

# HAZARDOUS WASTE CONTINGENCY PLAN



UNIVERSITY OF WISCONSIN-STEVENS POINT

This plan supplements the Campus Emergency Management Plan and provides additional detail and background for campus hazardous waste spill response.

Revised by:

Environmental Health and Safety Officer  
University Chemical Hygiene Officer  
University of Wisconsin-Stevens Point  
Stevens Point, WI 54481

This contingency plan is submitted in compliance with Chapters NR 664.0051-664.0056, NR 662, NR 665, NR 706 of the Wisconsin Administrative Code, Parts 262, 265, 302 of Title 40 of the Federal Code of Federal Regulations, Section 1910.120(q)(1) and Section 1910.38(a) of Title 29 of the Federal Code of Federal Regulations (OSHA regulations). It contains the following sections:

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## GENERAL INFORMATION

The University of Wisconsin-Stevens Point (UWSP) is a four-year university founded in 1894 with an enrollment of about 9,000 students. It grants both undergraduate and graduate degrees. UWSP employs about 1200 faculty, academic and support staff. Facilities include 13 major academic and administrative buildings, 14 residence halls and 3 residence centers. The campus has significant science and natural resources programs that generate most of the hazardous waste.

UWSP is a large quantity hazardous waste generator by U.S. EPA definition. Approximately 10,000 pounds of hazardous waste is generated annually consisting primarily of lab chemicals and solvents. Occasionally, a small quantity of acute hazardous waste such as cyanides will be generated. The university uses a large number of chemicals, typically in small quantities. The Environmental Health and Safety Department presently maintains a subscription to ChemWatch which catalogs all safety data sheets for products used on campus facilities.

Stevens Point is a city of 26,670 located in the geographic middle of the state. It is the county seat of Portage County (population 70,380). The main campus is located at the intersection of State Highway 10 and Interstate 39. Street addresses of buildings mentioned in this plan include:

Old Main (offices of university administration):  
2100 Main Street, Stevens Point, WI 54481

Chemistry Biology Building (Chemistry labs,\* Biology labs,\* stockroom,\* and 125F\*\*):  
2101 4<sup>th</sup> Avenue, Stevens Point, WI 54481

Science Building (science labs,\* and Physics radioisotope storage):  
740 Reserve Street, Stevens Point, WI 54481

College of Natural Resources (Biology labs,\* Natural Resources labs,\*and stockroom 134,\*\*):  
1900 Franklin Street, Stevens Point, WI 54481

Maintenance and Materiel (Paint Shop,\* maintenance, and 174\*\*):  
1848 Maria Drive, Stevens Point, WI 54481

University Stores Rm 120, (petroleum products, chemical and compressed gas storage):  
1848 Maria Drive, Stevens Point, WI 54481

601 Division St. Bldg. Residential Living Department. (Paint Shop and maintenance)  
601 Division St. Stevens Point, WI. 54481

Noel Fine Arts Center (Art & Design,\* Theater & Dance, Communications, and Music)  
1801 Franklin St., Stevens Point, WI. 54481

See the map in Appendix A for further information.

\*Satellite hazardous waste accumulation area

\*\*Central hazardous waste accumulation area

## EMERGENCY COORDINATORS AND CONTACTS

The emergency coordinators for the purposes of this plan are:

Jamie Brzezinski, (Primary Contact)  
Environmental Health and Safety Specialist  
133 Old Main Building  
UW-Stevens Point  
Stevens Point, Wisconsin 54481  
Office phone: (715) 346-2320  
24-Hour Contact Number: (715) 254-5665  
Email: jabrzezi@uwsp.edu

Kevin Czerwinski, (Alternate Contact)  
University Chemical Hygiene Officer  
408 Chemistry Biology Building  
UW-Stevens Point  
Stevens Point, Wisconsin 54481  
Office Phone: (715) 346-4154  
24-Hour Contact Number: (715) 340-2216  
Email: kczerwin@uwsp.edu

Other useful contacts include:

<b>Administration:</b>		
Thomas Gibson, Chancellor*	213 Old Main	(715) 346-2123
Pratima Gandhi, Vice Chancellor for Business Affairs*	201 Old Main	(715) 346-2641
Al Thompson, Vice Chancellor for Student Affairs*	213 Old Main	(715) 346-2481
Greg Summers, Provost and Vice Chancellor*	202 Old Main	(715) 346-4686
<b>Emergency Operations Center:</b>		
Tony Babl, University Police Chief	003 George Stien	(715) 346-3456
Corinna Neeb, Emergency Management Specialist	125 George Stien	(715) 346-4464
<b>Facility Services:</b>		
Paul Hasler, Director	120B M&M	(715) 346-4275
<b>Physics:</b>		
Mick Veum, Chair	B207 Science	(715) 346-3508
Kevin Czerwinski, UCHO		(715) 340-2216
<b>Chemistry Biology Building:</b>		
Keith Turnquist, Building Manager	125B	(715) 346-3252
Brent Speetzen, Stockroom Mgr.	223C	(715) 346-3759
<b>Trainer Natural Resources Building:</b>		
John Oestreich, Building Manager	196	(715) 346-4238
Pending, Stockroom Mgr.		(715) 346-XXXX
<b>Noel Fine Arts Center:</b>		
Stuart Morris, Asst. Dean	259 NFAC	(715) 346-4776
Justin Playl, Studio Technician	191 NFAC	(715) 346-3339
<b>601 Div. St. Bldg-Residential Living:</b>		
Tom Garton, Housing Superintendent	601 Div. St. Bldg	(715) 346-4101

\* Administrative Officers authorized to activate campus emergency management plan.

## **IMPLEMENTATION OF THE CONTINGENCY PLAN**

The contingency plan will be implemented if a hazardous materials incident may threaten human health or the environment. Examples of hazardous material releases that may necessitate the use of this plan include chemical, radioactive, biological, petroleum product and asbestos materials. This plan should be implemented whenever a release presents a significant inhalation hazard or response requirements (staff, training or equipment) exceeding the resource availability of the organizational unit in which the release occurs. To aid in the determination of when outside assistance is necessary, please see Appendix C, "Determining Appropriate Hazardous Materials Response." When outside assistance is necessary, the campus emergency operations team should be activated. This team is led by the Chancellor or designee and has the authority to commit staff and resources for effective response. (See contact list above). Copies of the campus emergency management plan can be found in the administrative office of Student Affairs, Business Affairs, Chancellor's office, and University Police.

The Emergency Coordinator shall have primary responsibility for activating the plan, but in his or her absence, any member of the crisis management team can activate this plan. Core team members are identified in the crisis plan, as are situation-specific resource teams such as community health, crime, communication, etc.

## **TRAINING**

Training is an important element in successful hazardous material response. Members of the Emergency Operations Team will be appraised of the content of this plan. The emergency coordinator and alternates should successfully complete the 24-hour OSHA hazardous materials operations course. Those who work with hazardous materials should be trained in incidental spill response, usually an 8-hour course. University Police staff should complete the 8-hour OSHA hazardous materials awareness course. Those who generate hazardous waste on campus should complete a hazardous waste training course. Annual refresher training should be completed by all involved in crisis and spill response as indicated by the OSHA and EPA requirements.

## **HAZARDOUS WASTE ACCUMULATION/STORAGE AND EMERGENCY EQUIPMENT LOCATIONS**

The locations of the satellite hazardous waste accumulation areas and the 90 day hazardous waste storage area are identified in Appendix B.

Emergency equipment at each waste accumulation and storage area is available for those trained in its use. Staff who will be engaged in response to hazardous material releases or who frequently work with hazardous materials training are encouraged to receive training proportionate to the level of response they expect to be engaged in.

Each University building is equipped with a wet standpipe and/or attached hose as well as numerous fire extinguishers. The resident halls are equipped with smoke alarms, and remodeled resident halls have sprinkler systems. In addition, Old Main and Albertson Hall have automatic sprinkler systems. Each facility is equipped with a local fire alarm system that can be activated from and is audible in each working area.

Telephones are located within easy access to the accumulation sites. University Police officers are equipped with a two-way radio that keeps them in contact with University Police and the Portage County Communication Center to alert proper authorities promptly of any mishaps.

The Stevens Point Fire Department, located one block (west) from central campus, has fire trucks that would be available to combat a fire or assist in the event of any other emergency at university facilities. The Fire Department maintains five ambulances in good working order. St. Michael's Hospital is located one block (east) from central campus. (See Appendix A – Campus Map Showing Hospital and Significant Generator Locations).

Portage County has a Type IV hazardous materials response team certified at the Operations level operating out of the Plover Fire Department. When additional resources are needed, the Plover Hazardous Materials Response Team requests assistance from the Waupaca County HazMat Team (Type III). All members of the Waupaca County HazMat Team must be specially trained to operate at hazmat incidents and are certified at the hazardous material Technician (or Operations) level. At a hazardous materials incident, team members operate as a Branch of the local fire department under a unified incident command structure. The Wausau Fire Department maintains a Type II Hazardous Materials Response Team.

## **EMERGENCY RESPONSE PROCEDURES**

### **NOTIFICATION**

Any employee discovering a hazardous material release will assess the seriousness of the release and if necessary, contact University Police (x3456), who will in turn contact the emergency coordinator(s).

The emergency coordinator will assess the situation. If necessary resources are available (equipment and trained staff) clean-up procedures will be initiated. If outside assistance is necessary, it shall be requested by dialing 911 and providing the following information.

