

**REDWOODS COMMUNITY COLLEGE DISTRICT**

**Hazardous Materials Business Plan**

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## INTRODUCTION

College of the Redwoods has developed a business plan in compliance with California State law AB2185 which requires businesses who store hazardous materials in reportable quantities to submit a plan to the local administrating agency. Reportable quantities are hazardous materials stored in quantities at any one time in the area which are greater than or equal to 55 gallons, 500 pounds or 200 cubic feet of gas at standard temperature and pressure. California Community Colleges are included in the definition of "businesses" and are required to comply with all provisions of AB2185. They are only exempt from providing information for hazardous materials which are handled in quantities less then the reportable quantities. The College of the Redwoods Business Plan will entail the following:

1. an inventory of those hazardous materials in reportable quantities
2. a campus site map showing the following:
  - a. buildings where the materials are stored
  - b. orientation of parking lots and internal roads

The Plan will also have procedures for emergency response in the event that a hazardous material at the college facilities should be released. This section will also provide emergency phone numbers of persons identified to react to a release. The Business Plan will also include a training program which is reasonable and appropriate for the size of the College and the nature of the hazardous materials handled. The training program will include the responsibilities of the employees to be trained and will include methods for safe handling of hazardous materials. It will also include procedures for coordination with local response organizations, use of emergency response equipment and supplies and all procedures required for notifying emergency personnel in the event of a release. The Business Plan will be updated when one of the following occurs:

1. 100% increase in the quantity of a previously disclosed material
2. any handling of a previously undisclosed material into the inventory
3. change of business address
4. change of business ownership
5. change of business name

The College will also review its business plan every two years to determine if a revision is needed and shall notify the Humboldt County Department of Public Health, Division of Environmental Health that the review was made and must submit a copy of any necessary changes that were made to the plan.

The District will train the President; Vice-Presidents; Associate Vice-Presidents; Directors of Human Resources, Facilities and Grounds, and Public Services, and Supervisor Buildings and Grounds on the Business Plan.

## **EMERGENCY RESPONSE PROCEDURES**

The Business Plan closely mirrors two other required state programs. The Hazard Communication Program and the Emergency Response Plan. Throughout this procedure, these two documents will be used in conjunction with the Business Plan. Should a hazardous material be released by accident the following will occur. In accordance with our policy on emergency situations, anyone witnessing such an act or occurrence will immediately notify the Public Safety Department at 476-4111. This number is manned 24 hours a day, seven days a week. Upon receipt of a call that there has been a release, the Security person on duty will immediately:

1. notify those persons on the emergency call list located within this plan,
2. immediately survey the area keeping upwind of the release,
3. make note of the location and possible name or type of chemical released and convey this information to those persons responding from the emergency call list.

The emergency response team will make the determination whether or not to notify local fire or police and will make attempts to control the release. In any event, the Humboldt County Health Department and the State Office of Emergency Services as well as other agencies depending on the amount and type of material released will be notified. If the situation is deemed out of control or beyond the scope of responding personnel, the Fire Department and Police Departments will be notified. The emergency response personnel will then act as liaison to the Fire Department or to the proper authorities. The College of the Redwoods will keep on hand, or keep at its facilities in Eureka, the following: chemical spill kits capable of handling a minimum of 10 gallons.

Any quantities in excess of the above will have to be dealt with by local authorities. The College of the Redwoods Emergency Response Personnel will not engage in fighting fires created by a release of a hazardous material.

## **HAZARDOUS MATERIAL RELEASE CONTINGENCY PLAN**

### **ACTIONS:**

#### **In a release situation**

The following are actions that personnel should use in a release situation:

- Use proper protective equipment (see the MSDS)
- Keep unauthorized and unnecessary people out of the area
- Stop and contain the leak (see section on spill containment)
- Prevent the material from getting into drains or water courses

- Use approved absorbent and or diking methods
- Clean up the material (see section on disposal)
- Notify the Emergency Coordinator at your campus location (personnel section) and your supervisor
- Notify immediately the Office of Emergency Services if there is a "reasonable belief" that the release or threatened release poses a significant present or potential hazard to human health and safety, property, or the environment

All the materials necessary to control a release are located in the following areas:

**Eureka Campus:**

- In the Maintenance area (see section on equipment and supplies) in a specially designated room. Access to this room is from both the inside and the outside of the building. Personnel have been shown the equipment and understand its use.
- Both Science buildings in the stockroom.

