


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	SECTION (S):	DISTRIBUTION:
	HAZARDOUS MATERIALS SPILLS DPS SOP 2010-03	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
CRAIG A. STONE ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		February 10, 2010 REVISED DATE: February 23, 2024	SOP 2007-34 Revised re IACLEA & Turning Off BWC, Radio

Hazardous Materials Spills

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NO IACLEA STANDARDS

CALEA STANDARDS

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REFERENCES:

- SOP 2011-07 Emergency/Disaster Response/Mobilization
- SOP 2011-53 Emergency and Incident Notification to Other University Depts.
- SOP 2012-04 Crisis Alert Notification System – Orange Alert
- SOP 2015-02 Body Worn Cameras

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

II. PURPOSE: The purpose of this policy is to provide DPS personnel with guidelines and information necessary to aid in the response to chemical spills or other hazardous material incidents pursuant to the general emergency DPS SOP 2011-07 Emergency/Disaster Response/Mobilization. It is important to keep in mind that the DPS role in handling these matters is as a first responder, protecting the persons and property at and near the spill or release from exposure, injury or damage.

The Life/Science Complex is a Research Intensive Facility and as such poses an elevated threat for responding public safety personnel and for at least the research facility occupants as well. The specialized hazardous materials response units from the City of Syracuse and the State of New York have equipment and specially trained personnel for entering contaminated areas to affect rescues, provide emergency first aid treatment of exposed persons and to supervise decontamination. Furthermore, this policy also provides access to important resources that can be utilized in the event of a critical incident involving hazardous material at the University. **(46.1.1)**

III. POLICY: It is the policy of the Department of Public Safety to respond with care to a reported spill or release and secure the scene working with professionals to evaluate the seriousness and extent of the spill and exposure, if any, and to safeguard the health and safety of the University Community.

The DPS role in handling these matters is as a first responder (Awareness Level Response), protecting the persons and property at and near the spill or release from exposure, injury or damage by setting safety perimeters and by NOT attempting to contain or stop a hazardous material release in any way.

When appropriate, the DPS responders will establish a safety perimeter while preparing to work cooperatively and conjointly with all University members and departments and the City and State emergency response agencies to ensure a safe and rapid resolution to any event involving the spill or release of hazardous materials.

IV. DEFINITIONS:

- A. ICS: Incident Command System as defined fully in SOP 2011-07 - Emergency/Disaster Response/Mobilization
- B. Minor Hazardous Material Spill: (Non – Emergency Response) That type of spill that is characterized by the user's confidence in their ability to clean-up the spill and return the affected area to the pre-spill condition absent any likelihood of

injuries, while adhering to the requisite safety considerations, and without the need to call upon emergency personnel or outside assistance.

- C. Major Hazardous Material Spill: (Emergency Response) That type of spill in which there is a significant amount of a hazardous material released, one in which the release of the substance cannot be controlled, or one wherein any amount of release of the substance is particularly dangerous or virulent. This type of spill would require at least a partial evacuation and possibly an entire evacuation of the affected building, and would require the assistance of emergency personnel from not only the DPS but also the University Environmental Health and Safety Services Office (EHSS), which will provide an Incident Commander, per our ICS until the arrival of the Syracuse City Police and Fire Department.
- D. Hazardous Material: Those types of substances (i.e. radiological, biological, chemical, etc.) capable of causing acute or chronic health problems or dangers to exposed individuals and/or is capable of causing significant harm to the general environment. Hazardous materials can be flammable, or combustible, explosive, toxic, noxious, corrosive, oxidizable, asphyxiant, pathogenic or some other characteristic that makes it dangerous in certain circumstances. Key danger words for DPS personnel to recognize include but are not limited to: hazardous, toxic, corrosive, irritant, carcinogen, flammable, oxidizer, combustible, pyrophoric, unstable, reactive, organic peroxide, radioactive and infectious or bio-hazard material.
- E. Dangerous Goods: The term *hazardous material* is almost exclusively used in the United States and North America, in other countries the equivalent word that might be used by a foreign student is dangerous goods.
- F. Biohazardous Material: Any material potentially infectious to humans, including, but not limited to, human blood, bacteria, viruses, fungi and parasites.
- G. Radioactive Material: To include any radioisotopes, isotopes, or radioactive materials.

