



# Mississippi College

## EMERGENCY PROCEDURES

### **Introduction**

This information has been prepared to help educate the campus community of procedures which should be followed in responding to emergency situations. By following the suggested procedures, you will be taking the proper steps in assuring an effective and timely response in the event of an emergency.

### **Objectives of this Guide**

1. To provide recommendations for action during an emergency.
2. To provide means whereby the entire college can be notified of what steps to take during an emergency.
3. To emphasize, by its publication, the importance of being aware of proper procedures.

The following gives specific guidelines in which to follow during specific emergency situations:

### **Contacting Parents and Family Members**

The Office of Student Affairs and/or the appropriate Vice-President will make all contacts with parents and family members in incidents involving students.

### **Emergency Code Blue Units**

Any of the 12 Emergency Code Blue Units across campus may be used to report emergencies. These units are located around academic buildings, residence halls and parking areas and are easily identified by the blue light and the word EMERGENCY displayed on the white pole. These units should strictly be used to report emergencies. Pushing the button located on the front of the call box will automatically connect the user to the Office of Public Safety, Security Officers in the field, and/or the Clinton 911 system. These units work on a rollover basis to ensure contact with emergency personnel. Individuals should stay at the unit unless it would endanger them to do so.

## **Serious Injury Or Illness**

*The following procedures should be followed in case of serious injury or illness (The immediate concern is to aid the injured or sick individual(s).):*

1. Do not move the individual unless there is immediate life-threatening danger (i.e., falling debris, fire, explosion):
  - A. Dial 911 for injuries requiring immediate medical attention, and provide the following information:
    - State your name.
    - State the problem.
    - State where the emergency exists.
    - State the number you are calling from and, if possible, have someone stay close to that number until aid arrives.
    - Send a runner to meet and guide the emergency crew.
2. Call the Office of Public Safety at 3204 or 3911. Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness (i.e., whether or not the victim is conscious, if any treatment is being given, etc.).
3. Return to the victim and keep him/her as calm and comfortable as possible. If needed, administer First Aid and CPR, if you are qualified.
4. Remain with the victim until Public Safety or Emergency Crews arrive.

## **Natural Disasters / Severe Weather**

*The following procedures should be followed in case of a Natural Disaster and/or in the event of Severe Weather:*

**A Tornado Watch** is a forecast of the possibility of one or more tornados in a large area. Continue normal activities but monitor for further alerts and watch for tornadoes.

**A Tornado Warning** means that a tornado has been detected and is approaching the area. The following guidelines should be followed:

1. If a tornado warning has been issued, the Public Warning Signal will be activated. The public warning signal is a five minute steady blast of the emergency preparedness sirens. The signal may be repeated if necessary. (The Public

- Warning Signal is tested on the first day of every month at 12:00 noon.)
2. Local radio and television stations should be monitored constantly.
  3. Everyone should proceed to the lowest floor of the building. Avoid windows, auditoriums, gymnasiums, or other structures with free-span overheads.
  4. If warning comes at night or early morning hours, residence hall personnel should awaken everyone to be sure each student is aware of the warning.

(A) Residents should then move to “Safe Zones” as posted in each of the buildings and communicated by the residential staff.

**Should A Tornado Occur** the following guidelines should be followed:

1. After a tornado, assess any medical needs of individuals, assess damage, and Dial 911 if necessary.
2. Do not move individuals unless there is a life-threatening danger (i.e., falling debris, fire, explosion).
3. If 911 is called, be sure to provide the following information:
  - State your name.
  - State the problem.
  - State the name and location of injured individual(s) and/or other emergency needs.
  - Do not hang up the phone until the operator tells you to do so.
4. Call the Office of Public Safety at 3204 or 3911 and provide the appropriate information.
5. If applicable, return to victims and keep them as calm and comfortable as possible. If needed, administer First Aid and C.P.R. if you are qualified.
6. Remain with victims until Public Safety or Emergency Crews arrive.
7. Keep everyone calm and assist as needed once emergency personnel arrive.

**A Snow and Ice Storm** may cause hazardous traveling conditions and power outages. Please consider the following information in the event of a snow or ice storm.