- Name and telephone number of the reporter.
- Location of the spill including name and address of facility or grounds location.
- Time and type of incident (e.g., spill occurred at exact time).
- Identification and quantity of materials involved (e.g., 50 gallons electroplating waste in tank area).
- Extent of injuries (e.g., no injuries).
- The possible hazards to the environment and human health outside the facility (e.g., possible contamination of ground water).

If the release requires contractor cleanup assistance, the state response contractor should be called. For UWSP, this information is available via the UW-System Web site "Contracts fo Spill Resposne & Waste Disposal." If a hazardous material/waste spill results in a release to the environment, the emergency coordinator will call Wisconsin Department of Natural Resources, (800) 943-0003, the National Response Center, (800) 424-8802 (for a major release), and UWSA Office of Risk

Management at (608) 262-5656 to report the incident. The information noted above should be relayed.

If the spill may represent a hazard to building occupants, Facility Services should be contacted to control ventilation in a manner that will minimize contaminant migration within the building. Where possible, room exhaust that is vented directly outdoors should be maintained while re-circulation of supply air should be prevented. Facility Services can be reached at (715) 346-4219.

Following the report of the release, the Emergency Coordinator or alternate will call the Vice Chancellor, Business Affairs. The campus Public Information Officer will serve as a communication link between individuals responding to the release, the emergency operations team and the public. Any employee discovering a hazardous material release that represents a threat to building occupants must activate the emergency fire alarm in that particular building and contact the University Police dispatcher at x3456. Refer to Appendix C - Determining Appropriate Hazardous Materials Response.

All employees hearing that alarm must evacuate that building and wait for clearance from the Stevens Point Fire Department or the University Police Department personnel before re-entering.

## **EVACUATION**

Facility personnel will be evacuated if deemed necessary by occupants who believe the spill represents a hazard to occupants, the emergency or alternate coordinators, or the Stevens Point Fire Department. The North American Emergency Response Guide (NAERG) may be used to assist in determining safe evacuation distances. A copy of the NAERG is in the University Police squad car, the EHS office and available at the EHS web page on the internet or directly: (<http://www.phmsa.dot.gov/hazmat/erg/emergency-response-guidebook-erg>). The UWSP evacuation plan can be found in the UWSP Emergency Management Plan at <http://www.uwsp.edu/ehs/emp/>.

If evacuation is necessary, the facility fire alarm system will be activated. Personnel will be expected to exit the building using the nearest safe exits. If those who first identify the release can do so safely, they will be asked to post nearby exits to warn occupants to use alternate routes. Personnel will not be re-admitted until an "all clear" has been issued. Instructions on evacuation are provided to the campus community via the Emergency Guidebook.



## TACTICAL CONSIDERATIONS

The Emergency Coordinator shall be responsible for tactical considerations of the hazardous materials response until outside assistance is required, in which case the Stevens Point Fire Department shall assume tactical command. If the Emergency Coordinator determines outside assistance is necessary or is unavailable to consider and make decisions regarding the aspects of response below, the Stevens Point Fire Department shall be notified by calling 911. Aspects to be considered in establishing a safe and effective response plan include and may not be limited to:

- |   |   |
|---|---|
| <input type="checkbox"/> Chemical identity                                | <input type="checkbox"/> Ability to characterize airborne exposure through monitoring or modeling |
| <input type="checkbox"/> Amount   | <input type="checkbox"/> Ventilation  |
| <input type="checkbox"/> Toxicity   | <input type="checkbox"/> Wind Direction   |
| <input type="checkbox"/> Flammability                                     | <input type="checkbox"/> Runoff Direction   |
| <input type="checkbox"/> Reactivity                                       | <input type="checkbox"/> Location of Drains or waterways  |
| <input type="checkbox"/> Radioactivity                                    | <input type="checkbox"/> Exposure pathways and affected population                                |
| <input type="checkbox"/> Infectivity                                      | <input type="checkbox"/> Isolation Zone   |
| <input type="checkbox"/> Personal protective equipment                    | <input type="checkbox"/> Site security  |
| <input type="checkbox"/> Compatibility with personal protective equipment | <input type="checkbox"/> Environmental impact   |

## CONTAINMENT AND CONTROL

The Emergency Coordinator will take all necessary measures to contain the hazard within the area and to prevent its spread to other nearby facilities. The Emergency Coordinator shall perform only those duties they have been properly trained for.

In case of a spill, absorbent material compatible with the material released will be placed on the spill. The contaminated absorbent material will be considered to be hazardous waste unless analysis shows otherwise. Hazardous waste will be managed and disposed according to campus and UWSA guidelines.

The emergency or alternate coordinators, in coordination with outside agency responders, will recommend one or more of the following measures to ensure maximum protection of the safety and health of employees and nearby residents: use of appropriate protection equipment, dismiss all non-essential personnel, and evacuation of certain sections of the campus. The emergency operations team will have the authority to execute these recommendations if necessary.

## **FOLLOW-UP ACTIONS**

Following containment and control of the emergency, the emergency or alternate coordinators will arrange for collection, treatment and disposal of the waste and contaminated soil, water or other materials by the emergency crew or outside contractor, as appropriate.

The emergency coordinator, assisted by two (2) other qualified persons, will investigate the cause of the emergency and will take steps to prevent a recurrence of such or similar incidents.

The emergency coordinator will make sure that the cause of the emergency has been eliminated and that clean up and restoration have progressed at least to the point of not jeopardizing the health and safety of the employees, and the EPA, State and local authorities have been notified, before permitting resumption of the operations affected by the emergency.

## **EMERGENCY SERVICE PROVIDERS**

The following agencies have received copies of this plan and will respond to campus emergencies.

- Stevens Point Fire Department (telephone 911): The Stevens Point Fire Department (SPFD) has received a copy of this contingency plan. The Stevens Point Fire Department will inspect university facilities throughout the year and will review fire protection equipment and hazards. SPFD provides confined space rescue service to the campus.
- Stevens Point Police Department (telephone 911)
- Portage County Emergency Management /LEPC (telephone (715) 346-1397 or (715) 346-1400)
- Plover Fire Department & Portage County HazMat Team (telephone (715) 345-5310)
- Plover Police Department
- Waupaca County HazMat Team
- Portage County Sheriff's Office
- St. Michael's Hospital

## **OTHER RESOURCES**

Other resource agencies include:

- Department of Natural Resources, Wausau Regional Office, Maggie Tischauser, (715) 347-4942.
- Veolia Environmental Services is the state hazardous waste contractor. Contact information is available via the UW-System Web site "Contracts fo Spill Resposnse & Waste Disposal."
- St. Michael's Hospital Emergency Room, (715) 346-5100, 900 Illinois Avenue: The emergency room should be notified anytime a patient with a chemical injury is being transported. A copy of the safety data sheet (SDS) for the respective chemical or other relevant chemical safety information should be delivered with the patient. See Appendix A - Campus Map Showing Hospital and Significant Generator Locations.
- UWSA Office of Risk Management,  
Marisa Trapp, Senior Environment & Health Specialist, (608) 262-5656.  
Amy Spohn, Occupational Safety Manager, (608) 262-4792.

