 2005

Captain Makowski
Buffalo Police Department
74 Franklin Street
Buffalo, NY 14202

Dear Captain Makowski:

I am the Director of Environmental Health & Safety at Buffalo State University (BSU). I am writing to you because federal and state law require all facilities that have employees potentially exposed to hazardous chemicals to attempt to enter into mutual aid agreements with those outside emergency response agencies that may be called upon to provide emergency assistance. (See 29 § C.F.R. 1910.120(q) and 6 NYCRR § 373-3.3(9)). Because BSU uses hazardous chemicals and generates hazardous waste, it must attempt to enter into a formal agreement with the police department that may be called upon for emergency response.

1300 Elmwood Avenue
Buffalo, New York
14222-1095

BSU has taken significant steps to reduce the chance of emergencies occurring at the facility (e.g., special design of chemical and petroleum storage and containment structures, employee operating and safety training, maintenance of emergency response equipment, and the adoption of an integrated contingency plan to handle all foreseeable emergencies). However, when chemicals are used there is no way to completely eliminate the possibility of an emergency situation arising which could result in injury or damage to the environment or property. If there is a chemical or hazardous waste emergency at the University, BSU would expect Buffalo Police to respond.

By signing this mutual aid agreement, the Buffalo Police Department agrees to provide emergency response services at SSC. In the event of an emergency related to hazardous materials, CJ/I L11r.rr17>1 .. '/17 will be BSU's contact person in the Buffalo Police Department and can be reached at gn- '/S"ll f . I would also like to invite you to tour the campus to familiarize yourself with our facilities and any areas of particular concern during an emergency.

If Buffalo Police agrees to provide emergency hazardous chemical and waste response services for BSU, please sign, date and return this letter to me in the enclosed envelope for our records. If Buffalo Police does not agree to provide emergency hazardous chemical and waste response services for BSU, please document the refusal in writing for my files.

Thank you very much for your cooperation and timely response. Please call me at 878-6113 with any questions or concerns.

Sincerely,

David N Miller

David N. Miller, Director
Environmental Health & Safety

:cas

Seen and Agreed to: _____ 10/21/05
Name **Date**

BuffaloState

September 16, 2005

Mr. Steve Beauchamp
Marketing Manager
Rural Metro Medical Services
481 William L. Gaitor Parkway
Buffalo, NY 14215

Dear Mr. Beauchamp:

I am the Director of Environmental Health & Safety at Buffalo State University (BSU). I am writing to you because federal and state law require all facilities that have employees potentially exposed to hazardous chemicals to attempt to enter into mutual aid agreements with those outside emergency response agencies that may be called upon to provide emergency assistance. (See 29 § C.F.R. 1910.120(q) and 6 NYCRR § 373-3.3(9)). Because BSU uses hazardous chemicals and generates hazardous waste, it must attempt to enter into a formal agreement with the ambulance service that may be called upon for emergency response.

1300ElmwoodAvenue
BuffakJ, New York
14222–1095

BSU has taken significant steps to reduce the chance of emergencies occurring at the facility (e.g., special design of chemical and petroleum storage and containment structures, employee operating and safety training, maintenance of emergency response equipment, and the adoption of an integrated contingency plan to handle all foreseeable emergencies). However, when chemicals are used there is no way to completely eliminate the possibility of an emergency situation arising which could result in injury or damage to the environment or property. If there is a chemical or hazardous waste emergency at the University, BSU would expect Rural Metro to respond.

By signing this mutual aid agreement, Rural Metro agrees to provide emer ency response services. In the event of an emergency related to hazardous materials, ... v• ' - S'c.. ....,.'"- will be BSU's contact person at Rural Metro and can be reached at &92-Moo" ?? . I would also like to invite you to tour the campus to familiarize yourself with our facilities and any areas of particular c5mcern during an emergency.

If Rural Metro agrees to provide emergency response services for BSU, please sign, date and return this letter to me in the enclosed envelope for our records. If Rural Metro does not agree to provide emergency hazardous chemical and waste response services for BSU, please document the refusal in writing for my files.

Thank you very much for your cooperation and timely response. Please call me at 878-6113 with any questions or concerns.

Sincerely,

David N. Miller

David **N.** Miller, Director
Environmental Health & Safety

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Seen and Agreed to: c:..,m I //
Name 7

11-12-05
Date