**Mendocino Coast Campus:**

- In the custodial office or the chemical lab storeroom in the main building. Also in the lower storeroom in the Applied Technology building and in the wood storage room at the Fine Woodworking building (see section on equipment and supplies).

**Del Norte Campus:**

- In the custodial storeroom, the chemical lab storeroom in the main building, and the warehouse building.

If for any reason a serious situation such as an earthquake, fire, a spill or leak that cannot be safely or completely controlled and cleaned, the following procedure will be implemented:

- Evacuate the immediate spill area. Go upwind and stay upwind of the spill
- Notify the emergency response personnel immediately (see section on personnel notification)
- Prevent anyone except emergency personnel from entering the area by using caution tape or rope
- Notify the County Department of Environmental Health Services (see personnel section for phone numbers)
- OES must be notified immediately if there is a "reasonable belief" that the release or threatened release poses a significant present or potential

hazard to human health and safety, property, or the environment. EPA must be notified immediately if there is a release in a quantity equal to or exceeding the reportable quantity as listed in 40 CFR 302.4 55 gallons of hazardous waste or 1 quart of extremely hazardous waste.

-Start a perimeter setup (see section on Perimeters for large spills or releases) to contain the spill, keeping employee safety primary

## **PERIMETERS FOR LARGE SPILLS**

### **Always stage a response upwind from a contaminated area**

- Decontamination Area
- Necessary to limit the spread of the spill
- Command Post
- Emergency response efforts function best with one person in charge and one assistant. In a spill situation, ruling with committees is ineffective to make instant decisions.
- Triage Area
- Necessary for medical evaluation
- Entrance to Controlled Area
- Media Area

### **Hot Spot**

- Area immediately surrounding the spill
- Area is generally unsafe to enter because of fire, excessive vapors, etc.
- Area is determined by Industrial Hygiene type monitoring
- Trained persons with self-contained breathing apparatus and special equipment are the only people allowed in this area

## **DECONTAMINATION GUIDE OF LARGE EVENTS**

- Assign personnel to Decontamination - minimum of two
- Choose the location for the decontamination
  - upwind
  - upgrade
  - close enough for easy use
- Identify the border of the highest hazard with cones or barricade tape, personnel should enter and leave this hazard area through the decontamination area which should be adjacent to it
- Clearly mark the entry and exit points in the decontamination area
- Obtain necessary supplies for the decontamination area:
  - water supply
  - decontamination solution (detergent, bleach and trisodium phosphate)

- brushes and or sponges
- Sarenex coated Tyvek splash suits or encapsulated suits
- duct tape
- rubber gloves and disposable shoe covers
- respirators or SCBA equipment
- towels
- disposable clothing if other clothing becomes contaminated
- Assign one person in Sarenex coated Tyvek splash suit or encapsulated suit, respirator or SCBA, taped up gloves and shoe covers to meet personnel entering the decontamination area to give them an initial rinse and then a thorough washing with decontamination solution
- Assign at least one other person to assist the response team personnel who have just been cleaned with protective clothing removal or SCBA bottle changing
- If anyone has been contaminated on their personal clothing or skin they should receive a thorough flushing with water, have their contaminated clothing removed and a separate section should be set up in the decontamination area for their treatment (decontamination solutions are only used on chemical protective wear or equipment)
- Decide on the run-off control for wash water, where to store and handle
- Provide plastic sheeting or plastic bags to place contaminated in or on at the decontamination area border within the hazard area
- If injured**, decontaminate victim while performing first aid
  - minimum personal skin wash down in emergency shower, eyewash, or fire hose is **20 minutes**
  - wrap victim in dry blanket then plastic if still contaminated - body bags work well
  - tag victim with:**
    - names of chemical (spelling important)
    - quantity on victim before decontamination
    - duration of contact
    - recommendations for handling the patient
    - phone number of person that can supply more information