V. PROCEDURES:

- A. **DPS's Limited Role**: It is important to keep in mind that the DPS role in handling these matters is as a first responder (Awareness Level Response), protecting the persons and property at and near the spill or release from exposure, injury or damage by setting safety perimeters and by NOT attempting to contain or stop a hazardous material release in any way.

The specialized hazardous materials response units from the City of Syracuse provide a timely response to University events of this nature. They are also backed by the State of New York agencies. These responders have equipment and specially trained personnel for entering contaminated areas to affect rescues, provide emergency first aid treatment of exposed persons and to supervise decontamination.

- B. **Training**: Public Safety Officers, Community Service Officers and Residential Community Safety Officers will receive initial hazardous materials awareness training upon hire and will receive annual hazardous materials training provided by Syracuse University. This training will include types of hazards, locations and cautions to be taken when responding to hazardous materials spills or incidents.

DPS Training Coordinators will ensure that all initial and annual hazardous materials awareness training is completed. **(46.3.2) (02/23/24)**

C. Hazardous Material Spill or Release Emergency: Procedures

1. Personnel Receiving Notification of Hazardous Material Spills or Incidents:
Personnel receiving notification of hazardous materials spills or incidents should remain aware of the fact that not all containers may be labeled properly and that many substances, at any concentration, or in combination with other substances are capable of causing serious injury.
 - a. DPS Personnel should recognize that a fully effective hazardous material response requires highly trained personnel and specialized equipment and while only trained personnel may fully handle hazardous materials spills and releases, the DPS response may effectively establish defensive perimeters and move persons away from danger and/or to medical evaluation and/or treatment.
2. Duties and Responsibilities of Emergency Communications Center (ECC):
Upon being notified of a significant hazardous material incident the Communications Officer will:
 - a. Determine the exact location of the incident/accident.
 - i. If the location is the Life Science Complex remember the possible elevated threats from all manner of hazardous materials
 - b. Attempt to determine: the category of material, i.e. flammable, combustible, or other stated hazard, the name of the material if available, and the estimated amount of the release.
 - i. Labs should contain an SU Chemical Spill policy and SDS binder with important information regarding hazardous materials contained at the site.
 - c. Attempt to obtain the name of the caller and instruct the caller to:
 - i. Consider their need to consult their emergency protocols that may require turning off fume hoods or range hoods in the event of an airborne release of the noxious fumes, if able to safely do so.
 - ii. **If the spill involves an explosive hazard – Advise caller and responders care should be given not to create sparks** by turning their electrical equipment on or off (Remind responders that includes the Officer's Portable Radio, Body Worn Camera, Cell Phone etc.) which should be turned off before carefully approaching the explosive hazard area.
 - iii. Remove themselves and anyone else from the immediate area.

- iv. Vacate and seal the room if possible and vacate any nearby affected rooms being careful to limit the spread of contaminants.
 - v. Stay in an uninvolved safe area to meet emergency responders.
 - vi. Do not re-enter the spill area to perform rescue operations or participate in cleanup.
 - vii. Treat themselves as soon as is practical by utilizing eye washes and/or safety showers if appropriate to the release and exposure.
 - d. In the event credible information is relayed that a building emergency exists instruct the caller to activate the building fire alarm to initiate a building-wide evacuation.
 - e. Obtain the name of any injured persons and the extent of injury.
 - f. Keeping in mind the DPS Disaster/Mobilization/ICS Plan (SOP 2011-07), Dispatch a Safety officer if available and a minimum of two DPS officers and a supervisor to the call and other units as requested.
 - g. Notify S.U. Environmental Health and Safety Services Office (EHSS).
 - h. Contact the Onondaga County 911 Center and remain on the phone as a conference call to assist with outside agency/departmental responses and information update requirements.
 - i. Request assistance in the ECC as required drawing upon auxiliary personnel before calling upon patrol.
 - j. Ensure that requisite DPS notifications to other University Departments are being made at the request of the on shift supervisor. Refer to SOP 2011-53 Emergency and Incident Notification for details on the notification process.
3. Duties and Responsibilities of Assigned Uniformed Patrol: Upon being dispatched to a chemical spill or other hazardous material incident the uniformed officers will
- a. Acknowledge the call and immediately respond.
 - b. Approach the scene with CAUTION. Do not enter the immediate area of the spill unless they are able to safely respond injured persons.
 - c. At a safe location and distance, render assistance and assume control of access to the scene where possible, pending the arrival of a supervisor and/or more experienced (specially trained and equipped) outside agency personnel.
 - d. If the type of spill or release makes it necessary, the DPS first responders will establish a safety perimeter while preparing to work