1. Operating a motor vehicle during severe snow and ice conditions can be dangerous. Caution should be observed when traveling to or from campus.
2. Classes are not canceled unless it is absolutely necessary.
- 3.. If classes are canceled, the information will be given by the Vice President for Academic Affairs to the Campus Radio Station, College Switchboard, and the Hinds County Emergency Operations Center.

## **An Earthquake**

Happens with little or no warning. Keep in mind that most of the injuries during an earthquake result from buildings collapsing. Should an earthquake occur, use the following procedures:

1. If you are inside, stay there until shaking subsides. Make sure there is an exit route.
2. Stay away from walls.
3. Go to an open area outside.
4. After the quake, attend to the medical needs of individuals involved and dial 911 if necessary.
5. If 911 is called, be sure to provide the following information:
  - State your name.
  - State the problem.
  - State the name and location of injured individual(s) and/or other emergency needs.
  - Do not hang up the phone until the operator tells you to do so.
6. Call the Office of Public Safety at 3204 or 3911 and provide the appropriate information:
  - State your name.
  - State the problem.
  - State the name and location of injured individual(s) and/or other emergency needs.
  - Do not hang up the phone until the operator tells you to do so.
7. If applicable, return to victims and keep them as calm and comfortable as possible. If needed, administer First Aid and CPR if you are qualified.
8. Remain with victims until Public Safety or Emergency Crews arrive.
- 9.. Keep everyone calm and assist as needed once emergency personnel arrive.

## **A Flood**

Can be the result of heavy rain, plumbing problems, faulty sprinkler systems, etc. Should a flood occur, use the following procedures:

1. Individuals should exit the flooded area as quickly as possible.
2. Avoid standing water due to the threat of electrocution.
3. Call the Office of Public Safety at 3204 or 3911 and provide the following information:
  - State your name.
  - State the problem.
  - State the name and location of the flood.
  - Do not hang up the phone until instructed to do so.
4. Assist authorities on the scene with information as needed.
5. Do not return to the building until an authority declares that the area is safe.

### **Fire / Explosion**

*The following procedures should be followed in case of a campus fire or explosion:*

1. Sound the building fire alarm immediately and if possible, close the door to the room where the fire is located in order to help contain the fire.
2. Dial 911 and give the following information:
  - State your name.
  - State the problem.
  - State the name and location of the building that is on fire.
  - State the location of the fire within the building.
  - Do not hang up the phone until the operator tells you to do so.
3. Call the Office of Public Safety at 3204 or 3911 and give your name, the location of the fire, and other appropriate information.
4. If the fire is small, you may wish to fight it with a fire extinguisher if one is readily available. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, check the label on the extinguisher.
5. Evacuate the building. If the fire is large, very smokey, or rapidly-spreading, evacuate the building immediately. Inform others who may have not responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops. Occupants are to be at least 300 feet from the structure and out of the way of Fire Department Officials. Be sure to keep access roads open for emergency vehicles.
6. Notify authorities on the scene if you suspect someone may be trapped inside the building.

7. Do not return to the building until the Fire Department officials declare that the area is safe.
8. Take steps to ensure that all individuals in the building are accounted for.
  - A. Use Faculty/Instructors to assist in accounting for individuals in an academic building.
  - B. Use Resident Directors and Assistants to assist in accounting for individuals in a residence hall.
  - C. Use Department Personnel to assist in accounting for individuals working in offices.

### **Mental Health Crisis**

*The following procedures should be followed in case of a mental health crisis:*

1. Routine Situation and Referral.
  - A. Be direct in letting the individual know that you believe counseling would be of help in this situation.
  - B. Inform the individual that the counseling services are strictly confidential and free of charge.
  - C. Don't force the issue if the student takes a defensive posture - simply restate your concerns and recommendations. (An independent decision by the individual to seek help is best.)
  - D. If the student is receptive, you can suggest that the student call for an appointment or you can ask if the student would like for you to call and set up the appointment.

