

## CHEMICAL AND OIL SPILL GUIDE

### A. INTRODUCTION

BRCC's policies and procedures are intended to protect all members of our community while on campus and when participating in college related or sponsored activities. This guide applies to all BRCC employees and contractors who use and store oil and chemicals on College owned or leased property. This Guide also applies employees and contractors that service equipment containing oil or chemical products.

### B. RESPONSE

- Report all oil and chemical spills, releases, or leaks to the Public Safety Office at 540-453-2370.
- Contractors must report oil and chemical spills to the Public Safety Office or to the appropriate contract administrator or project manager.

### C. CHEMICAL SPILL

Evacuate and secure the area where a chemical spill of an unknown product has occurred, if the product is uncontrollable, or if the product is immediately hazardous to human health or the environment. Contact the Public Safety Office immediately and report the spill -see Section E for instructions on reporting the spill. Hazardous chemical spills must be managed by trained personnel.

**Exposure:** In the event you are exposed to a chemical, immediately wash/flush the exposed area for 15 minutes with water. Emergency shower and eyewash stations are located in laboratories and areas where hazardous materials are used or stored. If an emergency shower or eyewash is unavailable, use a restroom sink or shower. Seek medical attention if necessary.

**Shelter-In-Place:** In the event of a large hazardous chemical spill that occurs outdoors, it may be necessary to take refuge within a building to help protect against exposure to hazardous gases, vapors, or fumes. If you are instructed to shelter-in-place, please do the following:

- Do not leave the building
- Locate a designated shelter area within the building or move to an appropriate shelter area with the following characteristics:
  - o A room located in an interior space of a hardened structure on the second floor or above (many chemicals are denser than air and will collect in low areas)
  - o Not possess any windows or skylights
  - o Be equipped with a door
  - o Have ample seating space for everyone who is expected to occupy the shelter

- Attempt to block all vents and openings into the room with materials already present in the room, such as tape, plastic trash bags, or clothing
- Remain sheltered in place until instructed to leave by emergency response personnel
- Notify the Public Safety Office at 540-453-2370 or emergency response personnel at 911 of your location and status.

#### **D. OIL SPILL**

Contact the Public Safety Office immediately and report the spill (see Section E for instructions on reporting the spill).

#### **E. REPORTING A SPILL**

Notify the Public Safety Office at 540-453-2370 and provide the following details to the Police Dispatcher.

- Your name
- Contact information
- Location of the spill
- Chemical(s) or product(s) involved
- Approximate quantity
- Injuries and/or property damage
- Status of the spill (e.g. contained, continued, abating, increasing, etc.)
- Any other information that can assist in identifying, containing, or responding to the spill.

Public Safety will respond to the spill and will contact additional emergency services if necessary.