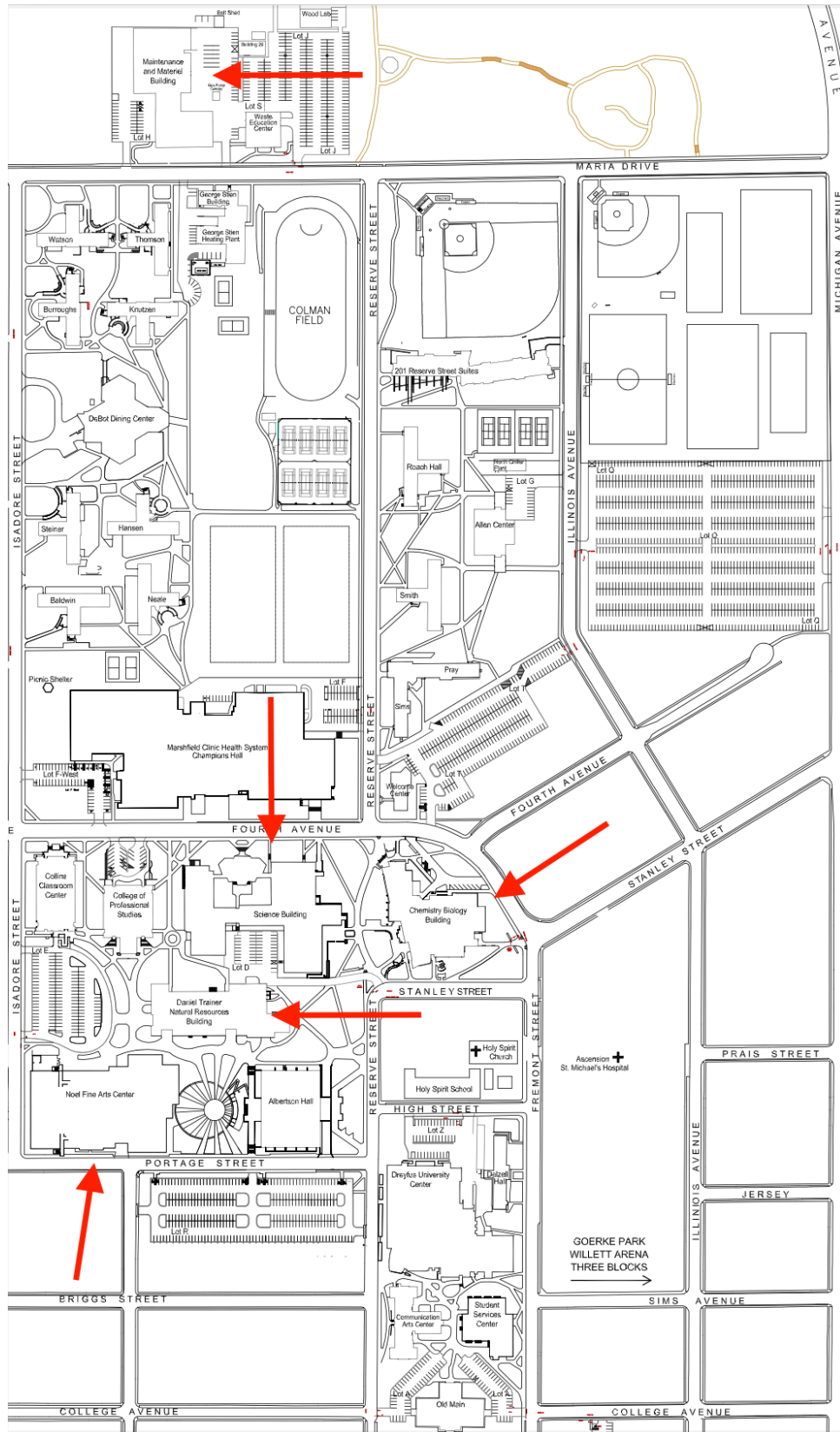
## **REQUIRED REPORTS**

The emergency or alternate coordinators will notify the Wausau regional office of the WI DNR (715-359-4522) that follow-up actions have been implemented.

The emergency or alternate coordinator will note in the operating record, the time, date and details of any incident that requires implementation of the contingency plan and will submit a written report on the incident to the department in accordance with NR 665.0056.

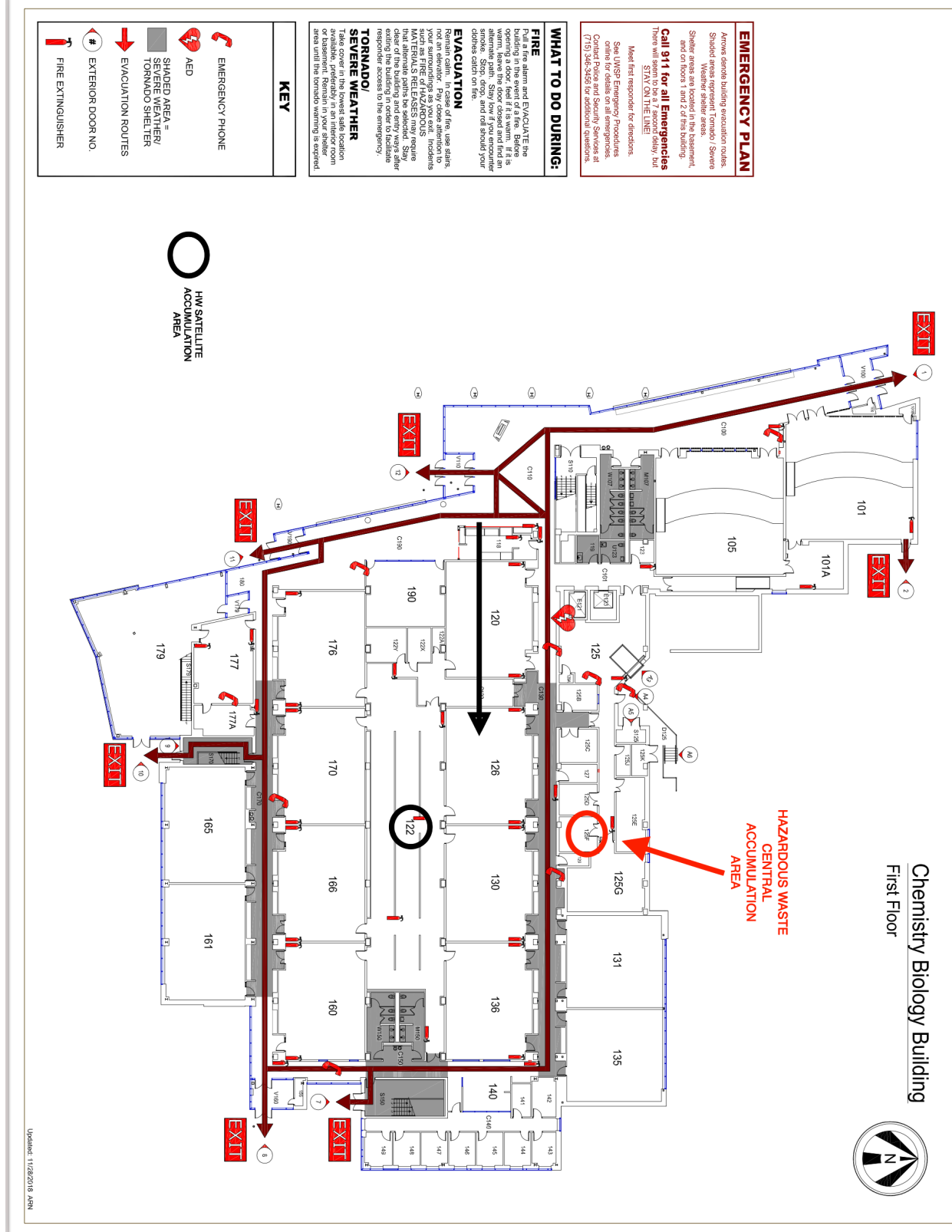
The emergency or alternate coordinators will revise this contingency plan in accordance with the experience acquired during each emergency situation and will send copies of the revisions to each holder of the original plan. The plan will also be reviewed annually and edited as necessary.