## **SPILL CONTAINMENT**

The following procedures should be used to contain spill:

- Assess the scene
- Try and ascertain the material that was released from a distance
- USE PROTECTIVE EQUIPMENT**
- Stop the source of the leak by closing the valve, or rotating the container or shifting its position so it stops leaking
- Cover drains or other possible escape routes, dike if needed
- Channel the spill if necessary to a place where it won't spread
- Use absorbent, pads, booms, or neutralizers to soak up the spill
- Repair the container or place it into a larger one that won't leak
- Clean up the spill

-Decontaminate any protective equipment you have used

The following are commonly used diking and absorbing materials:

- Sand or cinders
  - can dike only
  - washes out easily
  - very heavy
- Clay pellets or chips (kitty litter or Safe-T-Sorb)
  - absorbs better than sand
  - somewhat lighter than sand
- Diatomaceous earth (floor dry granules best)
  - absorbs better than clay material
  - is lighter than clay
  - is heavy enough to dike with if need be
- Silica type absorbent (vermiculite)
  - very light
  - will not stay in place with wind
  - not a good diking material
- Organic material (sawdust or rice hull ash)
  - most absorbent of materials
  - often reacts with hazardous materials
  - light and blows away
- Synthetic woven pads, pillows or booms
  - can be hydrocarbon discriminatory or non-discriminatory
  - have the greatest weight to amount picked up ratio
  - cost the most
- Synthetic Gelling Agents
  - new and unproven
  - very expensive
- Specifically formulated absorbent to handle Mercury or Hydrofluoric Acid
- HF Pads or Magnesium Oxide mixed with sand/clay absorbent

The District stores the following materials to be used as absorbent.

**Eureka Campus:**

These materials are stored in the Maintenance department:

- Vermiculite
- Cat litter
- Kollect a Kem booms
- Kollect a Kem pads, two sizes
- Kolor Safe absorbent for acids (neutralizer)
- Kolor Safe absorbent for bases (neutralizer)

**Mendocino Coast Campus:**

These materials are stored in the areas listed on page 1 of this document:

- Vermiculite
- Cat litter
- Kolor Safe absorbent for acids (neutralizer)
- Kolor Safe absorbent for bases (neutralizer)

**Del Norte Campus:**

These materials are stored in the areas listed on page 1 of this document:

- Vermiculite
- Cat litter
- Kolor Safe absorbent for acids (neutralizer)
- Kolor Safe absorbent for bases (neutralizer)

**NEUTRALIZATION / CHEMICAL INACTIVATION**

The following are chemical neutralization/reduction methods and should only be used by trained personnel. Do not attempt this procedure unless you have actual knowledge of the material spilled and the proper neutralization/reduction technique to be used.

The District stores KOLOR-SAFE neutralizer for both Acids and Bases. This product must be used on the correct type material spill. When placed on the correct spill, the product changes color to show that neutralization is taking place. **Read the labels FIRST, before attempting neutralization.**

**Neutralization: Add sodium bicarbonate (KOLOR-SAFE for ACIDS)**

- Organic acids: acetic acid, benzoic acid, citric acid
- Inorganic acids: hydrochloric, nitric, sulfuric
  - Substituted organic acids: bromoacetic acid, chloroacetic acid, trichloroacetic acid
- Organic acid halides: acetyl bromide, acetyl chloride, butylchloride
- Inorganic acid salts: aluminum chloride, aluminum bromide, ammonium chloride

**Neutralization: Add acetic acid or citric acid (KOLOR-SAFE for BASES)**

- Caustics: sodium hydroxide, potassium hydroxide, ammonium hydroxide
- Alkylamine: methylamine
- Alkanoamines: ethanolamine

**Reduction: Add sodium bisulfite or sodium thiosulfate**

- Oxidizers: calcium chlorate, calcium hypochlorite, dichromate

Reduction: Add sodium sulfite

- Inorganic peroxides: potassium peroxide

Reduction: Add sodium bisulfite

- Aldehydes: acetaldehyde, formaldehyde, furfural

Oxidation: Add calcium hypochlorite

- Reducers: chromous salts, sodium bisulfite, sodium thiosulfate

Oxidation: Add calcium hypochlorite in alkaline solution

- Mercaptan and organic sulfides: dimethyl sulfide, mercaptoethanol, thiourea
- Cyanides and nitriles: benzyl cyanide, sodium cyanide, acetonitrile
- Neutralization, add sodium bicarbonate to:

## **RESPONSE TO A GAS INCIDENT**

The District uses acetylene, oxygen, hydrogen, helium, and argon at the Eureka Campus. The two education centers at Crescent City and Fort Bragg both have Propane tanks on their sites. Due to Propane's flammability, in a release situation the local Fire Response agencies would be notified to handle the situation.