cooperatively with all University members and departments and the City and State emergency response agencies

- e. Avoid contamination while exercising extreme caution:
 - i. Assume that all substances, gases, vapors or spilled materials are dangerous.
 - ii. An area suspect for containing an uncontrolled explosive, flammable, toxic, or asphyxiant hazard should not be entered by a DPS responder until the hazard is verified by the Incident Commander as being controlled and contaminant levels are below occupation exposure limits.
 - iii. **If the spill involves an explosive hazard – care should be given not to create sparks** by turning electrical equipment on or off, including the Officer's Portable Radio, Body Worn Camera, Cell-Phones Etc. which should be turned off before approaching the explosive hazard area.
 - iv. Advise the ECC when turning off the Radio, identify the area you intend to enter and purpose. Advise the ECC when you are safely out and available by radio again.
 - v. Do not touch or come in contact with any spilled materials.
 - vi. Do not inhale any gases, smoke, or fumes.
- f. Consider wind direction in approach to outside incidents, while establishing perimeters or command posts, or staging evacuees.
- g. Ascertain/ confirm the exact location of the hazardous material spill from a safe location.
- h. If it is safe to do so, or it can be accomplished through interviewing subjects on the scene, attempt to determine the category and name of the hazardous material and the approximate amount released and provide that information to EHSS and the Syracuse Fire Department.
- i. Laboratory personnel or University staff should be able to provide useful information.
 - Laboratories should have an SDS binder and chemical inventory readily available in the laboratory (if safe to enter), the inventory is available online for the DPS ECC and/or is available from EHSS.
- j. Ensure a reasonably safe area is established around the affected area - the danger zone might consist of a room, a suite, a floor, several floors, or the entire building. Utilize good judgment in establishing and determining the danger zone and err on the side of caution keeping in mind wind direction and velocity and flow of liquid materials spilled.
- k. Assist in the evacuation of the building if it is deemed necessary. Prohibit any entry with the exception of emergency personnel and establish an entry control point for authorized responders.

- l. Assist injured/affected people and render medical attention. Attempt to isolate contaminated people and do not allow them to leave the area until such time they are accessed and/or decontaminated.
 - m. Be mindful that contaminated/exposed individuals may pose a contact hazard/health hazard to first responders. First responders that may have been exposed/potentially contaminated during a response should remain in the area until decontaminated.
 - n. Isolate the area and initiate inner and outer perimeters as required.
 - o. Render assistance to EHSS, the fire department and HAZMAT as required and depending on the size and scope of the emergency.
 - p. Report and thoroughly document any contaminations or exposures.
 - q. Document the incident and actions taken in an investigation report.
- 4. Duties and Responsibilities of Patrol Sergeant/Supervisor: In the event of a significant chemical spill or hazardous material incident the Patrol Sergeant/Supervisor will:
 - a. Immediately respond to the scene and assume control until arrival of Fire Department Command Staff who will assume the position of Incident Commander per the ICS Plan in SOP 2011-07.
 - b. Ensure the safety of officers and others affected by the incident.
 - c. Direct or oversee the evacuation of the building if necessary.
 - d. Ensure that all available information relative to the chemical substance or material has been obtained.
 - e. Ensure that the safety perimeters that were established are sufficient.
 - f. Initiate a Command Post and notify ECC of the location.
 - g. Make/ delegate departmental and University notifications as required by SOP 2011-53 Emergency and Incident Notifications to other University Departments.
 - h. Consider the activation of the Crisis Alert Notification System (Orange Alert) if the event is of that magnitude. Refer to SOP 2012-04 Crisis Alert Notification System (Orange Alert)
 - i. Work in conjunction with the University EHSS as required.
 - j. Adhere to the established ICS hierarchy and follow the directives of the Fire Commander acting as Incident Commander.
- 5. Duties and Responsibilities of Command Staff
 - a. Command staff will respond to the scene of a chemical spill or other hazardous material and will assume command of the DPS efforts and coordinate their activities with the Fire Department Incident Commander per the ICS Plan detailed in SOP 2011-15.