# Appendix A – Campus Map Showing Significant Generator and Hospital Locations

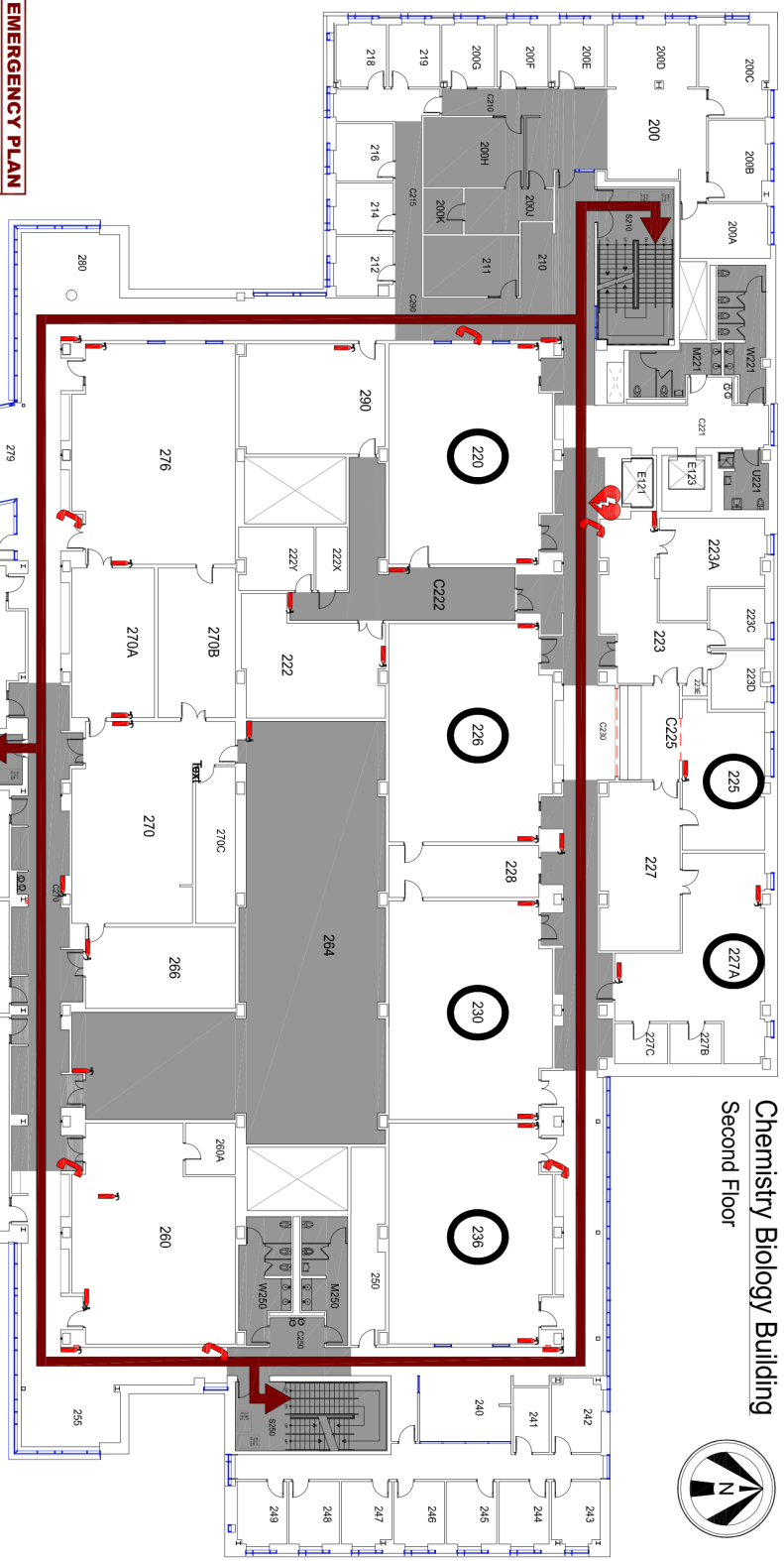


# Appendix B – BUILDING FLOOR MAPS

## CHEMISTRY BIOLOGY



# Chemistry Biology Building Second Floor



### EMERGENCY PLAN

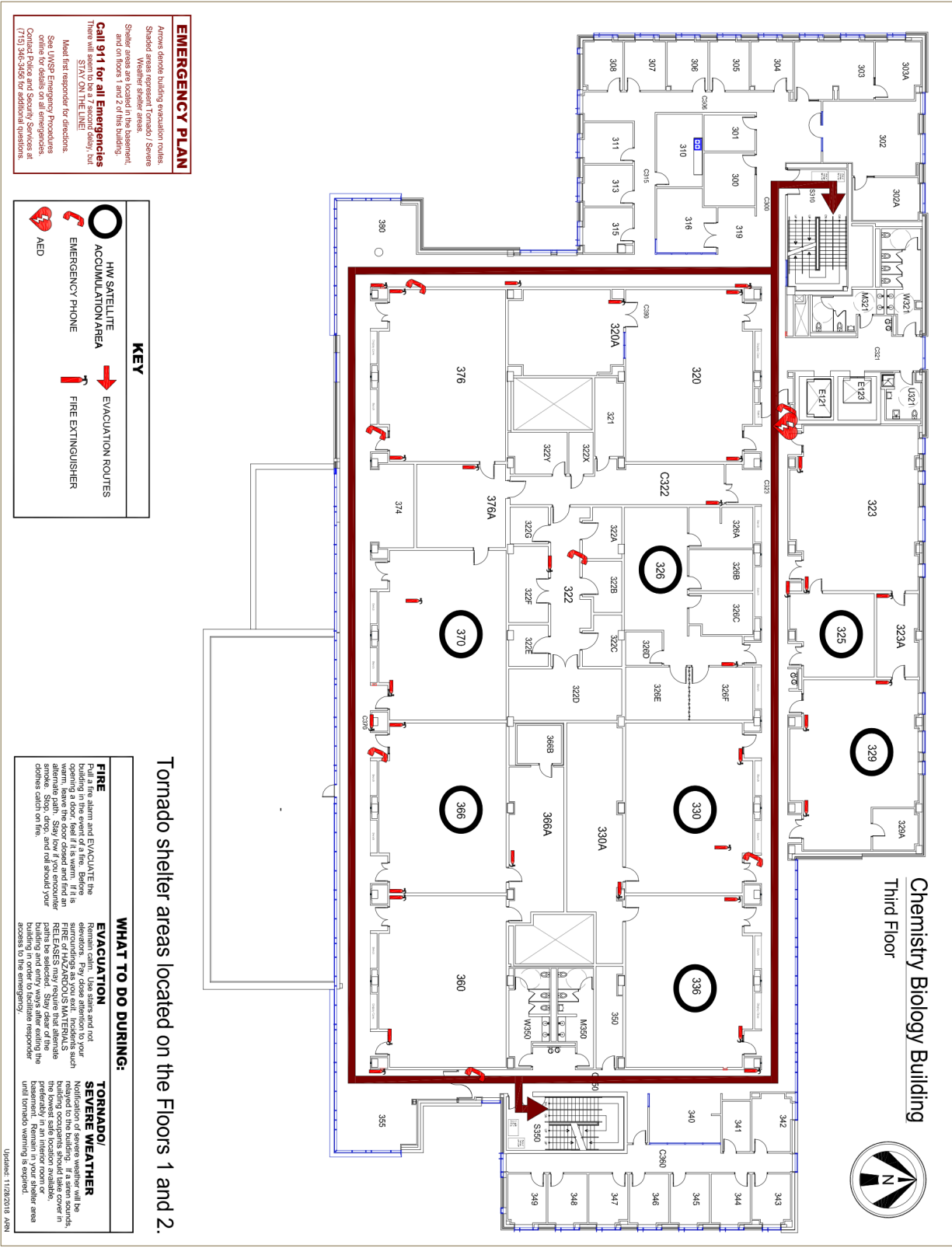
Arrows denote building evacuation routes.  
 Shaded areas indicate severe weather / Severe Weather shelter areas.  
 Shelter areas are located in the basement, and on floors 1 and 2 of this building.  
**Call 911 for all Emergencies**  
 These are known to be 7 minutes away.  
**STAY ON THE LINE!**

Meet first responder for directions.  
 See UHSO Emergency Procedures online for details on all emergencies.  
 Contact Police and Security Services at (715) 346-3456 for additional questions.

KEY	
	AED
	EMERGENCY PHONE
	HM SATELLITE ACCUMULATION AREA
	EVACUATION ROUTES
	FIRE EXTINGUISHER
	SHADED AREA = SEVERE WEATHER/ TORNADO SHELTER

WHAT TO DO DURING:	
<b>FIRE</b>	<p>Pull a fire alarm and EVACUATE the building. Do not use elevators. If you are in a room, close the door and open a door, feel it is warm. If it is warm, leave the door closed and find an alternate exit. If you are in a room, stop, drop, and roll should your clothes catch on fire.</p>
<b>EVACUATION</b>	<p>Remain calm. Use stairs and not elevators. Do not return to your surroundings as you exit. Incidents such as FIRE or HAZARDOUS MATERIALS the paths be selected. Stay clear of the building and entry ways after exiting the building until your shelter area is accessed or the emergency.</p>
<b>TORNADO/ SEVERE WEATHER</b>	<p>Notification of severe weather will be given by the UHSO. Shelter areas are the lowest safe location available. Shelter areas are located in the basement. Remain in your shelter area until tornado warning is expired.</p>

Updated: 11/26/2018 AEM



**EMERGENCY PLAN**

Arrows denote building evacuation routes. Shaded areas represent Tornado / Severe Weather Shelter areas. See the Emergency Plan for more information. Shelter areas are located on floors 1 and 2 of this building. There will be a sign for the shelter area.

**Call 911 for all Emergencies**

These will be the numbers to call:

- Medical Emergency: 911
- Fire: 911
- Police: 911
- STAY ON THE LINE!

Make first responder for directions. See OHS Emergency Procedures and OHS Emergency Procedures. Contact Police and Security Services at (715) 346-3468 for additional questions.

**KEY**

- HW SATELLITE ACCUMULATION AREA
- EMERGENCY PHONE
- AED
- EVACUATION ROUTES
- FIRE EXTINGUISHER

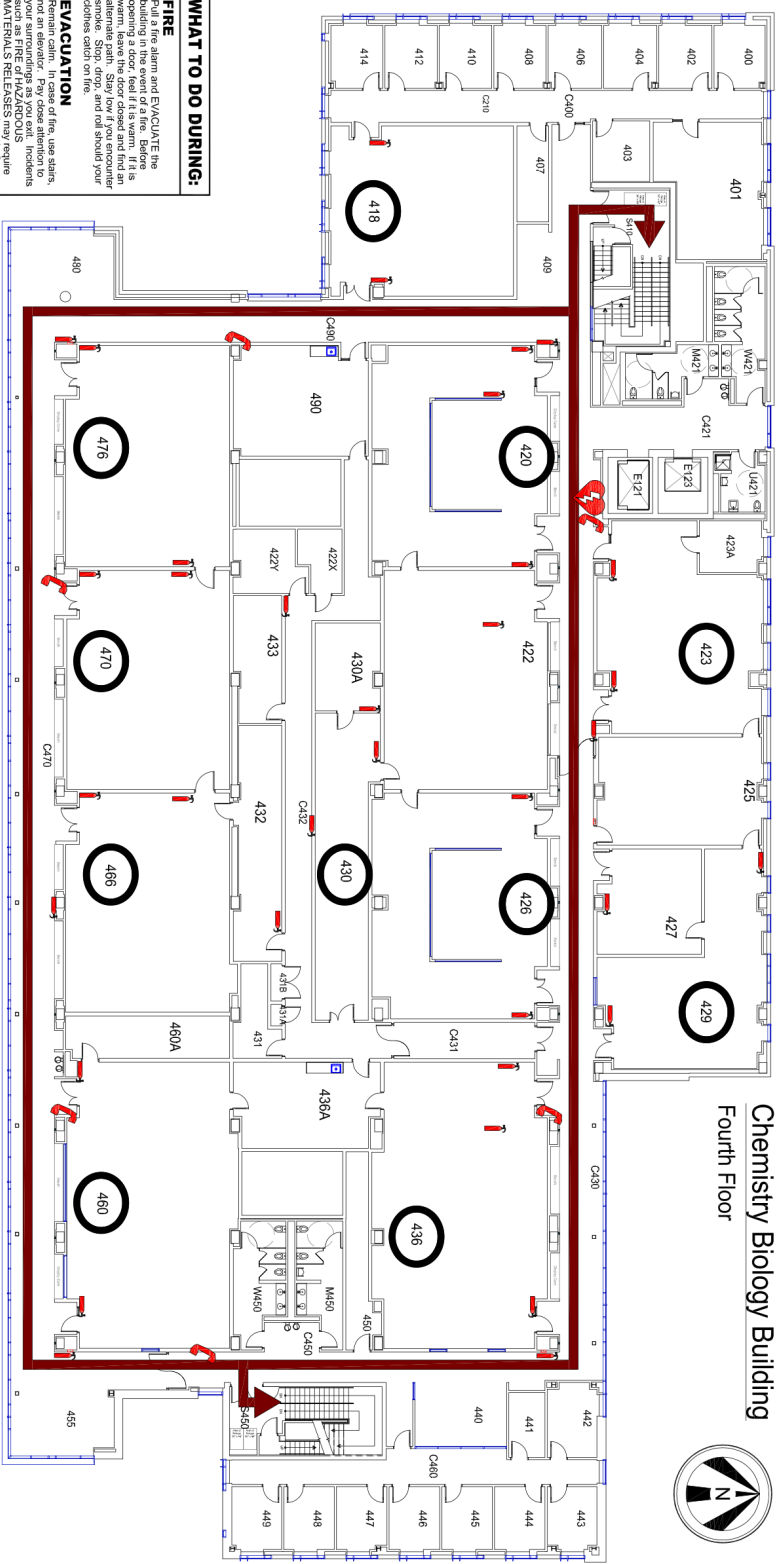
**WHAT TO DO DURING:**

**FIRE** In the event of a fire, evacuate the building in the event of a fire. Before opening a door, feel if it is warm. If it is warm, do not open it. Use the fire extinguisher if you are trained to do so. If you are not trained, call 911. Stop, drop, and roll should your clothes catch on fire.