The numbers for the counseling center are:  
925-3841 (Outer Desk)  
925-3354 (Dr. Buddy Wagner's Office)  
924-0985 (Dr. Buddy Wagner's Home)
  - E. Individual counseling services are designed for students who can benefit from the short term intensive counseling. If the situation merits referral, the counseling center personnel will make recommendations.
  - F. If an individual is incoherent, do not do anything to excite or force him/her to do something he/she does not want to do. Call for help (Public Safety 3204 or 3911 and Counseling Center 3841) and remain with the individual until help arrives.
2. Emergency Situations and Referral
  - A. If the individual's situation is life threatening to self or others, it is critical to notify the Office of Public Safety at 3204 or 3911 and provide the following information:
    - State your name.
    - State the problem.
    - State the name and location of injured individual(s).

- Do not hang up the phone until instructed to do so.
- B. Contact the counseling center as quickly as possible.  
 925-3841 (Outer Desk)  
 925-3354 (Dr. Buddy Wagner's Office)  
 924-0985 (Dr. Buddy Wagner's Home)

### **Attempted Suicide**

*The following procedures should be followed in the event a person is threatening to commit suicide:*

1. Talk openly and calmly with a person who is threatening to commit suicide.
2. Ask direct questions about their intent.
  - A. Have you thought about how you would do it?
  - B. Do you have what you need to carry out your plan?
  - C. Do you know when you will do it?
3. Listen to what is said and treat it seriously.
4. Do not add to the person's guilt by debating, arguing or lecturing about whether or not suicide is right or wrong.
5. NEVER leave a person who is suicidal alone. Encourage the person to go with you and speak with a counselor.
6. Contact the counseling center as quickly as possible.  
 925-3841 (Outer Desk)  
 925-3354 (Dr. Buddy Wagner's Office)  
 924-0985 (Dr. Buddy Wagner's Home)
7. If the person has already started a suicide attempt, call 911 for help immediately. If they are still conscious, seek information from them to determine: What substances did they ingest; how long ago did they ingest them; how much did they take; did they consume alcohol; when did they last eat; and what is their overall general state of health.
  - A. If 911 is called, be sure to provide the following information:
    - State your name.
    - State the problem.
    - State the name and location of injured individual.
    - Do not hang up the phone until the operator tells you to do so.
  - B. Call the Office of Public Safety at 3204 or 3911 and provide the appropriate information:

- C. Return to the victim and keep him/her as calm and comfortable as possible. If needed, administer First Aid and C.P.R. if you are qualified.
- D. Remain with the victim until Public Safety or Emergency Crews arrive.

### **Drug / Alcohol Overdose**

*The following procedures should be followed in the event a person has overdosed on drugs or alcohol:*

1. If the person has overdosed, call 911 for help immediately. If the person is still conscious, seek information from him/her to determine: What substances did they ingest; how long ago did they ingest them; how much did they take; if drugs were consumed, did they also consume alcohol; when did they last eat; and what is their overall general state of health.
2. If 911 is called, be sure to provide the following information:
  - State your name
  - State the problem.
  - State the name and location of injured individual(s).
  - Do not hang up the phone until the operator tells you to do so.
3. Call the Office of Public Safety at 3204 or 3911 and provide the appropriate information:
4. Return to the victim and keep him/her as calm and comfortable as possible. If needed, administer First Aid and CPR if you are qualified.
5. Remain with the victim until Public Safety or Emergency Crews arrive.

### **Death Of A Student Or Students (On Or Off Campus)**

*The following procedures should be followed in the event of the Death of a Student or Students:*

1. Call the Office of Public Safety at 3204 or 3911 and provide the following information:
  - State your name.
  - State the problem.
  - State the name(s) of the student(s) who were involved.
  - Give the location and time of the death(s) along with any other information you may have.
2. Call the Office of Student Affairs at 3809 and provide the appropriate information.
3. Let the Office of Student Affairs handle all other contacts at this point - Do not contact parents or family members.