- b. The command staff will augment those efforts being made by uniform patrol and the other University departments on scene.
- c. Command staff will liaison with the fire department and other emergency personnel to ensure a cooperative effort.
- d. Command staff on scene will be responsible for ensuring that all requisite University notifications have been made and that updated information is provided to facilitate proper decision-making.
- e. Consider the activation or up-dating of information given by the Crisis Alert Notification System (Orange Alert) if the event is of that of a serious and continuing nature. Refer to SOP 2012-04 Crisis Alert Notification System (Orange Alert) for details.
- f. In the event of a hazardous material emergency or disaster that is protracted wherein there is a large and direct impact on the campus (i.e. suspended classes) the Chief or the appropriate designee will maintain liaisons with other University departments pursuant to the departments and the University's Emergency Response Plan.

D. Radioactive Materials Emergency

- 1. The response to a radioactive emergency will essentially be the same as those promulgated for any major hazardous material. Refer to the DPS ICS detailed in SOP 2011-07, Responding personnel will:
- 2. Confirm that EHSS has been immediately contacted.
- 3. Evacuate all persons from the area of the radiological incident.
- 4. Isolate, restrict, and otherwise segregate those who are or may have potentially contaminated or exposed to the radioactive material. Potentially contaminated individuals must be retained until released by Radiation Safety Personnel to limit the spread of contamination. Potentially contaminated individuals should be retained as close to the incident area as safely possible.
- 5. Provide latex/nitrile gloves and disposable clothing to contaminated individuals and allow them to remove their contaminated clothing as necessary.
- 6. Do Not handle any suspected materials. Avoid contact with potentially contaminated individuals.
- 7. Safeguard the scene by establishing a suitable perimeter keeping in mind wind direction and velocity and any possible liquid runoff.
- 8. Prohibit the removal of any items by unauthorized personnel.

E. Minor Hazardous Material Spill (Non-Emergency)

- 1. If contacted by EHSS for a non-emergency response, be prepared to:
 - g. Dispatch a Public Safety Officer(s) to the location of the incident.

- h. Provide logistical and communication support as requested by EHSS.
- i. Help establish and maintain a reasonably safe area around the affected area.
- j. Assist EHSS with the collection of details and information related to the event from individuals in the immediate area.
- k. Document the incident in an investigation report.
- l. If a non-emergency medical evaluation of an individual(s) is determined to be necessary by the EHSS incident commander, and SU Health Center's Medical Transport is not available, transportation of the individual(s) to a Medical Care Facility may be facilitated via a DPS or Safety vehicle.

F. Additional Haz Mat Support and Resources

- 6. There are special resources available for fully trained and equipped responder agencies who will be assisting the DPS in these matters.
- 7. These agencies and their personnel will have familiarity with those resources and can contact them through the Onondaga 911 Center or their own agencies.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Formatted/EH&SSO Name Change/ Minor Revisions to Purpose and Policy	6/04/12
2	Reviewed & revised: titles & format, Pg.4 Re Assigned Patrol	7/25/13
3	Reviewed/Revised re IACLEA & explosive hazard procedures	04/26/16
4	Revised re Initial and Annual Training	02/23/24
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