**EVACUATION** In the event of an evacuation, follow the evacuation routes and do not use elevators. Pay close attention to your surroundings as you exit. Incidents such as fires, earthquakes, and chemical spills are emergencies. If you see a fire, call 911. If you see a spill, call 911. If you see a leak, call 911. If you see a gas leak, call 911. If you see a power outage, call 911. If you see a security issue, call 911. If you see a medical emergency, call 911. If you see a fire, call 911. If you see a spill, call 911. If you see a leak, call 911. If you see a gas leak, call 911. If you see a power outage, call 911. If you see a security issue, call 911. If you see a medical emergency, call 911.

**TORNADO/ SEVERE WEATHER** If a severe weather warning is issued, evacuate the building and go to the shelter area. Shelter areas are located on floors 1 and 2 of this building. If a severe weather warning is issued, evacuate the building and go to the shelter area. Shelter areas are located on floors 1 and 2 of this building.

# Chemistry Biology Building Fourth Floor



### WHAT TO DO DURING:

**FIRE**  
 If you detect a fire, evacuate the building in the event of a fire. Before opening a door, feel if it is warm. If it is warm, leave the door closed and find an alternate exit. If it is not warm, open the door, stop, drop, and roll should your clothes catch on fire.

**EVACUATION**  
 Remain calm. In case of fire, use stairs, not an elevator. Pay close attention to the instructions of the fire warden. If you are unsure of the location of the fire, call the fire department. If you are unsure of the location of the fire, call the fire department. If you are unsure of the location of the fire, call the fire department.

**HAZARDOUS MATERIALS RELEASES**  
 If you detect a hazardous materials release, evacuate the building immediately. If you are unsure of the location of the release, call the fire department. If you are unsure of the location of the release, call the fire department. If you are unsure of the location of the release, call the fire department.

**TORNADO/ SEVERE WEATHER**  
 Take cover in the lowest stable location in the building. If you are in a basement or below ground level, take cover in the basement. Remain in your shelter area until the tornado warning is expired.

**KEY**

- EMERGENCY PHONE
- AED
- FIRE EXTINGUISHER
- EVACUATION ROUTES



HW SATELLITE  
ACCUMULATION  
AREA

Tornado shelter areas located on the Floors 1 and 2.

**EMERGENCY PLAN**

Arrows denote building evacuation routes. Shaded areas represent tornado shelter areas. Shelter areas are located in the basement and on floors 1 and 2 of this building. There will be signs for these areas. STAY ON THE LINE!

Call 911 for all Emergencies

Meet first responder for directions. See UNSP Emergency Procedures online for details on all emergencies. Contact Police and Security Services at (715) 346-3456 for additional questions.

Updated: 11/28/2018 ARN



# UWSP Emergency Plan

Approved: Dupont Building Evacuation Route  
 Standard Areas Represent: Tornado/Severe Weather Shelter Areas  
 Shelter Areas Are Located in: The Basement And On Floors 1 & 2 Of This Building

**CENTRAL ACCUMULATION AREA**

**WHAT TO DO DURING:**

**TORNADO/  
SEVERE WEATHER**

Shelter in place. If you are in a shelter area, stay there. If you are in a classroom or office, take cover under a sturdy desk or table. Stay away from windows. Remain in your shelter area until instructed to evacuate.

**FIRE**

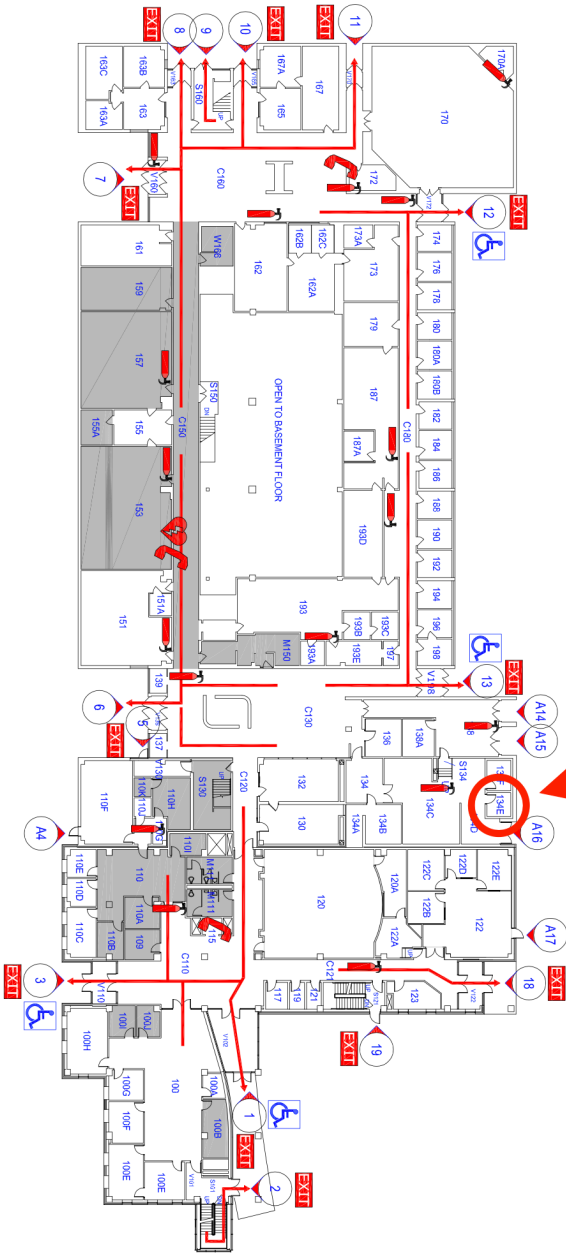
Put out a fire if you can. If you cannot, evacuate the building in the event of a fire. Before opening a door, feel the door with your hand. If the door is hot, do not open it. Stay low and use the stairs to evacuate. Stay away from elevators.

**EVACUATION**

Evacuate the building immediately. Do not use elevators. Follow the evacuation routes. Do not re-enter the building until instructed to do so. Do not use the stairs if they are crowded or if you cannot see. Stay low and use the stairs to evacuate. Stay away from elevators.

**KEY**

- YOU ARE HERE
- EMERGENCY PHONE
- AED (Located on 1st and 3rd Floor)
- FIRE EXTINGUISHER
- SEVERE WEATHER/  
TORNADO SHELTER
- EVACUATION ROUTES
- EXTERIOR DOOR NUMBER



**Call 911 for all Emergencies.**  
 If you are in a shelter area, stay there until instructed to evacuate. Do not use the stairs if they are crowded or if you cannot see. Stay low and use the stairs to evacuate. Stay away from elevators.



Drawn: Angie Novak  
 Date: 01/22/2019  
 UWSP Facilities Planning

**Trainer Natural Resources Building**  
 First Floor Emergency Plan

Bldg No: 0012





# UWSP Emergency Plan

Across Domus Building Evacuation Routes, Staired Areas Represent Tornado/Severe Weather Shelter Areas, Shelter Areas Are Located In The Basement And On Floors 1 & 2 Of The Building.

## WHAT TO DO DURING:

### TORNADO/ SEVERE WEATHER

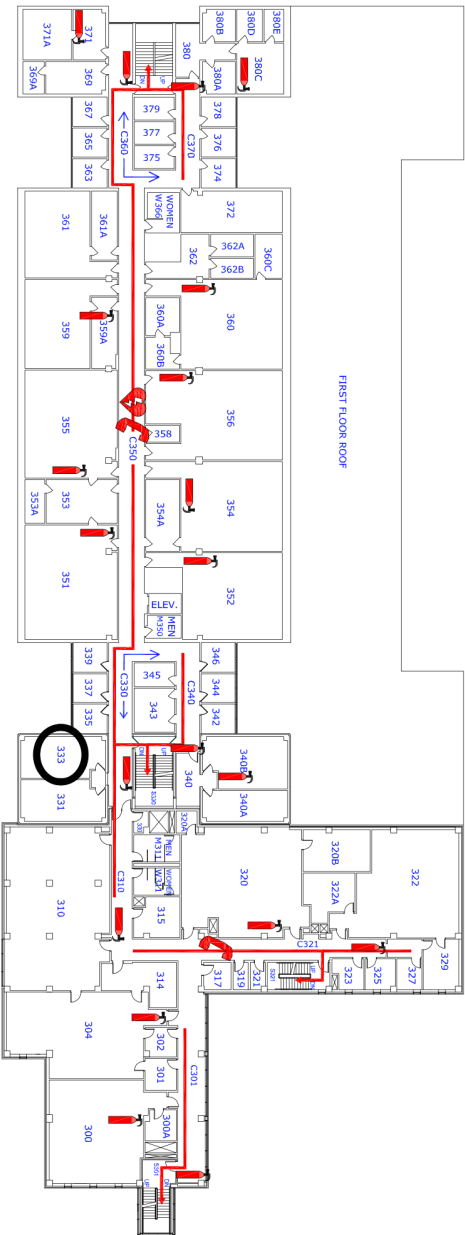
Indication of severe weather will be relayed to the building. If a storm surges, building occupants should immediately seek shelter in a location available preferably in an interior room on the lowest floor. If no interior room is available, sheltering under a greater area gate or in a vehicle is advised.