## **Campus Disturbance / Riot**

*The following procedures should be followed in case of a campus disturbance or riot:*

1. Call the Office of Public Safety at 3204 or 3911 and provide the following information:
  - State your name
  - State the location.
  - State the telephone number.
2. If there is a life threatening emergency, Dial 911 and then call Public Safety and provide the following information.
  - Give a brief description of the person(s)
  - State the nature of the disturbance.
  - State whether or not the person(s) involved may have a weapon.
3. Wait for Security Personnel and be prepared to provide them with any information you may have.

## **Infectious Disease**

*The following procedures should be followed in the event a person has contracted an infectious disease:*

1. If the disease is a threat to others, try and quarantine the infected individual(s) in a safe location.
2. If the individual's situation is life threatening:
  - A. Call 911, be sure to provide the following information:
    - State your name.
    - State the problem.
    - State the name and location of infected individuals(s).
    - Do not hang up the phone until the operator tells you to do so.
  - B. Call the Office of Public Safety at 3204 or 3911 and provide appropriate information.
3. If the individual's situation is not life threatening:
  - A. Call Student Health Services at 924-9005 and/or Student Affairs at 3809.
    - State your name.
    - State the problem.
    - State the name and location of infected individual(s).
    - Do not hang up the phone until instructed to do so.

## **Campus Shooting**

*The following procedures should be followed in the event of a Campus Shooting.*

1. If you witness a campus shooting, your primary concern should be for your safety and the safety of others. Attempt to remove yourself and others from any immediate danger.
2. After you are out of immediate danger you should:
  - A. If 911 is called, be sure to provide the following information:
    - State your name.
    - State the problem.
    - State the name and location of shooting.
    - Do not hang up the phone until the operator tells you to do so.
  - B. Call the Office of Public Safety at 3204 or 3911 and provide the appropriate information.

## **Sexual Assault**

*The following procedures should be followed in the event a person has been sexually assaulted:*

### **For The Victim:**

1. Go to a safe place.
2. Call appropriate institution (Public Safety 3204 or 3911) and/or local (911) law enforcement officials for assistance and to report the assault.
3. Do not bathe; wash hands, or clean fingernails. It is important that victims preserve evidence that may be necessary to prove criminal sexual assault.
4. Do not remove clothing worn during or following the assault, as these frequently contain valuable fiber, hair and fluid evidence.
5. Do not apply or take any medication.
6. If officials have not been contacted, call someone you can trust to take you to the hospital.
7. If this attack occurred on campus you should notify the Office of Public Safety at 3204 or 3911. An officer can take you to the hospital.

8. When you get to the hospital, tell the triage staff you have been sexually assaulted. By law, emergency room staff must contact the police when they treat sexual assault victims. The police will ask you to file a report, but you do not have to talk to them or file a report if you don't want to.
9. If the assault happened some time ago, you should explore the following options:
  - A. Seek counseling.
  - B. Seek medical attention for treatment of injuries or symptoms related to the assault.
  - C. Consider reporting the incident to the police.
  - D. If this attack occurred on campus you should notify the Office of Public Safety @ 3204 or 3911.

**For Someone Assisting A Victim:**

1. Provide support.
2. Advise the victim of the procedures listed above.
3. Call the Office of Public Safety at 3204 or 3911.
4. Call the Office of Student Affairs @ 3809.

**Hostage Situation / Kidnaping**

*The following procedures should be followed in the event of a Hostage Situation or Kidnaping:*

1. If you witness a hostage situation or kidnaping, your primary concern should be for your safety and the safety of others. Attempt to remove yourself and others from any immediate danger.
2. Gather as much information as you can about those involved: Physical characteristics, clothing that is worn, vehicles that were used, weapons that may have been involved, etc.
3. Call 911, be sure to provide the following information:
  - State your name
  - State the problem.
  - State the name and location individual(s) involved.
  - Do not hang up the phone until the operator tells you to do so.
4. Call the Office of Public Safety at 3204 or 3911 and provide the appropriate information.
5. Stay at or near the location of the hostage situation or kidnaping until authorities arrive.
6. Make yourself available to authorities so that you can provide any information you may

have regarding the incident.