In the event of a release evacuate all personnel to a safe distance up wind, make notification, and if possible disable potential ignition sources.

## **DISPOSAL**

Once the spill is contained and the leak stopped, clean up and decontaminate using the following methods:

- Collect all material in absorbent and place it in a container large enough to hold it
- Place more absorbent down on the area and thoroughly absorb all moisture
- Use a neutralizer as needed
- Once all materials are in the container, seal the unit and immediately label with hazard waste label for your location
- Place it in the appropriate storage unit
- Begin the decontamination process

-Decontaminate reusable equipment using a washing solution

-Place disposable gear in an appropriate container, seal and place a hazardous waste label on the container, then place it with the recovered material for disposal

-Wash thoroughly using soap and water

## PERSONNEL

The following people at each campus are to be immediately notified should a leak or spill be detected at their locations. Should the first person not be available then continue down the list. Once notified, the people on the list will have the authority to take control of the situation and act as Emergency Coordinator. However, District personnel still have a responsibility to try and initiate the procedures in the "Actions" section of this plan.

### Eureka Campus:

	<u>Name</u>	<u>Address</u>	<u>Work #</u>	<u>Home #</u>
1.	Joe Porras	5360 Meyers Ave. Eureka, CA (Cell Phone)	(707) 476-4381  (707) 834-5926	(707) 442-8840
2.	Bill Connors	6442 Elk River Rd. Eureka, CA (Cell Phone)	(707) 476-4181  (707) 834-5935	(707) 442-7312
3.	Tim Flanagan	730 Railroad Ave Blue Lake, CA (Cell Phone)	(707) 476-4385  (707) 834-5927	(707) 668-5461
4.	Everett Klanecky	7611 Tompkins Hill Loleta, CA	(707) 476-4387	(707) 443-8242
5.	Mike Gath	646 Gatliff Ave. Eureka, CA	(707) 476-4395	(707) 443-3714

The following organizations have been given a copy of this plan and should be called if assistance is needed:

- Eureka Fire Department / Emergency Response Team 9-1-1
- Humboldt County Sheriff's Department (707) 445-7251
- Local Ambulance Company (if there are injuries) 9-1-1

- St. Joseph Hospital (707) 445-8121
- Humboldt County Public Health Department (707) 445-6215
- A/C Industrial Services (Emergency Response contractor) (916) 343-5488
- OES (Office of Emergency Services, Eureka) (707) 445-7395
- OES (Office of Emergency Services, Sacramento) (800) 852-7550

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**Mendocino Coast Campus:**

	<u>Name</u>	<u>Address</u>	<u>Work #</u>	<u>Home #</u>
1.	David Maki	17900 Ocean Dr. Fort Bragg, CA	(707) 961-2655	(707) 964-7708
2.	Christine Schomer	33471 Simpson Rd. Fort Bragg, CA	(707) 961-2656	(707) 964-3466
3.	Judy Kvinsland	P.O. Box 2052 Fort Bragg, CA (Cell Phone)	(707) 961-2661  (707) 357-3570	(707) 937-0239
4.	See section on Eureka Campus and start with the first person on the list			

The following organizations have been given a copy of this plan and should be called if assistance is needed:

- Fort Bragg Fire Department 9-1-1
- Fort Bragg Police Department 9-1-1
- Local Ambulance (if there are injuries) 9-1-1
- Mendocino Coast District Hospital (707) 961-1234
- Mendocino County Environmental Health (707) 463-4466
- A/C Industrial Services (Emergency Response contractor) (916) 343-5488
- OES (Office of Emergency Services, Willits) (707) 459-7469
- OES (Office of Emergency Service, Sacramento) (800) 852-7550

