

# **Procedures and Requirements to Notify the Environmental Health and Safety (EHS) Office Following Emergency Events At Non-University Park Locations**

Purpose: The purpose of this document is to provide guidance to non-University Park locations to ensure appropriate procedures and notifications to EHS at University Park are implemented following emergency events that may occur in University facilities or to University employees, students, and visitors.

These procedures are to be followed AFTER initiating appropriate emergency measures such as first aid, evacuation and contacting 911. Additional, other campus-specific reporting requirements may also need to be followed.

**EHS Phone Number: 814-865-6391.**  
**This number is answered 24 hours a day, 7 days a week.**

## **Asbestos**

**EHS Contact:** Michael Burke ([burke@ehs.psu.edu](mailto:burke@ehs.psu.edu))

### **Procedures/Notifications/Documentation/Follow-Up:**

- Evacuate room or area and keep others out.
- Close room or corridor doors and windows to reduce air movement. If needed, tape off area (if in a corridor without doors, for example).
- If possible, shut down HVAC to prevent dispersal to other areas.
- Call EHS.

### When to Report:

- When suspected or known asbestos containing material is damaged due to water leaks, building structural damage, fires, etc. or where asbestos has fallen to the floor or has been pulverized.
- Call or email for all other damaged suspected or known asbestos that is discovered during routine activities. The determination whether an emergency exists shall be made at that time and appropriate actions will be undertaken.

### What to Report:

- Name and title of person reporting incident.
- Date, time and location of incident.
- Phone number where the reporting person can be reached.
- Brief description of incident or damage.
- Phone numbers where other involved persons can be reached.
- Provide digital photos when possible.

## **Automated External Defibrillator (AED) Use**

**EHS Contact:** Maurine Claver ([mgc3@psu.edu](mailto:mgc3@psu.edu))

### **Procedures/Notifications/Documentation/Follow-Up:**

### When to Report:

Provide written report to Office of Emergency Medical Services (Ritenour Building, University Park) as soon as possible (SY16)

What to Report:

- Campus or administrative unit making the report.
- Manufacturer and model number of AED used.
- Location of person when AED was applied.
- Date and time of AED use.
- Name of AED operator.
- Name of person on whom AED was used.
- Brief description of circumstances under which AED was used.
- EMS unit receiving person.
- Hospital person was transported to, if known

**Blood Spill**

**EHS Contact:** Curt Speaker ([speaker@ehs.psu.edu](mailto:speaker@ehs.psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

Follow established procedures for clean up

When to Report:

Contact EHS if spill is large and assistance is needed

What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the reporting person can be reached
- Brief description of incident
- Phone numbers where the involved persons can be reached

**Chemical Spills, Releases, Explosions, Exposures or Injuries (includes corrosive, reactive, flammable, and toxic chemicals in solid, liquid or gas form)**

**EHS Contact:** Kate Lumley-Sapanski ([sapanski@ehs.psu.edu](mailto:sapanski@ehs.psu.edu)), Bill Dreibelbis ([wgd1@psu.edu](mailto:wgd1@psu.edu)), Curt Speaker ([speaker@ehs.psu.edu](mailto:speaker@ehs.psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

Facilities that have a PPC Plan, follow the procedures outlined in the plan. For other facilities, the following apply:

When to Report:

- All chemical exposures requiring medical attention should be reported to EHS as soon as possible after emergency procedures have been implemented.
- All spills/releases that result in bodily injury, enter surface water, are highly hazardous, or larger than 1 gallon must be reported as soon as possible after emergency procedures have been taken. Highly hazardous materials include chemicals such as hydrofluoric acid, methylmercury, chlorine gas, bromine, sulfuric acid, etc. If you are not sure, call EHS. For spills on paved surfaces or floors that have been cleaned-up, please report within 24 hours.

What to Report:

The following information is to be called into EHS initially, and then provided in writing. For a small spill, a follow-up email will suffice.

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the person reporting the incident can be reached

- Brief description of the incident
- Extent of contamination of land, water, or air, if known (e.g., bodies of water)

Regulatory Reporting Requirements:

EHS will work with the facility to determine which regulatory authorities must be contacted.

Clean-Up:

Small spills/releases are to be cleaned-up by the facility. Used absorbent materials are to be disposed through the Chemical Waste Management Program.

**Deaths/Serious Injuries/Near Fatalities**

**EHS Contact:** Maurine Claver ([mgc3@psu.edu](mailto:mgc3@psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

Notify immediately in the event a student, visitor or employee death or serious injury that could be attributed to the University environment

What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the person reporting the incident can be reached
- Brief description of the incident

**Fires/Injuries Associated with Fire**

**EHS Contact:** Steve Triebold ([sgt4@psu.edu](mailto:sgt4@psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

When to Report:

Within 2 hours:

1. Any injuries associated with the fire
2. Fire which causes significant damage to University property
3. Any fire within a student residence that causes the relocation of the occupants
4. Fire involving laboratories or areas storing hazardous materials

Within 48 hrs:

1. Any fire in which the fire department was utilized to extinguish the fire
2. Suspicious or arson fires that do not cause significant damage
3. Fire which caused the operation of a fire suppression system (Sprinkler System)
4. Fire within a student residence that does not require the relocation of students

What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the reporting person can be reached
- Brief Description of incident

**Fuel/Oil Spills**

**EHS Contact:** Lysa Holland ([holland@ehs.psu.edu](mailto:holland@ehs.psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

For facilities that have an SPCC Plan, follow the procedures outlined in the plan. For other facilities, the following apply:

When to Report:

All spills/releases that enter surface water, no matter what size. Other spills/releases of oil containing materials must be reported if they exceed 1 quart, with the exception of spills/releases that are confined to areas inside buildings that do not have floor drains. For spills to surface water or soil, please report as soon as possible, after the emergency procedures have been implemented. For spills to paved surfaces or floors that have been cleaned-up, please report within 24 hours.

What to Report:

The following information is to be called into EHS initially, and then provided in writing. For a small spill, a follow-up email will suffice.

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the person reporting the incident can be reached
- Brief description of the incident
- Extent of contamination of land, water, or air, if known (e.g., bodies of water)

Regulatory Reporting Requirements:

EHS will work with the facility to determine which regulatory authorities must be contacted.

Clean-Up:

Small spills/releases are to be cleaned-up by the facility. Used absorbent materials and contaminated soil is to be disposed through the Chemical Waste Management Program.

## **Mercury Spills**

**EHS Contact:** Kate Lumley-Sapanski ([Sapanski@ehs.psu.edu](mailto:Sapanski@ehs.psu.edu)), Michael Burke ([burke@ehs.psu.edu](mailto:burke@ehs.psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

- If spill is in an oven, hot block, etc. shut off heat
- Evacuate the immediate area and all people in the vicinity of the spill
- Isolate the spill area and close doors
- Turn on available exhaust ventilation systems
- Post door "Do Not Enter –Mercury Spill"
- Call EHS immediately

When to Report:

For large mercury spills (i.e. manometers) or spills in areas where loose mercury could be heated (>90 F degrees) and vapors released and call EHS immediately. For all other spills, notify EHS as soon as possible.

What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the reporting person can be reached
- Brief description of incident
- Phone numbers where the involved persons can be reached

## **Needlestick Injury**

**EHS Contact:** Curt Speaker ([speaker@ehs.psu.edu](mailto:speaker@ehs.psu.edu))

**Procedures/Notifications/Documentation/Follow-Up:**

When to Report:

Whenever an employee is injured by a hypodermic needle, regardless of the circumstances, report the following within 72 hours

What to Report:

- Name and title of person reporting incident
- Name of injured employee's supervisor
- Date, time and location of incident
- Phone number where reporting person can be reached
- Brief description of incident
- Phone numbers where the involved persons can be reached
- Source of needle, if known

## **Radioactive Material and Radiation-Producing Equipment Incidents**

**EHS Contact:** Eric Boeldt ([ejb6@psu.edu](mailto:ejb6@psu.edu)), Mark Linsley ([mel18@psu.edu](mailto:mel18@psu.edu))

### **Procedures/Notifications/Documentation/Follow-Up:**

For radioactive material incidents, follow Penn State's Rules and Procedures for the use of Radioactive Materials (SY14). These procedures provide instructions for controlling spills of radioactive material. All persons authorized to work with radioactive material have had training in the handling and control of this material and should follow the procedures.

Radiation producing equipment includes x-ray generating devices and electron microscopes.

### When to Report:

Report the following incidents as soon as initial actions are completed.

1. Missing, lost or stolen radioactive materials or radiation producing equipment.
2. Spills of radioactive materials that are spread beyond the confines of the authorized area.
3. Spills that are not readily decontaminated.
4. Skin contamination that is not readily decontaminated within an hour of exposure.
5. Accidental or suspected exposure to the primary x-ray beam.
6. Failure of any safety device, such as a shutter or enclosure shield, on radiation producing equipment.

### What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the reporting person can be reached
- Brief description of incident
- Phone numbers where the involved persons can be reached
- Amounts and locations of contamination as indicated by the radiation detection equipment.

### Regulatory Reporting Requirements:

EHS staff will notify appropriate agencies

## **Water Incursion**

**EHS Contact:** Curt Speaker ([speaker@ehs.psu.edu](mailto:speaker@ehs.psu.edu)), Bill Dreibelbis ([wgd1@psu.edu](mailto:wgd1@psu.edu))

### **Procedures/Notifications/Documentation/Follow-Up:**

When there is unwanted entry of water into University buildings, follow the established Water Incursion SOP. Contact EHS for medium (standing water on floor, <10 sq. ft. of drywall or ceiling, between 1 and 4 ceiling tiles) and high (standing water that has reached walls, >10 sq. ft. of drywall or ceiling, >4 ceiling tiles) water damage areas or if sewage is involved.

### When to Report:

Report water incursion to Maintenance Dept. with 48 hours of discovery. Report medium and high water damage areas to EHS as soon as possible.

### What to Report:

- Campus and building effected
- Type of water incursion (roof leak, potable water, sewage, etc.)
- Amount of damage
- Corrective measures taken so far

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