## **Bomb Threats**

*The following procedures should be followed in case of a bomb threat:  
(Bomb threats usually occur by telephone.)*

**\*\*\*Do not use cell phones or cordless phones in threat area. It may detonate the bomb\*\*\***

1. Gather as much information as possible about the bomb threat. The person receiving the call should try to learn the following information:
  - A. Exact location of the bomb?
  - B. Time set to detonate?
  - C. What does it look like?
  - D. What is the explosive?
  - E. Why was it placed?
  - F. Ask name of caller.
2. Call the Office of Public Safety at 3204 or 3911, be sure to provide the following information:
  - State your name.
  - State your location.
  - State your telephone number.
3. Inform them of the situation, including any information you may have as to the:
  - Location of the bomb
  - Time it is set to explode
  - Time you received the call
  - Any distinguishing information about the caller.
3. If asked, notify the building supervisor and/or appropriate individuals so that the building can be properly evacuated.
4. Do not touch any suspicious objects, packages, etc. Report it to authorities, but under no circumstances should you touch it or move it in any way.
5. Move a safe distance away from the building ( a minimum of 300 feet). If inclement weather conditions exists, you may move to another building a safe distance way. Do not re-enter until instructed that it is safe to do so.
6. Make yourself available to investigating officers in order to provide helpful information regarding the bomb threat.

## **Contingency Plan for Hazardous Material / Hazardous Waste Emergencies**

### **Introduction**

The Contingency Plan for Hazardous Material/Hazardous Waste Emergencies contains procedures designed to minimize, effectively, hazards to human health and the environment in the event of a fire, explosion, or any unplanned, sudden or non-sudden, release of a hazardous material or waste into the air, soil, or surface water surrounding Mississippi College. The contingency plan contains information required by the U.S. Environmental Protection Agency for a Contingency Plan and Emergency Procedures for Generators of Hazardous Waste codified in Subpart D of Title 40 of the Code of Federal Regulations Part 265.

### **General Information**

This contingency plan is for buildings containing hazardous material/hazardous waste on the Mississippi College campus located at the intersection of U.S. Highway 80 and Springridge Road in Clinton, Mississippi, less than one quarter mile from Interstate 20, a major east/west interstate highway.

Delivery Address:     Mississippi College  
                                  200 South Capitol Street  
                                  Clinton, MS 39058

Mississippi College, a Southern Baptist owned and operated liberal arts college, grants degrees at the bachelor and masters level in various areas including chemistry, biology, nursing, art, and many others. This contingency plan covers the entire Mississippi College, Clinton campus.

### **Emergency Coordinator**

As described under “Personnel”, the Environmental Safety Officer serves as the Emergency Coordinator for the campus. The Environmental Safety officer must be thoroughly familiar with the Emergency Contingency plan and the resources available in the event of a hazardous material/hazardous waste emergency. In the event of a major catastrophe involving the release of hazardous material such a fire, explosion, or tornado, the Environmental Safety Coordinator or an alternate will respond and commit any resources necessary to protect human health and the environment. The Emergency Coordinator's name, home address, and phone along with the alternates are listed below in the order in which they should be contacted:

Leland Benton  
2258 Woodland Pl  
Florence, MS

Director of the Physical Plant  
Mr. Glenn Worley  
2660 Maclean Raod

## **Implementation**

The Emergency Contingency plan should be activated in the event of fire, explosion, or other catastrophic event (major spill, earthquake, tornado) that could compromise the integrity of any hazardous material/hazardous waste storage area on the Mississippi College campus.

## **Emergency Procedures**

The employee discovering a threatening situation involving hazardous material or hazardous waste should follow these procedures:

