

1. As required by the Resource Conservation and Recovery Act (RCRA) and the Occupational Safety and Health Act (OSHA), the following plan is set forth to minimize hazards to human health and the environment from any unplanned, sudden or non-sudden release of hazardous wastes or hazardous constituents to the air, soil or surface water.
2. The following are recommended responses to such an incident.
  - a. Notify Campus Police and the Emergency Coordinators of the incident via Campus Police (911) or at the numbers listed in [Appendix B](#), Emergency Coordinators.
  - b. Isolate the hazard area and keep personnel away who are not directly involved with the emergency response.
  - c. Remove all people from the incident area and buildings at distances recommended in the evacuation tables in the [DOT Emergency Response Guidebook](#) found in Hazardous Waste Facility, Burson Chemistry Stockroom Spill Response Carts, Woodward Hall Vivarium Spill Kit, Police and Public Safety Department Communications Center (King Building) and the Safety Office in Room 113-King Building.
  - d. When evacuating the area and/or buildings, direct evacuees upwind to remain clear of fumes or smoke in the incident area.
  - e. All laboratories are to have a decal on the door which identifies the person in charge; this individual or his/her supervisor should be contacted to determine exactly what hazards might be encountered.
  - f. If the person in charge of the laboratory or his/her supervisor cannot be contacted and if the room must be entered to determine the nature of the incident, contact local emergency responders.
  - g. Be alert for any posted signs indicating a hazard or hazardous properties of materials.
  - h. If a rescue operation is required, local emergency responders will be utilized.
  - i. Requests for assistance or notification of outside agencies listed in [Appendix E](#), Agency Emergency Telephone Numbers will be handled by the Safety Officer/Emergency Coordinator or the Campus Police Shift Supervisor.
  - j. The plan is divided into appendices addressing the following subject areas:

<a href="#">Appendix A</a>	Arrangements with Local Authorities
<a href="#">Appendix B</a>	Emergency Coordinators
<a href="#">Appendix C</a>	Hazardous Waste Description, Locations and Evacuation Maps
<a href="#">Appendix D</a>	Emergency Equipment
<a href="#">Appendix E</a>	Agency Emergency Telephone Numbers
<a href="#">Appendix F</a>	Training
<a href="#">Appendix G</a>	Emergency Response Operation
<a href="#">Appendix H</a>	List of Contingency Plan Recipients

**APPENDIX A****Arrangements with Local Authorities**

UNC Charlotte has entered into agreements with the following organizations to respond in the event of a hazardous materials incident on campus.

- a. Charlotte Fire Department, Charlotte, North Carolina, is first responder for fire and medical emergencies on the UNC Charlotte campus, with MEDIC (Mecklenburg County Emergency Medical Service) also responding. Additional response by the Charlotte Fire Department - Hazardous Materials Team is also available.
- b. Carolina Medical Center/University Hospital - Emergency Department is the primary health care facility for personnel injured while responding to a chemical fire/spill incident.
- c. Pollution Control Industries (PCI) of East Chicago, Indiana is the University's hazardous waste contractor and is responsible for performing clean-up activities, transportation and disposal of the hazardous wastes.
- d. Police and Public Safety Department, UNC Charlotte, Charlotte, North Carolina, is responsible for initial response to the scene of a hazardous materials incident, initiating emergency response by notifying the proper authorities, and providing law enforcement at the scene of the incident.
- e. Student Health Services, UNC Charlotte, Charlotte, North Carolina, is to provide assistance with first aid treatment at the Health Center, when open and requested by the Campus Police.
- f. Charlotte Police Department, Charlotte, North Carolina, is responsible for providing back-up assistance for law enforcement to the University Police and Public Safety Department.
- g. North Carolina Highway Patrol, Charlotte, North Carolina, is designated to provide traffic control, as necessary, for contiguous routes of entry and exit to the University.
- h. Land Use and Environmental Services Agency and the Emergency Management Office, Charlotte, North Carolina, are designated to provide assistance for control and clean-up of a hazardous materials incident.