### FIRE

Put a fire alarm and EVACUATE the building in the event of a fire. Before opening a door, feel the door with your hand. If the door is hot, do not open it. Stay low and find an alternate path. Stay low if you are in a hallway, room, or office, and roll under your desk or under a table.

### EVACUATION

Evacuation routes are shown on this plan and elevators. Pay close attention to your surroundings as you evacuate. Do not use elevators. HAZARDOUS MATERIALS RELEASES may require that alternate paths be selected. Evacuation routes are shown on this plan after exiting the building in order to facilitate responder access to the emergency.



**Call 911 for all Emergencies.**  
There will seem to be a 7 second delay, but **STAY ON THE LINE!**  
Meet first responder for directions.  
See UWSP Emergency Procedures online for details on all emergencies.  
Contact Protective Services at (715)346-3466 with additional questions.



Drawn: Angie Novak  
Date: 01/22/2019

UWSP Facilities Planning

Trainer Natural Resources Building  
Third Floor Emergency Plan

Bldg No: 0012



# UWSP Emergency Plan

Arrow Dome Building Evacuation Routes  
 Shelter Areas Located In The Basement And On Floors 1 & 2 Of This Building.

## WHAT TO DO DURING:

### TORNADO/ SEVERE WEATHER

If you are in the building when a severe weather warning is issued, you should immediately seek shelter in the Arrow Dome Building. If a severe weather warning is issued while you are in the building, you should immediately seek shelter in the Arrow Dome Building. If a severe weather warning is issued while you are in the building, you should immediately seek shelter in the Arrow Dome Building.






### FIRE

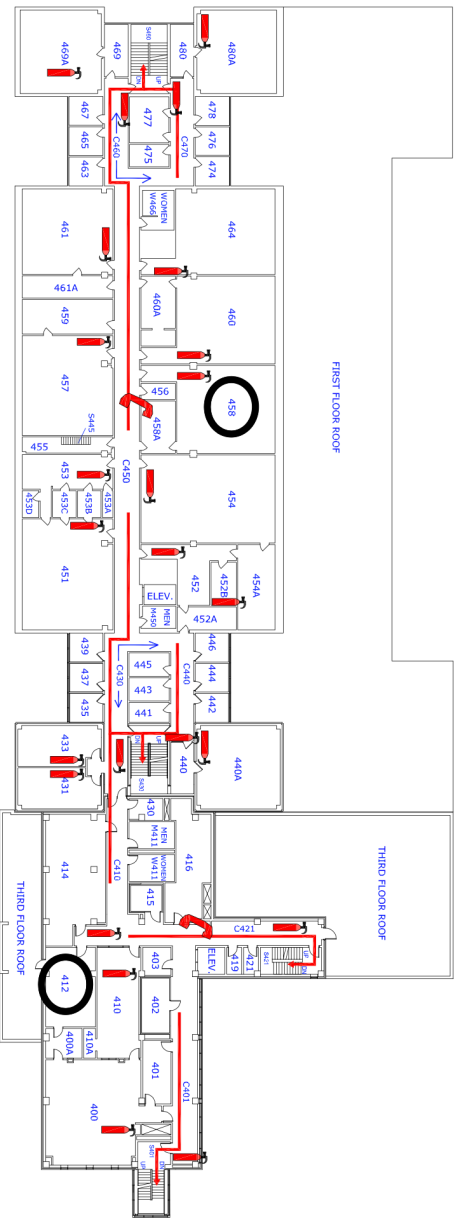
When you hear the fire alarm, you should immediately evacuate the building. If you are in the building when a fire alarm is sounded, you should immediately evacuate the building. If you are in the building when a fire alarm is sounded, you should immediately evacuate the building.

### EVACUATION

When you hear the fire alarm, you should immediately evacuate the building. If you are in the building when a fire alarm is sounded, you should immediately evacuate the building. If you are in the building when a fire alarm is sounded, you should immediately evacuate the building.

## KEY

-  EMERGENCY PHONE
-  AED (located on 1st and 3rd floor)
-  FIRE EXTINGUISHER
-  SEVERE WEATHER/TORNADO SHELTER
-  EVACUATION ROUTES



**Call 911 for all Emergencies.**  
 There will seem to be a 7 second delay, but STAY ON THE LINE!  
 Meet first responder for directions.  
 See UWSP Emergency Procedures online for details on all emergencies.  
 Contact Protective Services at (715)346-3456 with additional questions.



Drawn: Angie Novak  
 Date: 01/22/2019  
 UWSP Facilities Planning

## Trainer Natural Resources Building Fourth Floor Emergency Plan

Bldg No: 0012



# UWSP Emergency Plan

Arrow Devote Building Evacuation Routes, Severe Weather Shelter Areas, Severe Weather Shelter Areas Located in This Statement and On Floors 1 & 2 of This Building.

## WHAT TO DO DURING:

### TORNADO/ SEVERE WEATHER






Occupants should take cover in the lowest safe area of the building. If a severe weather building is declared, all occupants should take cover in the lowest safe area of the building. Remain in your shelter area until the danger has passed.

### FIRE

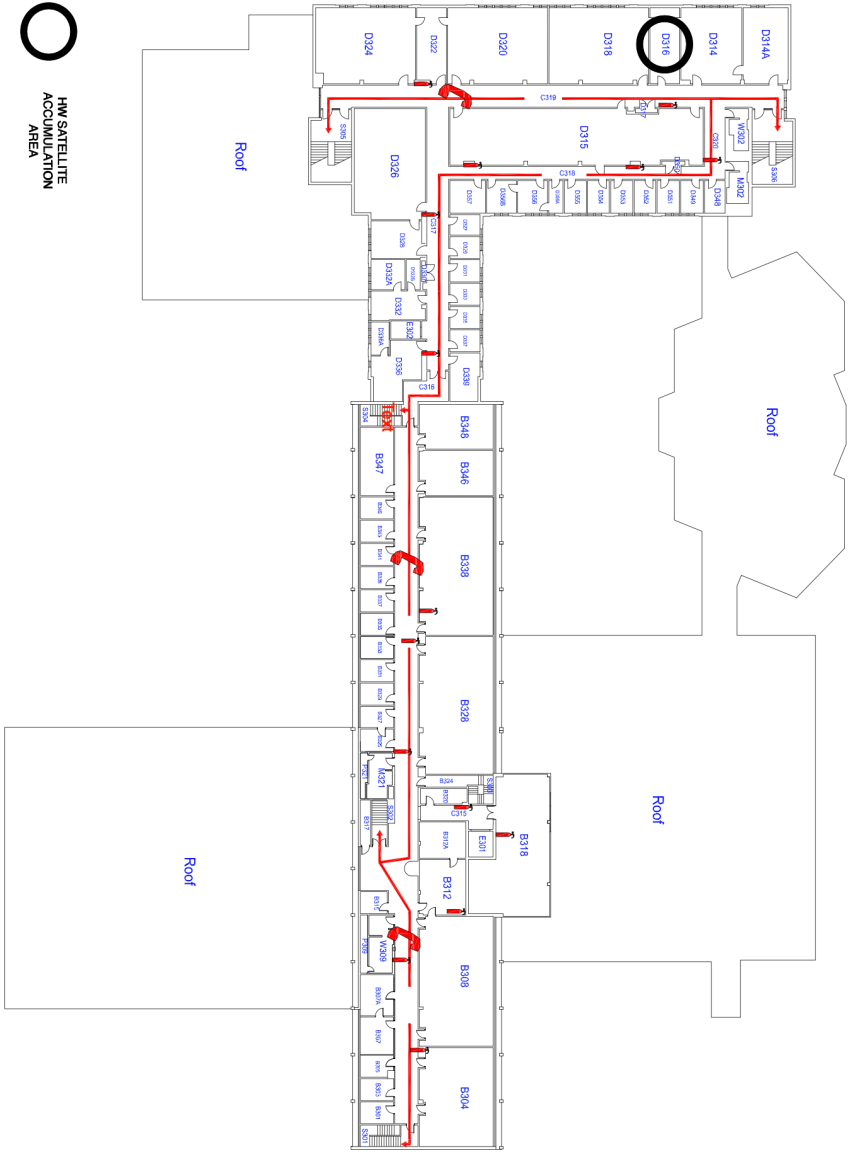
Evacuate immediately and EVACUATE the building in the event of a fire. Before opening a door, feel the door with your hand. If it is warm, leave the door closed. If it is cool, open the door and follow the evacuation routes. Do not use elevators. Do not return to the building until authorized personnel give the all clear.

### EVACUATION

Follow the evacuation routes and procedures as indicated on this plan. Do not use elevators. Do not return to the building until authorized personnel give the all clear.