1. Evacuate personnel from the immediate area utilizing the fire evacuation routes. Verbal warnings should be used as individual(s) exit the immediate area to obtain off-campus assistance. Fire alarms should be used to evacuate personnel from buildings, when appropriate. The closed air recirculating system utilized in many modern buildings may quickly circulate toxic fumes to other rooms or floors possibly threatening unsuspecting personnel; so, upon discovering a fire or release of toxic vapors, buildings should be evacuated.
2. If injuries are present render first aid as necessary.
3. Notify Campus Security (EXT. 3204 or 3911) and Clinton Fire Department (911 or 924-5643) giving the following information:
  - A. Type and location of emergency, including extent of any injuries
  - B. If a hazardous material spill is involved, the name of the material and approximate amount released
  - C. Any additional information known about the material such as state of matter (solid, liquid, or gas) or associated hazards (flammable or poison, etc.)
4. Upon notification of a hazardous material emergency, Campus Security should do the following:
  - A. Verify notification of Fire Department.
  - B. If hazardous material/hazardous waste is involved, notify the Emergency Coordinator (Environmental Safety Officer) immediately.
  - C. Respond to the scene of the emergency, secure the area, and render aid as necessary to protect human health and the environment.
5. Until the arrival of the Emergency Coordinator and professional assistance, on-site personnel should follow this list of priorities:
  - A. Protect human health and safety by securing the area and rendering first aid.
  - B. Protect the environment by containing spillage to the immediate area, specifically restrict entry into ditches, storm sewers, and other bodies of surface water, but do not expose oneself to undue risk.

- C. Protect physical assets such as buildings, vehicles or other personal property.
6. The Clinton Fire Department has the manpower and resources to handle most hazardous material situations involving fires and can contact other hazardous material personnel, if necessary, to control a serious spill situation. The decision to call in additional manpower is the responsibility of the fire department.
7. Upon arrival at the scene, the Environmental Safety Officer should:
- A. Aid fire fighting personnel with the location, identity, and amounts of hazardous waste/hazardous material storage at and near the sight of the emergency.
  - B. Assess the potential hazards to human health and the environment including the potential generation of gases, the potential for spread by water run-off, methods for preventing the spread and hazards that might lead to the need for evacuation of surrounding areas. The use of observation, Environmental Safety inventory, and other records may be helpful in this assessment.
- If, through the above assessment the Environmental Safety Officer believes hazardous material/hazardous waste has been released into the environment, the following should be done:
- 1. Notify Mississippi Emergency Management Agency at 1-800-222-6362.
  - 2. Notify the National Response Center at 1-800-424-8802.
  - 3. This information should be included in the report of the incident:
    - a. Name and telephone number of reporter
    - b. Name and address of facility
    - c. Time and type of incident
    - d. Name and quantity of material(s) involved, to the extent known
    - e. Extent of injuries, if any
    - f. Hazards to human health and the environment outside college property
  - 4. Begin immediately for the clean up providing for the treatment, storage, disposal of recovered hazardous waste and hazardous waste contaminated resulting from the emergency.
  - 5. Within 15 days following the emergency incident, submit a report to the U.S. Environmental Protection Agency, Regional Administrator. The report must include the following:
    - a. Name, address, and telephone number of owner/operator
    - b. Name, address, and telephone number of the facility
    - c. Date, time, and type of incident
    - d. Name and quantity of material involved
    - e. An assessment of actual or potential hazards to human health and the environment, where this is applicable
    - f. Estimated quantity and disposition of recovered material that resulted from the incident.

## **Identification and Assessment of Hazardous Material**

The Environmental Safety Officer, using the Environmental Safety inventory and required labeling, can assist fire fighting personnel with the location of major areas of hazardous material/hazardous waste storage, including the identification of any potential dangers. If the emergency involves a spill or release of material, the Environmental Safety Coordinator should provide fire-fighters with any information available about the location, amounts stored, potential hazards, and chemical properties of the material from the Material Safety Data Sheets or other sources.

## **Control Procedures**

Since hazardous waste at Mississippi college is generated and stored in small quantities, leakage into the environment is easily preventable using secondary containment to control leakage and spillage during storage and transfer. Of more concern is the human exposure that exists in case of fire, weather damage to buildings (i.e. tornado) or carelessness during the addition or transfer of waste. Fire control equipment (fire extinguishers, fire hoses, etc.) are available to personnel in areas used for waste storage. Smothering or other-wise extinguishing of small fires, or the quick, efficient clean up of spilled material will reduce the risk of fire and other exposure. Use of secondary containment of appropriate non-reactive material, when handling and transporting waste, will greatly reduce the risk of a release from spillage, leakage and breakage and will provide easy transfer to another container, if necessary. All work with the material that potentially produces highly toxic fumes or gases Should take place in a fume hood or with the availability of respirator protection.