**APPENDIX B**

**Emergency Coordinator**

The Emergency Coordinator for UNC Charlotte is as follows:

**1. Luke Pokrajac**

Office Address	113 King Building, UNC Charlotte
Home Address	653 Sunset Point Drive – Rock Hill, SC 29732
Office Telephone	704-687-4291
Home Telephone	803-980-4999
Cell	704-719-0043

**2. Darius Griffin**

Office Address	113 King Building, UNC Charlotte
Home Address	1575 Timberlake Drive – Shelby, NC 28150
Office Telephone	704-687-4291
Home Telephone	704-480-1390
Cell	704-719-0073

**APPENDIX C****Hazardous Waste Description and Locations**

1. Hazardous waste is primarily laboratory wastes from instructional and research laboratories located in Burson, Cameron, Woodward and Grigg halls. Waste can be ignitable, corrosive, reactive and toxic. Injuries resulting from hazardous waste incidents could produce burns, chemical burns, or chemical overexposure.
2. Hazardous Waste Storage Locations
  - a. Hazardous Waste Facility (Bunker)
  - b. Chemistry Hazardous Waste Storage Area  
Burson Physical Sciences Building - Stockroom (Room 225-A)

3. Fire Response

Employees working in hazardous waste accumulation areas should not attempt to fight fires. Appropriate response is to sound building alarm, notify Campus Police, and evacuate building.

4. Evacuation Procedures

- a. Evacuation signals for Hazardous Waste emergencies are the general fire alarm horns in the Hazardous Waste Facility and the Burson Physical Sciences Building.
- b. Evacuation routes are indicated on the following floor plans.
- c. Occupants should assemble in the following area:

Hazardous Waste Storage Facility – sidewalk beside Mary Alexander Road

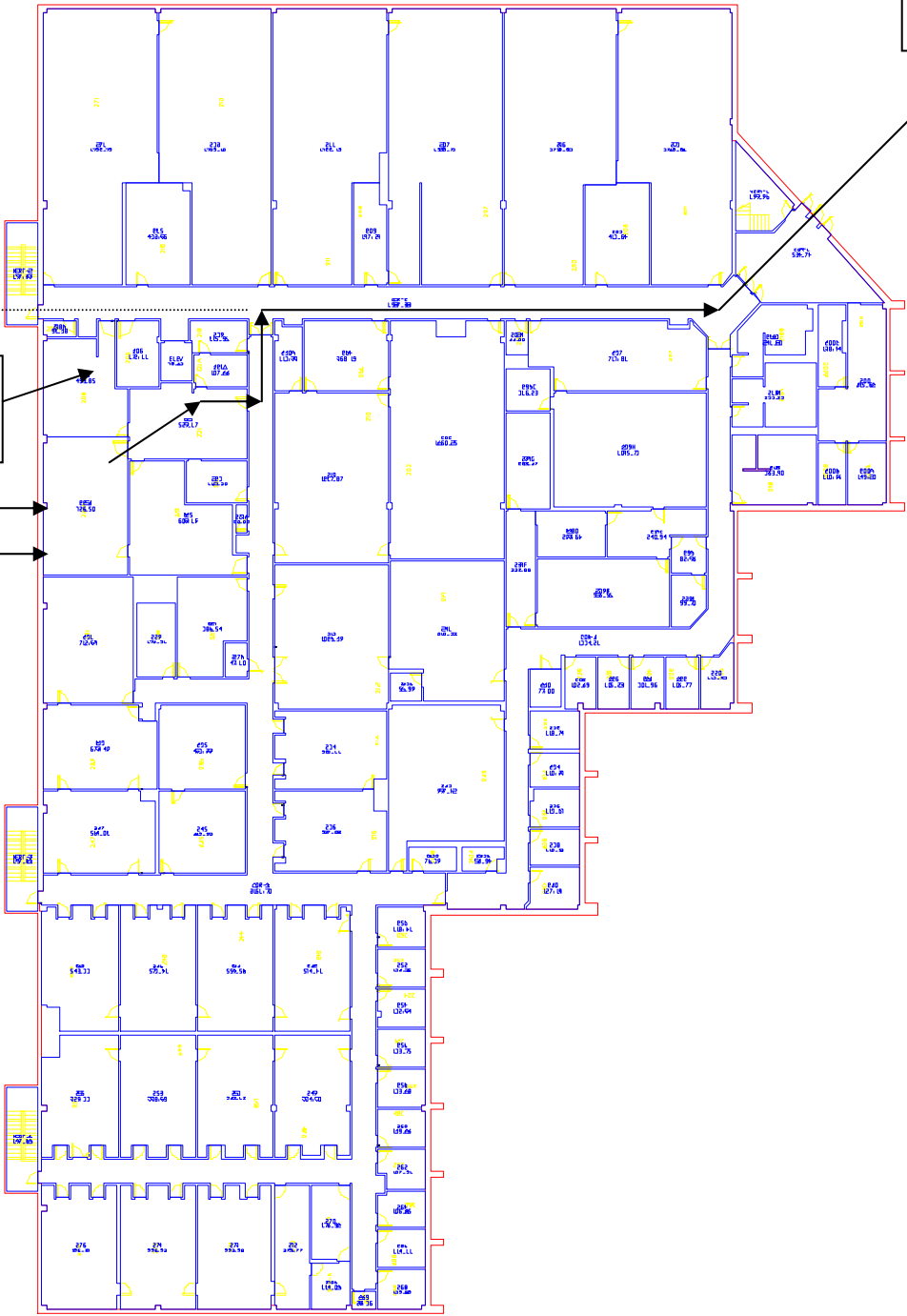
Burson Physical Sciences Building – Parking Lot 15 adjacent to Burson Building