**Del Norte Campus:**

	<u>Name</u>	<u>Address</u>	<u>Work #</u>	<u>Home #</u>
1.	Stephen McCollum	185 Knutsen Ln. Smith River, CA (Cell Phone)	(707) 465-2375  (707) 954-2049	(707) 487-0405

- |    |  |  |                                      |                |
|----|--|--|--------------------------------------|----------------|
| 2. | Tracy Kau  | 1950 Northcrest<br>Crescent City, CA<br>(Cell Phone) | (707) 465-2488<br><br>(707) 954-2397 | (707) 465-1822 |
| 3. | Dave Throgmorton   | P.O. Box 1073<br>Crescent City CA<br>(Cell Phone)    | (707) 465-2310<br><br>(707) 954-2804 | (707) 465-1568 |
| 4. | See section on Eureka Campus and start with the first person on the list |  |                                      |                |

The following organizations have been given a copy of this plan and should be called if assistance is needed:

- |  |                |
|--|----------------|
| -Crescent Fire Protection District       | 9-1-1          |
| -Del Norte County Sheriff's Office       | 9-1-1          |
| -Local Ambulance (if there are injuries) | 9-1-1          |
| -Sutter Coast Hospital                   | (707) 464-8511 |
| -Del Norte County Health Department      | (707) 464-7271 |

- |  |                |
|--|----------------|
| -A/C Industrial Services (Emergency Response contractor) | (916) 343-5488 |
| -OES (Office of Emergency Services, Sacramento)          | (800) 852-7550 |

**TRAINING:**

Most maintenance personnel and laboratory technicians at all campuses, as well as most campus security staff at the Eureka Campus have had Hazwoper training as first responders at the awareness and operations level as well as in CPR and first aid. Eureka Campus security staff are also EMT trained. All staff understand their roles as prescribed by this plan and emergency and fire protection plans. They have also been shown how to read and understand MSDS sheets via the Hazard Communication Plan. Training will be on going and will include yearly updates on all applicable hazardous materials and safety plans.

In addition, faculty and support staff assigned to locations in proximity to hazardous materials (e.g. science faculty) have been trained in first responder awareness level or operations level.

**EMERGENCY RESPONSE EQUIPMENT AND SUPPLIES**

Generators of hazardous waste must make themselves aware of the locations of these supplies. Should questions arise, the generator should contact one of the persons on the personnel lists for their campus location.

This equipment will be stored in the following locations at all times:

**Eureka Campus:**

One small spill kit will be located in the physical science storeroom and one in the life science storeroom.

The following will be stored at the maintenance complex:

- 36ea Kollekt a Kem pads (8"X16")
- 75ea Kollekt a Kem pads (17"X17")
- 3 ea Kollekt a Kem (booms) 10' long
- 2 ea Haz Mat suit, level A
- 2 ea Scott Air Packs (SCBA)
- 1 bx Kolor Safe (base neutralizer)
- 1 bx Kolor Safe (acid neutralizer)
- 1 ea Chlorine Emergency Repair Kit "A"
- 1 ea North full face respirator
- 2 ea Kitty litter (25 lbs each)
- 2 bg Vermiculite 4 cu ft each
- 1 rl Hazardous waste labels
- 3 ea Small spill kits, each contains:
  - 1 ea 5 gallon bucket with lid
  - 1 ea disposable suit, level C
  - 1 ea face shield
  - 1 ea half face respirator
  - 1 pr rubber gloves
  - 1 pr goggles
  - 1 rl caution tape
  - 1 rl duct tape
  - 1 bg kitty litter with plastic bag
  - 1 ea small dust pan and whisk broom
  - 3 ea hazardous waste labels
  - 2 ea sealable plastic bags

First aid kits are available in all vehicles and in each building.

Fire extinguishing equipment is located in each vehicle and in each building as indicated by signage or in marked cabinets.

Showers and eye wash stations are located in the science buildings, maintenance auto shop, and outside the hazardous waste storage building. Eye wash stations are also in the academic auto shop, print shop, and machine shop.

