
Hazardous Materials Incident Policy

Purpose

To establish procedural guidelines to govern the proper and safe response and control of emergency situations involving suspected hazardous materials.

To Whom Does the Policy Apply

Ramapo College community

Related Documents

- New Jersey Fire Code
- <https://www.ramapo.edu/ehs/fire-safety/>
- <https://web.ramapo.edu/ehs/stormwater-compliance/>

Contacts

College Fire Marshal (201).684.6252

Enforcement of Policy

The policy will be enforced by the College Fire Marshal and the Office of Public Safety. The Division of Fire Safety will enforce applicable provisions of the New Jersey State Fire Code.

Background

Ramapo College maintains small quantities of hazardous materials located throughout campus. The science labs, nursing labs, and other academic centers using chemicals are primary locations for spills and accidents, as well as various Facilities Management and housekeeping areas. Other areas of concern include outside vendors performing work or maintenance on campus. It is the policy of Ramapo College Office of the Fire Marshal to act as the initial responder and then to assist local fire and hazmat authorities in the investigation of incidents involving hazardous materials, by participating in an incident based command operation.

Definitions

Hazardous Materials Incident: Any discharge of chemical substance to the environment. This includes, but is not limited to, the following:

- Discharge of oil or chemicals to the grounds of the college
- Volatile or gaseous release of vapors
- Fires or explosions involving hazardous materials

Procedure

Upon identification of suspected hazardous materials release, immediately notify Public Safety. Depending upon the threat to campus safety, Public Safety may send an Alert Me Now notification advising the campus community of the incident. Public Safety will respond and attempt to assess the situation without putting further safety at risk.

Public Safety will notify Environmental Health and Safety. The Mahwah Fire Department will be notified if an actual hazardous material emergency exists. Public Safety may initiate a full or partial evacuation of the building if needed. The Public Safety will advise Mahwah Police on the following:

- Nature of the incident
- Exact location of the incident
- Number and extent of injuries

The College has a spill response agreement in place with the contracted hazardous waste vendor. EHS may request that they respond to assist with the cleanup process.

The Ramapo College Department of Environmental Health and Safety will maintain all "SAFETY DATA SHEETS" (or SDS) for hazardous materials to assist outside emergency responders. The full list is available online at the below link. This is in addition to any site specific sets already on file – such as in the G-wing 3rd floor Chemistry/Biology prep room.

<https://msdsmanagement.msdsolnline.com/295424fd-b4d9-49fb-9605-c1c55307b4fe/ebinder/?nas=True>

The RCNJ Fire Marshal or a public safety officer will be assigned to stand by in a safe area near the main entrance of the impacted building to provide information and assist the first responding emergency units. Public Safety shall send an all clear message through Alert Me Now at the conclusion of the incident.

Documentation

At the conclusion of the incident, a detailed report will be completed by Public Safety and forwarded to the Environmental Health and Safety. The report may also be forwarded to local, county, or state authorities upon request.

GENERAL GUIDELINES IN THE EVENT OF A LABORATORY SPILL:

For spills or incidents that require training, procedures, or personal protective equipment beyond the abilities of the personnel present, take the following actions:

- Faculty shall familiarize themselves to the location and use of *Personal Protection Equipment* and emergency lab procedures prior to any emergencies.
- In the event of a hazardous materials release, stay calm.
- Faculty will immediately evacuate the room of all students.
- Do not try to fight any fires that are beyond the incipient stage.
- Immediately evacuate and alert Public Safety to the nature of the incident, including the product name and quantity if known.
- Advise Public Safety of any injuries or if anyone was unable to evacuate.
- Close doors as you leave the room.
- Activate a fire alarm manual pull station to begin the process of further evacuating the building if necessary.
- Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected areas with copious amounts of water for at least 15 minutes.
- If you are contaminated, do not spread the material or contaminate others. Tell responders you have the material on you and maintain a safe distance.