Secondary  
Evacuation  
Route – Rear  
Steps to Parking  
Lot

Primary Evacuation  
Route – Building Front  
Entry to Roadway

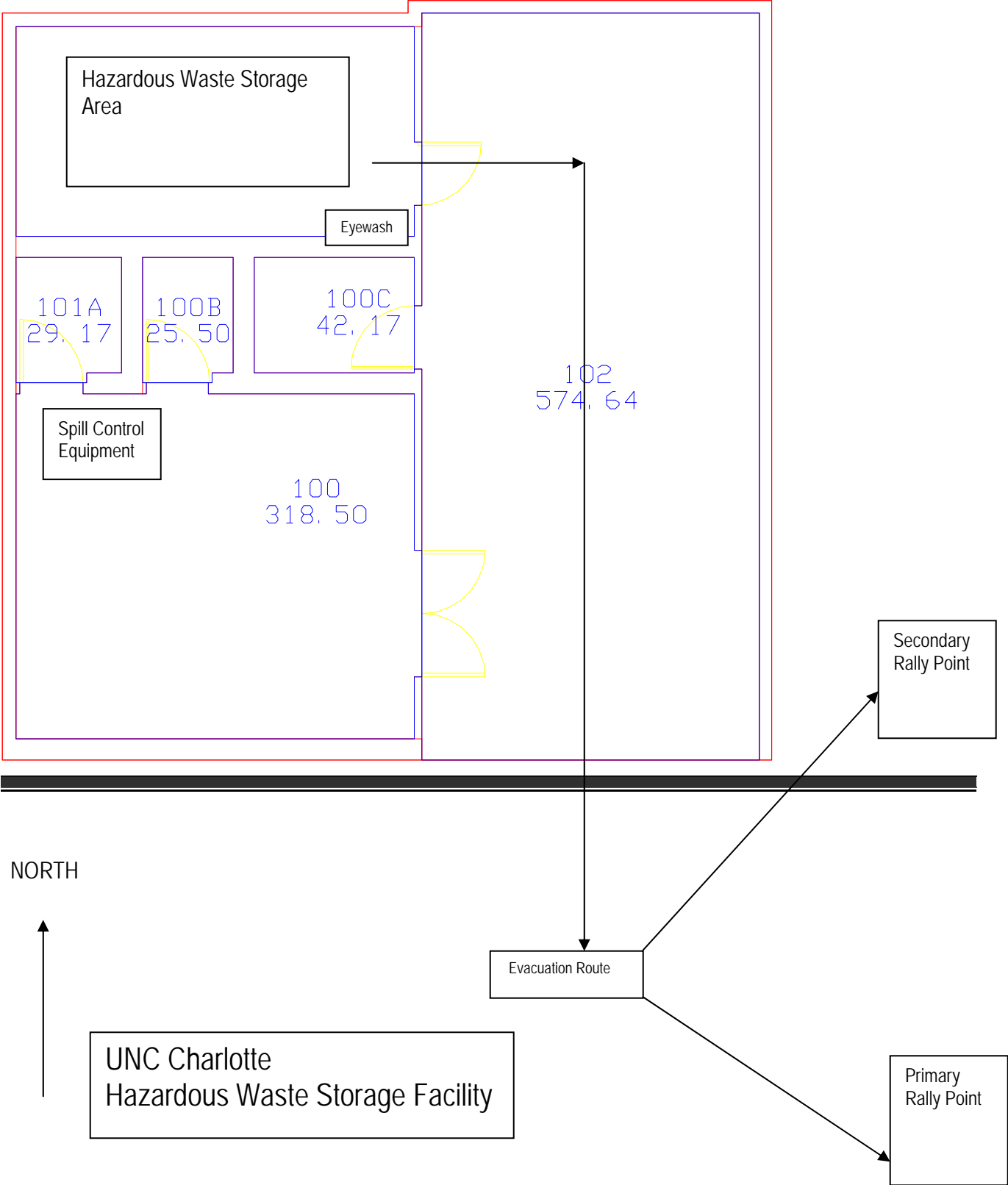
Spill Control  
Equipment  
Room 208

Hazardous Waste  
Storage Area  
Room 225A



NORTH ←

UNC Charlotte  
Burson – Physical Sciences Building  
Hazardous Waste Storage Area



**APPENDIX D****Emergency Equipment**

Emergency equipment is available at the following locations:

- a. Chemical spill cart, Chemistry Stock room on the second floor of the Burson Physical Sciences Building (Room 228).

Mop and bucket  
Push broom  
Hand broom  
Dust pan  
Squeegee  
Chemical spill clothing kit  
Two (2) pairs of rubber boots  
Four (4) pairs of plastic shoe covers  
One (1) box of PVC gloves  
Two (2) boxes of hazardous waste bags  
Plastic bags  
One (1) bucket of Vermiculite  
One (1) bottle of sodium bicarbonate  
One (1) face shield  
Three (3) plastic buckets  
Three (3) caution signs

- b. One (1) SRM mercury spill control kit, Chemistry Stock Room on the second floor of the Burson Physical Sciences Building (Room 221).

- c. Vermiculite for absorbing liquid from a spill can be found in the following locations:

- (1) Chemistry Stock Room, Burson Physical Sciences Building (Room 208)  
(2) Hazardous Waste Bunker

- d. Two (2) 55 gallon drums for containing residue from a spill can be found in the Bunker.

- e. Eyewash and Safety Showers are located in the following waste areas:

- (1) Hazardous Waste Storage Facility (Bunker)  
(2) Chemistry Stockroom (Burson Physical Sciences Building 225A)

- f. Communications
  - (1) The entire campus is covered by the Police and Public Safety Department radio system.