**Mendocino Coast Campus:**

One small spill kit is located in the science stockroom. The following is stored in the

main building maintenance storeroom:

- 1 bx Kolor Safe (base neutralizer)
- 1 bx Kolor Safe (acid neutralizer)
- 1 bg Vermiculite
- 2 bg cat litter
- 1 ea half face respirator
- 1 rl caution tape
- 1 rl duct tape
- 1 pk hazardous waste labels
- 1 ea small spill kits, each contains:
  - 1 ea 5 gallon bucket with lid
  - 1 ea disposable suit, level C
  - 1 ea face shield
  - 1 ea half face respirator
  - 1 pr rubber gloves
  - 1 pr goggles
  - 1 rl caution tape
  - 1 rl duct tape
  - 1 bg kitty litter with plastic bag
    - 1 ea small dust pan and whisk broom
  - 3 ea hazardous waste labels
  - 2 ea sealable plastic bags

Absorbent will also be stored in both the Applied Technology building and the Fine Woodworking buildings.

Fire extinguisher and first aid kits are located in each vehicle and in each building as indicated by signage or in marked cabinets.

Showers and eye wash stations are located in the science labs.

**Del Norte Campus:**

A spill kit is located in the Science stockroom. The following is stored in the main building:

- 1 bx Kolor Safe (base neutralizer)
- 1 bx Kolor Safe (Acid neutralizer)
- 1 bg Vermiculite
- 2 bg cat litter
- 1 ea half face respirator
- 1 rl caution tape
- 1 rl duct tape

- 1 pk hazardous waste labels
- 1 ea small spill kits, each contains:
  - 1 ea 5 gallon bucket with lid
  - 1 ea Disposable Suit, level C
  - 1 ea face shield
  - 1 ea half face respirator
  - 1 pr rubber gloves
  - 1 pr goggles
  - 1 rl caution tape
  - 1 rl duct tape
  - 1 bg kitty litter with plastic bag
  - 1 ea small dust pan and whisk broom
  - 3 ea hazardous waste labels
  - 2 ea sealable plastic bags

Absorbent will also be stored in the metal storage/garage building and the Vocational Education building.

Fire extinguisher and first aid kits are located in each vehicle and in each building as indicated by signage or in marked cabinets.

Showers and eye wash stations are located in the science labs.

## **WASTE STORAGE**

With the exception of waste oil at the Eureka Campus, all wastes generated at all facilities will be declared as satellite waste accumulation. This means that hazardous waste generated will remain in the locations that they were generated in and under the direct control of the operator that generated them for no more than one year. The exception will be when regular hazardous waste reaches 55 gallons or extremely hazardous waste reaches one quart prior to one year. Then these wastes will be moved to a secured location and must be moved off the campus within 90 days. All hazardous waste stored at satellite locations will be labeled, dated, properly segregated, and the storage areas will be clearly marked. A weekly inspection will be made of all satellite locations and a record will be kept at each facility.

### **Eureka Campus:**

Waste streams will be generated and stored under the satellite accumulation plan in the following buildings:

- Arts
- Physical Science
- Life Science

- Applied Technology
- Maintenance

The Eureka Campus has the potential to produce in excess of the satellite accumulation provisions; therefore, hazardous waste stored in excess of the 55 gallons or extremely hazardous waste in excess of one quart while awaiting shipment off campus will be stored in the following areas:

- Above the Maintenance and Operations complex at the far east side of the campus
- At the Maintenance shop areas (waste oil)
- At the Applied Technology Diesel Shop (waste oil)

The materials will be housed in the following structures: Above the Maintenance complex there are two structures which will be used for the purpose of storing hazardous waste until it can be removed from the campus by a licensed contractor. These structures are JBI Inc. Fire Rated Hazardous Material Storage Buildings, Osseo, Wisconsin. The two buildings are each 6' wide 4' deep and 5' in height. They are steel construction and are fire rated at two hour design, have a total of 90 gallon sump, with a wall design rating of U425 and a roof rating of U524. Each can safely hold six 55 gallon drums, if needed. Both are secured with locks and have appropriate signs.