## **Prevention of Recurrence or Spread of Fire, Explosion or Release**

Upon discovering an emergency situation (such as a spill of material) an employee should shut-down all operations. to the extent feasible without due risk to life and limb. This may include turning off equipment to prevent explosion or fire from sparks, closing doors to prevent spread of fire or vapors, or moving damaged containers to a secure area (i.e. fume hood) to reduce human exposure.

## **Storage and Treatment of Released Material**

Upon containment of a hazardous waste/hazardous material spill, all contaminated disposable clean-up material should be treated as hazardous waste and handled with due care. Small scale spills are satellite accumulation sites and should be handled by the waste generator with all

equipment and containers cleaned, and material utilized returned to pre-spill readiness. In the event of a major catastrophe, the Environmental Safety officer should supervise the collection, separating, packaging, and temporary storage of collected waste. New containers may be secured for storage of waste until disposal by an EPA. licensed Treatment, Storage, and Disposal company takes place. All applicable storage time requirements must be observed.

### **Incompatible Wastes**

Following the appropriate packaging, labeling, and handling requirements during the cleanup of spills and releases should insure that incompatible wastes will not be mixed. In the event of fire or weather damage, the cleanup may involve repackaging material that has become contaminated. Personnel should use due care, such as the wearing of protective clothing, careful observation, and chemical analysis to insure separating of incompatible material. Haphazard collection of material after a major catastrophe (fire or tornado) should be avoided.

### **Post Emergency Equipment Maintenance**

In the event of a small scale spill within a satellite accumulation location, the person responsible for the original generation and in control of the area should perform any necessary decontamination of equipment and replacement of supplies (absorbent material, etc.). In the event of a major disaster, the Environmental Safety Officer following the cleanup should insure decontamination of equipment, buildings, and grounds of the campus and surrounding areas and the replacement of emergency supplies at all satellite generation sites before the generation of waste material may resume.

### **Container Spills and Leakage**

Upon discovery of a spill or leakage of hazardous material/waste, cleanup should begin immediately. If a container is leaking, material should be transferred to a second clean, secure container and the damaged container discarded. For spills of hazardous material/waste, appropriate absorbent material (cloth towels, vermiculite, sand, lime, sodium bicarbonate, or hydro-chloric acid) should be utilized to contain and or neutralize the spill and the resulting material packaged, collected, and labeled for disposal as hazardous waste, if necessary.

### **List of Emergency Equipment**

Telephones are provided in all academic and administrative departments for access during working hours. Telephone numbers of the Emergency Coordinator (Environmental Safety Officer), Campus, Security, Clinton Fire Department, Clinton Police Department, and UMC Poison Control Center shall be prominently displayed in appropriate places. These numbers shall be posted near all departmental telephones, and over the light switch in all laboratories and other areas which utilize hazardous materials and/or generate hazardous wastes.

Fire extinguishers and hoses are located as required by local fire codes in all buildings adjacent to satellite hazardous waste accumulation areas and in hallways to be utilized when appropriate to extinguish small fires.

### **Cooperation Agreements**

Mississippi College relies exclusively upon the City of Clinton to provide fire fighting and emergency medical services. The Environmental Safety Office will maintain current inventories, including location of hazardous materials/hazardous wastes and other dangers associated with materials located on the campus to aid the fire department in performing its duty. A formal cooperative agreement should be formulated between the area hospitals and the local emergency services agencies for providing information about material stored on the campus as required by law.

### **Evacuation Plan**

Evacuation of any building due to hazardous material/hazardous waste emergency will utilize the existing fire escape exits and alternates. Verbal warnings will be given to persons nearby and the fire alarm system will be used to evacuate personnel from other floors, if necessary.

### **Required Reports**

Following the implementation of the contingency plan, the Environmental Safety officer will submit a written report as required in 40 CFR 265.56 (j).

**(END OF CONTINGENCY PLAN FOR HAZARDOUS MATERIAL / HAZARDOUS  
WASTE EMERGENCIES)**