	EMERGENCY PHONE
	AED (Located on 1st Floor)
	FIRE EXTINGUISHER
	SEVERE WEATHER/TORNADO SHELTER
	EVACUATION ROUTES

**Call 911 for all Emergencies.**  
 There will seem to be a 10 second delay, but **STAY ON THE LINE!**  
 Meet first responder for directions.  
 See UWSP Emergency Procedures at <http://www.uwsp.edu/umt> for details on all emergencies.  
 Contact Protective Services at (715)346-3466 with additional questions.



Drawn: Angie Novak  
 Date: 07/13/2018  
 UWSP Facilities Planning

## Science Building Third Floor Emergency Plan

Bldg No: 0006



## SCIENCE BUILDING

# UWSP Emergency Plan



Approved Disaster Building Evacuation Routes  
 Shelter Areas Represent Tornado/Severe Weather Shelter Areas  
 Shelter Areas Are Located In The Basement And On Floors 1 & 2 Of This Building.

**WHAT TO DO DURING:**

**TORNADO/ SEVERE WEATHER**  
 Notification of severe weather will be relayed to you through a series of sirens. Sirens will sound for 3 minutes. If you are in a shelter area, remain there until the sirens stop. If you are not in a shelter area, immediately seek shelter in a shelter room. Shelter rooms are located in the basement and on floors 1 & 2 of this building. Severe weather sirens are not used for other emergencies.

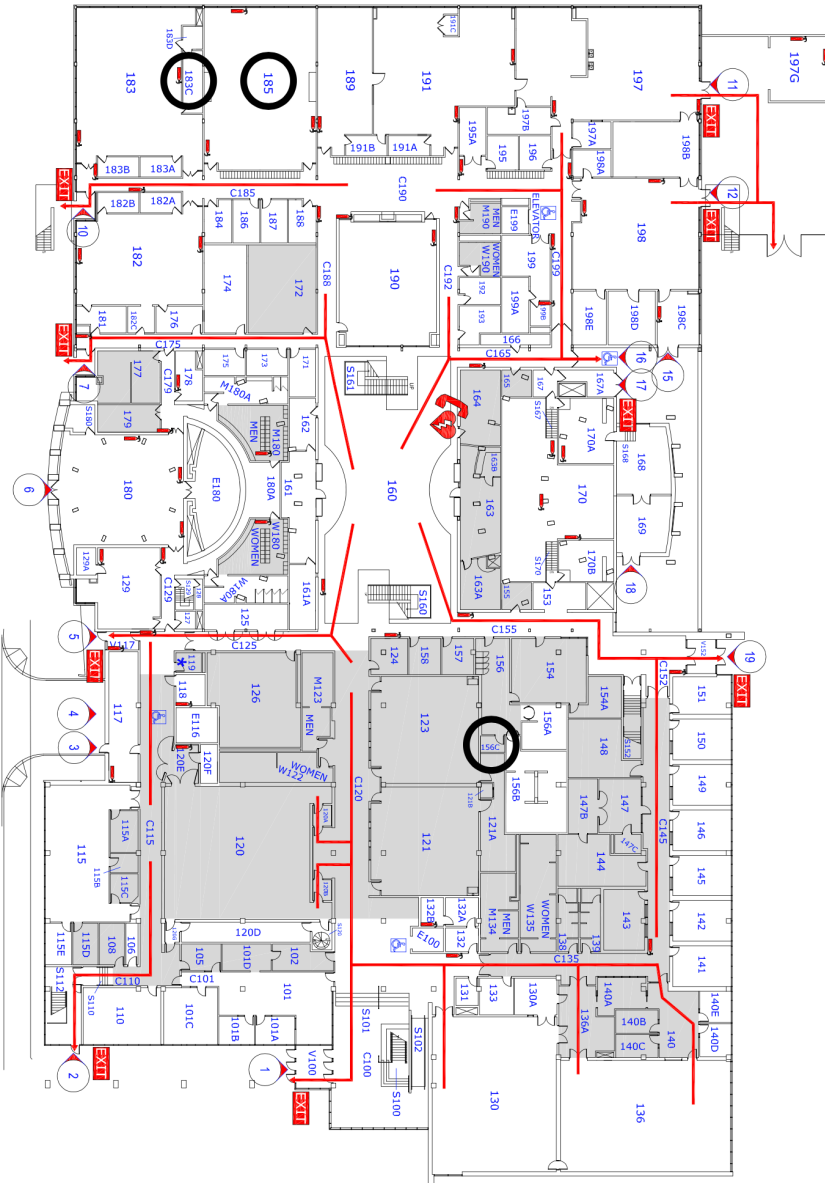
**FIRE**  
 Pull a fire alarm and EVACUATE the building in the direction of the nearest exit. Do not use elevators. Do not return to the building until you are notified to do so. If you are in a shelter area, remain there until you are notified to do so. If you are not in a shelter area, immediately seek shelter in a shelter room. Shelter rooms are located in the basement and on floors 1 & 2 of this building. Fire sirens are not used for other emergencies.

**EVACUATION**  
 Remain calm. Use stairs and not elevators. Do not use elevators. Do not return to the building until you are notified to do so. If you are in a shelter area, remain there until you are notified to do so. If you are not in a shelter area, immediately seek shelter in a shelter room. Shelter rooms are located in the basement and on floors 1 & 2 of this building. Evacuation sirens are not used for other emergencies.

**KEY**

- EMERGENCY PHONE
- AED (Located on first and second floors)
- FIRE EXTINGUISHER
- SEVERE WEATHER/ TORNADO SHELTER
- EVACUATION ROUTES
- EXTERIOR DOOR NUMBER

**Call 911 for all Emergencies.**  
 There will be a fire alarm on the second floor, but STAY ON THE LINE!  
 Meet first responder for directions.  
 See UWSP Emergency Procedures online for details on all emergencies.  
 Contact Protective Services at (715)946-3456 with additional questions.



## NOEL FINE ARTS



Drawn: Angie Novak  
 Date: 02/14/2019  
 UWSP Facilities Planning

Noel Fine Arts Center (NFAC)  
 First Floor Emergency Plan

Bldg No: 0009



# MAINTENANCE AND MATERIEL

**UWSP**  
**Emergency Plan**  
 Arrows Denote Building Evacuation Routes,  
 Shaded Areas Represent Tornado/  
 Severe Weather Shelter Areas.  
 Shelter Areas Are Located On The Upper  
 And Lower Levels Of This Building.

**KEY**

- EVACUATION ROUTES
- SEVERE WEATHER/TORNADO SHELTER
- ⚡ AED

**WHAT TO DO DURING:**

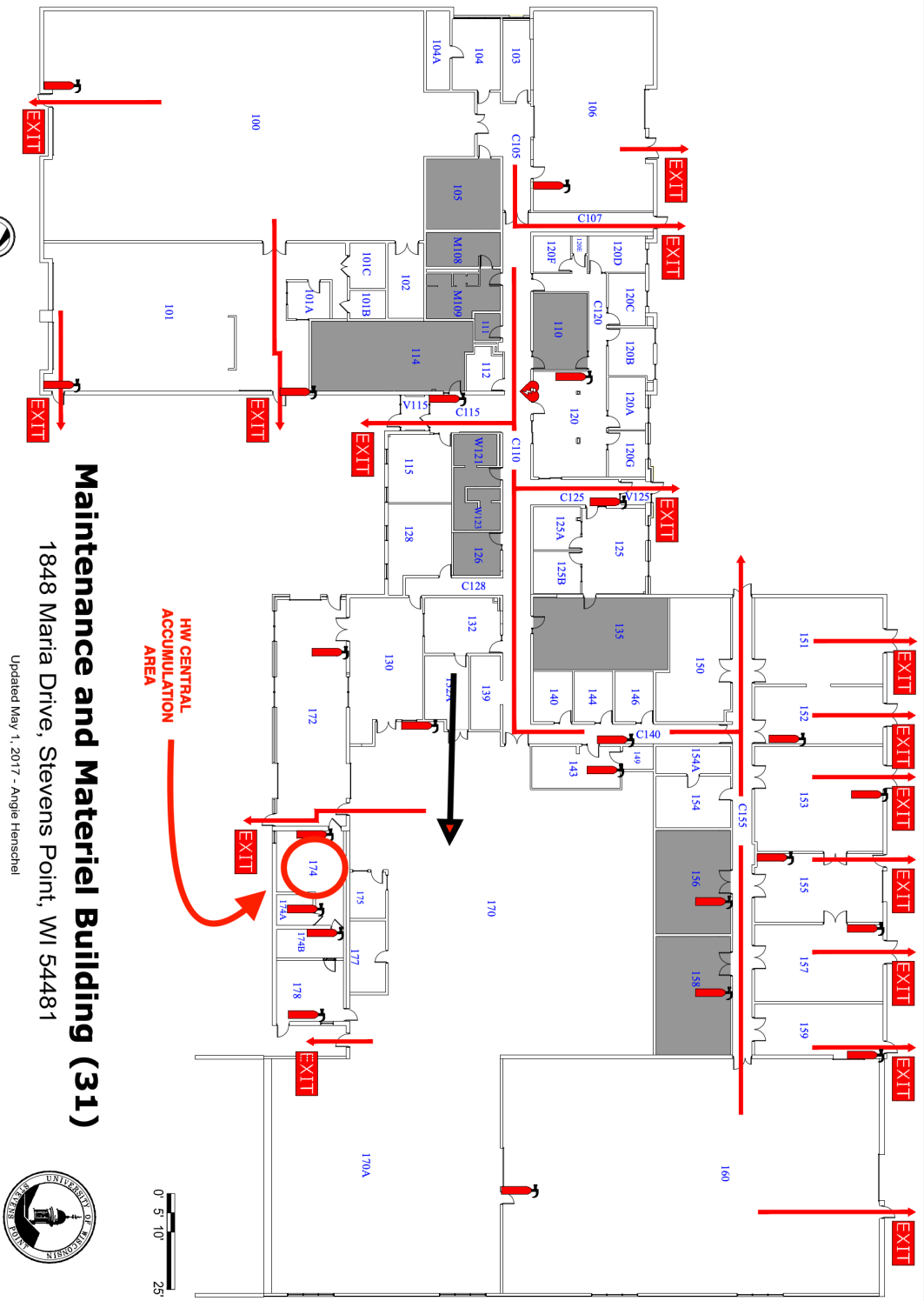
**TORNADO/ SEVERE WEATHER**  
 In the event of severe weather and the danger of tornadoes, you should take cover in the lowest safe area of the building. Remain in your shelter area until instructed otherwise by an official.