  - (2) The entire campus is served by its own telephone system.
  - (3) Facilities Management Radio System.
- g. One (1) Geiger counter, Eberline Model E-530, located in the Safety Office – Room 113 King Building.
- h. Two Sensidyne BDX 530 Air Sampling Units, located in the Safety Office – Room 113 King Building.
- i. [DOT Emergency Response Guidebooks](#), Safety Office – Room 113 King Building, Spill Response Carts (Burson - Room 208 and Hazardous Waste Storage Facility - Room 100), Police and Public Safety Department Communications Center (King Building) and Police and Public Safety – Facility Management Building which provide information for hazardous material incidents, i.e., potential health hazards, fire or explosion risks, spill or leak procedures and recommended first aid. Additional copies of DOT Emergency Response Guidebooks are available in Safety Office – Room 113 King Building.
- j. One (1) RKI Eagle, 4 gas detector (Oxygen, Carbon Monoxide, Hydrogen Sulfide and Flammability), located in the Safety Office – Room 113 King Building.
- k. One (1) MiniRae, volatile organic compound PID detector, located in the Safety Office – Room 113 King Building.
- l. Fire Control Equipment
  - (1) The Hazardous Waste Facility (Bunker) is equipped with a fixed automatic/manual Carbon Dioxide fire extinguishing system.
  - (2) Burson Physical Sciences Building - Stockroom 225A, adjacent Rooms 221 and 208 have 10# ABC fire extinguishers.
- m. Fire Alarms Systems
  - Burson Physical Sciences Building and Hazardous Waste Facility “Bunker” have alarm systems consisting of wall pull stations and smoke detectors. Alarms are supervised by Campus Police.

