

EMERGENCY ACTION PLAN

24. HAZARDOUS CHEMICAL SPILL OR GAS LEAKS

Any spillage of a hazardous chemical or gas leak should be reported immediately to Campus Security which in turn will report the emergency to the Facilities Department by radio. Use any internal phone or the emergency phones strategically placed in the hallways throughout the college to notify the TRCC Security Desk of the nature and location of the emergency on the Emergency Hot Line. All calls placed to the Emergency Hotline on extension 55555, the Non Emergency Assistance Line, Extension 22222, the Security Desk extension 59053 (or calls from an outside line to (860) 215-9053) and the Emergency Blue Phones in the parking lots and around the exterior of the main campus building are routed to, and only to, the VOIP telephone located at the Security Desk.

During any emergency, particularly those requiring immediate emergency medical assistance, you should not be the least bit hesitant to call 911 directly for assistance. However, whenever possible utilize the emergency phones or other internal phones to call 911; and unless faced with no alternative, avoid the use of cell phones to call 911 as the routing of cell phone calls could delay emergency response to the TRCC campus. Should you contact 911 directly, it is imperative to contact the Security Desk as soon as possible to facilitate an in-house response and to ensure coordination with emergency service personnel upon their arrival on campus. The Security Desk will also notify the Facilities Department and appropriate TRCC staff members as circumstances dictate.

The Director of Facilities will advise the Dean of Administration or Duty Administrator of what damage has occurred and what corrective action should be taken. If the situation warrants building evacuation, that action will be taken in accordance with standard building evacuation procedures as set forth in Section 14 (Fire and Evacuation Plan) of the EAP. In this event, the Duty Administration will coordinate these actions with the Dean of Administration, the President, and other College officials as appropriate.

Facilities emergencies arise from a disruption of campus utilities, services and / or as the result of a material spills; which require a response from the Facilities Department, emergency service personnel or professional commercial assistance. Such emergencies may include, but are not necessarily limited to: electrical power outages and problems; water leaks and ruptured water lines; gas leaks; sewage problems; and hazardous or non-hazardous material spills.

Three Rivers Community College

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The following general guidelines should be adhered to whenever possible:

- If an emergency exists outside away from a building, notify the Security Desk as indicated above, or call 911 and evacuate the area.
- If an emergency exists in or near a building notify the Security Desk as indicated above, or call 911 and evacuate the building following the Fire and Evacuation Plan detailed in Section 14 of the EAP.
 - Natural gas leaks, detected by a distinct sulfur (“rotten-eggs”) smell, may bring danger of an explosion. It is essential that buildings with natural gas leaks be evacuated until the source of the leak can be found and repaired.
 - Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Tertiary Butyl Mercaptan to give it odor. The gas goes up and the odor goes down. If an odor is detected in the building, do the following:
- When reporting, be specific about the nature of the involved material and exact location.
 - Emergency 911 Personnel will contact the necessary specialized authorities.
 - The on-site supervisor should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel.
 - Anyone who may be contaminated by the spill should follow proper decontamination procedures. They are also to avoid contact with others as much as possible, remain in the vicinity, and give their names to the emergency personnel.
 - Individuals exposed to gas leaks should be escorted as soon as possible to a well-ventilated area.
 - Required first aid and clean up by specialized authorities should be started at once.