**FIRE**  
 In the event of a fire, you should evacuate the building in a safe and orderly manner. If it is safe, leave the door closed behind you. Do not use elevators. Do not return to the building until you are instructed to do so.

**EVACUATION**  
 In the event of an evacuation, you should follow the instructions of the building manager or other designated personnel. Do not use elevators. Do not return to the building until you are instructed to do so.

**Call 911 for all Emergencies.**  
 There will seem to be a 10 second delay, but STAY ON THE LINE!

Meet first responder for directions.  
 See UWSP Emergency Procedures at <http://www.uwsp.edu/ehg> for details on all emergencies.  
 Contact Protective Services at (715) 346-3456 for additional questions.



**Maintenance and Materiel Building (31)**  
 1848 Maria Drive, Stevens Point, WI 54481  
 Updated May 1, 2017 - Angie Henschel



## **Appendix C – Determining Appropriate Hazardous Materials Response**

### **Procedures for Spills of Volatile, Toxic, or Flammable Materials**

1. Warn all persons nearby.
2. Turn off any ignition sources such as burners, motors, and other spark-producing equipment.
3. Leave the room and close the door if possible.
4. Call University Police at 715-346-3456 (on campus phone: ext. 3456) to report the hazardous material spill. University Police will contact emergency response personnel at anytime to respond to hazardous material spills.
5. Small spills can be absorbed with paper towels or other absorbents. However, these materials can increase the surface area and evaporation rate, increasing the potential fire hazard if the material is flammable and airborne concentration reaches the flammability level.

### **Procedures for Chemical Spill on a Person**

1. Know where the nearest eyewash and safety shower are located.
2. For small spills on the skin, flush immediately under running water for at least 15 minutes, removing any jewelry that might contain residue. If there is no sign of a burn, wash the area with soap under warm running water. Exception: only 5 minutes of flushing for HF burns. Proceed to aggressive antidote gel application as soon as possible. The antidote is the best hope of preventing permanent bone or tissue damage.
3. If pain returns after the 15-minute flooding, resume flooding the area (but not for HF spills). When providing assistance to a victim of chemical contamination, use appropriate personal protective equipment.
4. For a chemical splash in the eyes, immediately flush the eyes under running potable water for 15 minutes, holding the eyes open and rotating the eyeballs. This is preferably done at an eyewash fountain with tepid water and properly controlled flow. Hold the eyelids open and move the eye up, down, and sideways to ensure complete coverage. Use an irrigator loop to thoroughly flush the conjunctiva under the upper eyelid, if available in your first aid kit. If no eyewash fountain is available, put the victim on his or her back and gently pour water into the eyes for 15 minutes or until medical personnel arrive. If HF is splashed in the eye, flush for 5 minutes and then irrigate the eye with a 1% solution prepared from the calcium gluconate antidote gel.
5. For spills on clothing, immediately remove contaminated clothing, including shoes and jewelry, while standing under running water or the safety shower. When removing shirts or pullover sweaters, be careful not to contaminate the eyes. Cutting off such clothing will help prevent spreading the contamination. To prepare for emergencies, shears (rounded-tip scissors) should be available in the first aid kit to allow safe cutting of contaminated clothing.
6. Consult the SDS to see if any delayed effects should be expected, and keep the SDS with the victim. Call UP to have the victim taken to the emergency room for medical attention. Be sure to inform emergency personnel of the decontamination procedures used prior to their arrival (for example, flushing for 15 minutes with water). Be certain that emergency room personnel are told exactly what the victim was contaminated with so they can treat the victim accordingly.

### **Incidental Spills-Procedure for Small, Low-Toxicity Chemical Spills**

Be prepared. Keep appropriate spill-containment material on hand for emergencies. Consult with EHS to determine which materials are suitable in a particular lab.

Laboratory workers should receive training to distinguish between the types of spills they can handle on their own and those spills that are classified as "MAJOR." Major spills dictate the need for outside help.



Laboratory workers are qualified to clean-up spills that are "incidental." OSHA defines an incidental spill as a spill that does not pose a significant safety or health hazard to employees in the immediate vicinity nor does it have the potential to become an emergency within a short time frame. The period that constitutes a short time is not defined. Laboratory workers can handle incidental spills because they are expected to be familiar with the hazards of the chemicals they routinely handle during an "average" workday. If the spill exceeds the scope of the laboratory workers' experience, training or willingness to respond, the workers must be able to determine that the spill cannot be dealt with internally. Emergency assistance is provided by Risk Management or an outside agency. Spills requiring the involvement of individuals outside the lab are those exceeding the exposure one would expect during the normal course of work. Spills in this category are those which have truly become emergency situations in that laboratory workers are overwhelmed beyond their level of training. Their response capability is compromised by the magnitude of the incident.

Factors that clearly indicate a major spill are:

- the need to evacuate employees in the area
- the need for response from outside the immediate release area
- the release poses, or has potential to pose, conditions that are immediately dangerous to life and health
- the release poses a serious threat of fire and explosion
- the release requires immediate attention due to imminent danger
- the release may cause high levels of exposure to toxic substances
- there is uncertainty that the worker can handle the severity of the hazard with the PPE and equipment that has been provided and the exposure limit could be easily exceeded
- the situation is unclear or data is lacking regarding important factors.

The following steps shall be followed for incidental spills:

1. Alert persons in the area that a spill has occurred.
2. Evaluate the toxicity, flammability, and other hazardous properties of the chemical as well as the size and location of the spill (for example, chemical fume hood or elevator) to determine whether evacuation or additional assistance is necessary. Large or toxic spills are beyond the scope of this procedure.
3. Contain any volatile material within a room by keeping doors closed. Increase exhaust efficiency by minimizing sash height of the chemical fume hood or activating the emergency purge, if available.
4. Consult your SDS, the laboratory emergency plan, or procedures in this document, or call EHS for correct cleaning procedures.
5. Obtain cleaning equipment and protective gear from EHS, if needed.
6. Wear protective equipment such as goggles, apron, laboratory coat, gloves, shoe covers, or respirator. Base the selection of the equipment on the hazard.
7. First cordon off the spill area to prevent inadvertently spreading the contamination over a much larger area.
8. Absorb liquid spills using paper towels, spill pillows, vermiculite, or sand. Place the spill pillow over the spill and draw the free liquid into the pillow. Sprinkle vermiculite or sand over the surface of the free liquid.
9. Place the used pillows or absorbent materials in plastic bags for disposal along with contaminated disposable gear, such as gloves.
10. Neutralize spills of corrosives and absorb, if appropriate. Sweep up waste and place in plastic bags for disposal.
11. EHS will pick up the wastes.
12. Complete an Incident Report Form describing the spill and send a copy to EHS. A copy may be kept by the department head, if required.

## Mercury Spill Procedure

Mercury is a high-density, low-viscosity liquid at room temperature. During a spill, it can form tiny droplets that adhere to surfaces and enter cracks and crevices. EHS has a mercury vacuum and mercury vapor analyzer available to assist with large or difficult-to-clean mercury spills. In the case of small mercury spills (e.g., mercury-containing thermometers), laboratory personnel should be able to handle the cleanup. Cleanup kits are available from EHS

To minimize the spill hazard, place a splash plate beneath all mercury-containing equipment.

Procedures for small mercury spills:

Equipment needed - Mercury Spill Kit from EHS

- Mercury vacuum pump, eyedropper, water or vacuum drive aspirator (optional)
  - Chemical amalgam
  - Laboratory coat
  - Gloves
  - Shoe protectors
  - Glass or plastic collection container
  - Plastic bags
  - Wipes or paper towels
  - Barricade tape
1. Before entering the contaminated area, put on protective clothing.
  2. Establish a cleanup area and section it off to avoid spreading mercury.
  3. Draw all visible mercury into a glass or plastic collection container.
  4. Sprinkle the contaminated area with chemical amalgam. Wet with a little water.
  5. Wipe up the powder from the contaminated area with a wet towel or a damp sponge impregnated with chemical amalgam. Repeat steps 4 and 5.
  6. Sprinkle a very light coating of chemical amalgam into the cracks and crevices.
  7. Dispose of the contaminated solid waste material (such as boots, gloves, wipes, or thermometer glass) in a plastic bag and seal tightly.
  8. Dispose of the collected mercury and the bags of waste through EHS. Do not bring the waste bag to EHS; it will be picked up from your laboratory. Store the bag in a chemical fume hood until it is collected by EHS.