APPENDIX EAgency Emergency Telephone Numbers

UNC Charlotte Campus Police	7-2200 or 911
Charlotte Police Emergency	9-911
Carolina Medical Center – Emergency Room	(704) 548-5600
Charlotte Fire Department	9-911 (City Dispatcher)
Medic	9-911
UNC Charlotte Safety Office (8:00 a.m. - 5:00 p.m.)	(704) 687-4291
Environmental Emergency (National Response Center)	1-800-424-8802
Chemtrec (Info on Chemicals)	1-800-424-9300
Mecklenburg County Environmental Protection Department - Immediate Response	(704) 281-0938 – Primary Contact <a href="mailto:luesal@sprint.blackberry.net">luesal@sprint.blackberry.net</a>
After Hours	(704) 281-0588 – Secondary Contact 9-911
Mecklenburg County Water Quality (Oil Spill – RQ all)	(704) 281-0938 – Primary Contact <a href="mailto:luesal@sprint.blackberry.net">luesal@sprint.blackberry.net</a>
	(704) 281-0588 – Secondary Contact
NC Division of Water Quality (Oil Spill – RQ 25 gal)	(919) 807-6300
State Warning Point (Non-business hours)	1-800-662-7956
NC Division of Emergency Management	1-800-858-0368
NC Department of Environmental and Natural Resources, Division of Waste Management/Raleigh, NC	(919) 508-8400
Environmental Protection Agency Atlanta, Georgia	(404) 562-8700
PCI (Hazardous Waste Contractor)	1-800-388-7242
HEPACO (Spill Cleanup Contractor)	1-800-888-7689
UNC Charlotte Primary Emergency Coordinator:	
G. Luke Pokrajac	(803) 980-4999 (Home) (704) 687-4291 (Office) (704) 719-0043 (Cell)

**APPENDIX F**

**Training**

1. Facility personnel shall be trained to effectively respond to emergencies by familiarizing them with emergency procedures, emergency equipment and emergency systems. Such training shall be updated annually.
2. Training records on current personnel must be kept until closure of the facility and on former employees for at least three years.
3. All records pertaining to training will be maintained in the UNC Charlotte Safety Office – Room 113 King Building.

**APPENDIX G****Emergency Response Operations**

Emergency response is an effort by employees from outside the immediate hazardous substance release area or other designated responders to an occurrence which is likely to result in an uncontrolled release. This does not include situations controlled by employees in the immediate release area or maintenance employees.

**a. Incident Command Systems (ICS)**

- (1) The senior emergency response official responding shall become the individual in charge, Incident Commander (IC). All emergency responders and communications shall be controlled through this individual assisted by the senior UNCC public safety official present.
- (2) The IC shall identify all hazardous substances or conditions and appropriate controls.
- (3) The IC shall implement appropriate emergency operation and assure use of personal protective equipment.
- (4) The IC will limit the number of emergency response personnel to those actively performing emergency operations. The "buddy system" shall be used in hazardous areas.
- (5) Back-up personnel with rescue equipment shall stand by. Advanced first aid support and transportation shall be available.
- (6) The IC shall designate a Safety Official with specific responsibility to identify and evaluate hazards and direct the safety of operations.
  - (a) The Safety Official shall alter, suspend, or terminate activities judged to be immediately dangerous to life or health (IDLH) or that involves imminent danger.
  - (b) The Safety Official shall immediately notify the IC of corrective actions needed.
- (7) The IC shall implement decontamination procedures.

