

Incident Annex 3 – Hazardous Materials Release

Coordinating Department

Department of Public Safety (Environmental Health & Safety)

Supporting Departments

Department of Public Safety (Police Operations), Department of Public Safety (Emergency Management) Facilities Services/Auxiliary Facilities Services, Offices of the Chancellor and Vice Chancellors

Supporting Outside Agencies

Colorado Springs Fire Department, Colorado Springs Office of Emergency Management, outside Hazardous Materials contractor(s)

Section I: Plan Activation

Scope

An accidental or intentional release of hazardous materials is very dangerous to the UCCS campus community. A release or spill may require a simple localized cleanup or could require evacuation and decontamination of an entire building or even part or all of the campus. Any spill or release could have a significant impact on short-term campus operations and must be handled swiftly and effectively.

Concept of Operations

A. General

1. The primary goals in any incident will be life safety, incident stabilization, and protection of property.
2. The State-mandated Designated Emergency Response Authority is the Colorado Springs Fire Department Hazardous Materials Response Team.
3. Generally, an evacuation of the building containing the spill or release (or general area if outdoors) will be ordered. A larger evacuation may be deemed necessary, or a shelter-in-place order may be given.
4. All campus resources will coordinate their activities with the campus Emergency Operations Center (EOC) or Incident Command Post (ICP) as directed.

B. Specific

1. Response

- a) Resources available to first responders are covered under Tab I: ESF 10 – Hazardous Materials.

- b) Also refer to Tab T: Incident Annex 6 – Campus Evacuation regarding procedures in the event an evacuation is necessary.
- c) A spill or release may be considered a crime scene until a complete investigation is accomplished.

2. Recovery

- a) Following initial incident stabilization, hazardous materials abatement and cleanup must be accomplished by a licensed contractor.
- b) Decontamination and restoration is the financial responsibility of the company or organization storing or transporting the hazardous materials at the time of the spill or release.
- c) Cleanup must be in accordance with Federal, State, and Local requirements and is subject to the oversight and final approval of the Colorado Springs Fire Department.

Section II: Pre-Event Coordination and Planning Responsibilities

Coordinating Department

Department of Public Safety (Environmental Health & Safety)

A. Mitigation

1. Conduct twice-yearly chemical disposal sessions.
2. Oversee the following internal policies and procedures for chemical management:
 - a) UCCS Policy 400-002: Hazardous Materials Management
 - b) UCCS Laboratory Safety Manual
 - c) Department of Public Safety (Environmental Health & Safety) Safe Operating Procedure

B. Preparedness

1. Participate in training sessions and exercises.
2. Develop and evaluate plans for handling hazardous materials.
3. Develop resources and contacts to aid in incident response and cleanup.
4. Continue internal and external hazardous materials storage and handling inspections.

Supporting Departments

Department of Public Safety (Police Operations)

- A. Develop and exercise internal policies and procedures to support hazardous materials response units.
- B. Maintain capabilities to conduct any incident or criminal investigation, if necessary.

Department of Public Safety (Emergency Management)

- A. Coordinate with campus stakeholders on planning, exercises, and incident coordination
- B. Support

Facilities Services/Auxiliary Facilities Services

- A. Maintain availability of building floor plans and HVAC diagrams for the campus.
- B. Provide personnel to manipulate HVAC and other building systems as may be required.
- C. Provide personnel and equipment to clean up minor outside spills as may be required.

Offices of the Chancellor and Vice Chancellors

- A. Support campus departments in implementation and adherence to applicable campus hazardous materials policies.

Supporting Outside Agencies and Facilities

Colorado Springs Fire Department

- A. Conduct site inspections and education regarding hazardous materials.
- B. Respond as the Designated Emergency Response Authority to any hazardous materials incidents on campus.
- C. Oversee cleanup and abatement of any campus incident.

Colorado Springs Office of Emergency Management

- C. Publish and maintain a hazardous materials plan in conjunction with the City Emergency Operations Plan.
- D. Coordinate with the UCCS Department of Public Safety (Emergency Preparedness) on planning, exercises, and incident coordination.

Outside Hazardous Materials contractor(s)

- A. Provide contracted scheduled chemical and hazardous materials disposal.
- B. Upon contracting for spill or release decontamination and abatement, provide services in accordance with City, State, and Federal regulations.