A third structure would only be a temporary unit used during the emergency removal of Hazardous Waste where additional storage may be needed. The building was used to house the College paint shop. The structure is of cinder block construction, with a concrete floor. It has no floor drains and has explosion proof lights and a explosion proof heater, if needed. It is also secured with locks and has warning signs on the doors. It is located adjacent to the JBI structures.

For an emergency operation, any materials stored temporarily in the cinder block building will have a dam placed around it and will be inspected daily until a licensed hauler can be scheduled to remove it.

At the Maintenance complex there are two above-ground storage tanks. One of these is a 1000 gallon split tank. One side holds 500 gallons of waste oil, the other side holds 500 gallons of diesel fuel. The tanks are engineered doubled-lined concrete tanks made by Convault Tanks. The tanks have been certified and tested in accordance with the U.L. #142 listing for above-ground tanks. Both tanks are inspected each day they are used.

At the Applied Technology Diesel Shop there is one 1000 gallon split tank. One side holds 500 gallons of waste oil, the other side holds 500 gallons of diesel fuel. The tank is an engineered doubled-lined concrete tank made by Convault Tanks. The tank was certified and tested in accordance with the U.L. #142 listing for above-ground tanks. This tank is inspected each day that it is used.

**Mendocino Coast Campus:**

Waste streams will be generated and stored in the following buildings:

- Main building
- Science labs
- Arts
- Fine Woodworking

If a waste stream should generate more than the satellite accumulation allowance, the material will be moved to the maintenance garage and stored there until a contractor can be notified. The waste will be removed from the campus within 90 days. The waste will be inspected weekly.

**Del Norte Campus:**

Waste streams will be generated and stored in the following buildings:

- Science labs
- Arts
- Maintenance storage building

If a waste stream should generate more than the satellite accumulation allows, the material will be moved to the maintenance garage and stored there until a contractor can be notified. The waste will be removed from the campus within 90 days. The waste will be inspected weekly.

## **EVACUATION PLAN**

If an evacuation of the campus is deemed necessary because of a hazardous release, the following will take place:

**Eureka Campus:**

Daytime (weekdays)

- Security will be notified along with the Maintenance department
- Via radio, all security staff and maintenance staff will be notified to proceed onto the campus to notify all areas that an evacuation is necessary and the safest routes to take based on the event
- Fire alarms won't be used, as the situation may dictate that normal evacuation routes may be contaminated and there would not be enough control if everyone exited at once
- At the same time, maintenance and security offices will be contacting as many division and department offices as necessary, directing the occupants on the situation and the route that should be taken

-Special effort will be made to notify the dorm office and help notify any residents at the dorms

Nighttime (weekdays) or Daytime / Nighttime (weekends)

-Security will be notified and they will check their class schedules and events calendar to ascertain where people are scheduled to be on campus. Activity levels are normally extremely low at this time

-Security will alert any maintenance staff on campus at the time and coordinate notifications

-Security will make a special effort to notify the dorm office and assist in notifying the residents

**Mendocino Coast Campus:**

-The Administration office at the campus will be notified

-Word will be sent to the classrooms, offices, Library, etc., by directed individuals from that location

-Fire alarms won't be used, as the situation may dictate that normal evacuation routes may be contaminated and there would not be enough control if everyone exited at once

-Evacuees will be directed as to the locations to assemble in until the situation is controlled

-The District Administration Office at the Eureka Campus must also be notified.

**Del Norte Campus:**

-The Administration office at the campus will be notified

-Word will be sent to the classrooms, offices, Library, etc., by directed individuals from that location

-Fire alarms won't be used, as the situation may dictate that normal evacuation routes may be contaminated and there would not be enough control if everyone exited at once

-Evacuees will be directed as to the locations to assemble in until the situation is controlled

-The District Administration Office at the Eureka Campus must also be notified

## APPENDIX I

**Note: These appendices are all Humboldt County Environmental Health forms and can be viewed at the Environmental Health and Safety Office.**

### **Eureka Campus:**

Facility & Owner/Operator Identification .....	24.1
Site Map .....	24.4
Hazardous Materials Location Maps .....	24.5
Location Map .....	24.9
Humboldt County Hazardous Material Inventory Reporting Forms:..	24.10