


Slide 1

 Hazardous Materials Business Plan

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Slide 2

 What's In a Plan? 

- Contact Information
- Inventory of all chemicals over:
  - 55 gallons
  - 200 pounds
  - 200 cf of compressed gases
- Map showing location of HM/HW
- Spill/Emergency/Evacuation Plan
- List of Emergency Equipment
- Training
- Recordkeeping

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Slide 3

 Why Do I Care? 

- Provides for your safety
- When the inspector shows up, you have to know what this plan is
- If the info in the plan changes:
  - notify someone
  - Update the plan
  - Submit it within 30 days of the change
- The students are watching

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Slide 4

### Who Gets Contacted?

- Head Honchos
- Emergency Coordinators with a 24 hour contact number that better work
- May require department heads listed as contacts when they are on site:
  - Transportation
  - Maintenance
  - Shop Teachers



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Slide 5

### Inventory

- What it is
- How much on site: average and maximum
- Includes all HW
- Hazards
- Physical state, storage conditions, etc...
- Where it is located...



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Slide 6

### Map

- Info to help with a spill/emergency response
  - Grounds, adjoining properties, streets
  - Drains, sewers, streams, etc...
  - Buildings, entrances and exits
  - Location of HM/HW
  - Evacuation routes and staging areas
  - Emergency shutoffs: gas, electricity, water, etc



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Slide 7

### Spills and Emergencies

- Evacuation plan and procedures
  - Standard school evacuation plan
  - Employee areas (Transportation, M&O, etc.)
- Who to Call
  - 911
  - County Environment Health
  - Office of Emergency Services
- Emergency Response procedures: who/what...
- Post-Incident Report

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Slide 8

### Emergency Procedures: ICS

- Incident Command System
  - Standardized management command and control concept for incident management
  - Operations, Logistics, Planning, Finance
- 1 person in charge: Incident Commander
- Awareness: Notification (hazards, possibilities)
- First Responders: Contain and control
- Technician: Stop the leaks
- Specialist: How do we clean this mess up?

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Slide 9

### First Responder "Awareness" Level

- What HM are onsite and their risks
- Potential outcomes of a release
- Ability to recognize HM
- Ability to realize the need for additional resources
- Know how to sound an alarm and who to call.

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Slide 10

 Incident "Awareness Level"  
First Responder Actions

- Protect yourself, then others, then property
- Identify the character, source, amount, and extent of the problem
- Assess possible hazards QUICKLY
- Activate the alarm/evacuation system
- 911 (call other numbers when safe)
- Don't re-enter the area without proper training

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Slide 11

 ER Questions? 

- Do I need to call in every little thing?
  - Will leave the property (including gases)
  - Will enter water (drain, sewer, runoff)
  - Explosion, fire, catastrophe
  - Imminent danger to anyone
  - Any major evacuation

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Slide 12

 More Questions 

- Do I have to stop the leak, put up dikes, anything that exposes me to danger?
  - NO!
  - Only respond to the level of your training
    - Fire extinguisher training
    - Respirator training
    - HazWoper
  - NEVER respond alone in cases where, if you go down, no one would know

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Slide 13

### Emergency Equipment

- Includes fire extinguishers, fire hoses, sprinkler systems, eyewashes, safety showers, pull boxes, exhaust hoods etc...
- PPE: face shields, respirators, boots, gloves etc...
- Spill kits, Stop-leak, berms, pigs, absorbents, drain covers, sump pumps...

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Slide 14

### Training – All Employees

- Alarm/notification system
- Evacuation procedures (possible special circumstance training)
- Evacuation routes and assembly points
- General contents of the site

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Slide 15

### Chemical Handler Training

- Storing and handling HM
- Location and use of fire and spill control equipment
- Spill procedures/emergency response
- Proper use of PPE
- Hazards of specific materials they handle
- Handlers of HW need specific training

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Slide 16

 **No Job is Finished Until the Paperwork is Done!** 

- Post-incident reports
- Current and former employee training records (that are up to date!)
- Training program (who gets what when)
- Copy of HMBP (preferably at your location)
- HM/HW storage area inspections
- Documentation of evacuation drills

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Slide 17

 **Anything Else?** 

- The plan must be updated annually or sooner if anything changes
  - Location of HM/HW
  - Amounts change (doubles or halves)
  - Add or eliminate HM above threshold
  - Contact information

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