**b. Skilled Support Personnel**

- (1) Personnel skilled in use of certain equipment may perform emergency support work.
- (2) These personnel shall receive an initial on-site briefing prior to participation to include:
  - (a) Chemical hazards involved
  - (b) Wearing of personal protective equipment
  - (c) Duties to be performed

(3) All appropriate safety and health procedures shall be used.

c. Specialist Employees

(1) Employees who work with and are trained in hazards of specific hazardous substances may be used to provide technical assistance.

(2) These employees must have training or competency and their specialty must be demonstrated annually.

d. First Responder Awareness Level

(1) First responders who are likely to witness or discover a hazardous substance release.

(a) Take no further action beyond notifying authorities of release.

(b) Shall have training or experience to demonstrate competence in:

1 Understanding of what hazardous materials are, and risks associated with them.

2 Understanding of potential outcomes with such emergencies.

3 Ability to recognize hazardous materials in an emergency.

4 Ability to identify hazardous materials, if possible.

5 Understanding role of first responder in the response plan and use of DOT Emergency Response Guidebook.

6 Ability to recognize need for additional resources and make appropriate notifications.

e. Trainers

Trainers shall have satisfactorily completed an adequate training course or have training/credentials/experience to demonstrate competency in subject matter.

f. Refresher Training

Refresher training or competency shall be demonstrated annually.

g. Medical Surveillance

Any emergency response personnel who exhibit signs or symptoms from possible exposures during an emergency shall be provided medical consultation.

h. Post-Emergency Response Operations

Clean-up operations shall be completed by qualified, trained contractor personnel.

**APPENDIX H****List of Contingency Plan Recipients**

## 1. Outside Agencies

Charlotte Fire Department  
228 E. 9<sup>th</sup> Street  
Charlotte, North Carolina 28202

Mr. Dave Canaan, Director  
Land Use and Environmental Services Agency  
Water and Land Resources  
700 N. Tryon Street, Suite 205  
Charlotte, North Carolina 28202-2236

Mr. Wayne Broome, Director  
Emergency Management Office  
228 E. 9<sup>th</sup> Street  
Charlotte, North Carolina 28202

Ms. Mary Place, Account Manager  
Pollution Control Industries  
4343 Kennedy Avenue  
East Chicago, IN 46312  
MPlace@pollutioncontrol.com

Mr. Richard Dean, Director of Operations  
MEDIC  
Mecklenburg Emergency Medical Service  
4525 Statesville Rd.  
Charlotte, North Carolina 28269

Clare Young, Manager  
Emergency Department  
Carolina Medical Center at University  
P.O. Box 560727  
Charlotte, North Carolina 28256

First Sergeant Tom Ellis  
North Carolina Highway Patrol  
8446 North Tryon Street  
Charlotte, North Carolina 28262

Communications Bureau Director  
Charlotte Police Department  
601 E. Trade Street  
Charlotte, North Carolina 28202

2. University Faculty/Staff

Chancellor

Provost

Senior Associate Provost

Vice Chancellor for Research and Federal Relations

Vice Chancellor for Business Affairs

Director, Police and Public Safety

Deputy Director, Police and Public Safety

Associate Vice Chancellor for Human Resources

Director of Safety and Environmental Health

Dean, College of Arts and Sciences

Chairperson, Department of Biology

Director, Laboratory Animal Resources

Director, Student Health Services

Associate Vice Chancellor, Housing and Residence Life

Chairperson, Department of Chemistry

Chairperson, Department of Physics and Optical Science

Dean, College of Engineering

Executive Director, Charlotte Research Institute

Chairperson, Department of Psychology

Associate Vice Chancellor for Facilities Management

Director, Recreational Facilities Management

Chairperson, Department of Art

Chairperson, Department of Geography and Earth Science

Director, Business Continuity Planning

Associate Vice Chancellor for Risk Management Safety and Security