

ANNEX 6: HAZARDOUS MATERIALS

There is a major petroleum pipeline and numerous natural gas mains that run throughout Lewis and Clark County. In addition, rail and highway routes are used to transport hazardous materials. There are major petroleum storage, chemical manufacturing, and pipelines in the county as well.

A release or spill of hazardous material via a rail accident or tanker truck release are the most likely scenarios to affect the Helena College Campuses based on its proximity to the rail lines, highways, and interstates. A release could result in a shelter-in-place or evacuation of the campus response.

Helena College possesses and stores limited/minimal levels of hazardous materials at both campus locations.

A chemical spill is defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid, or gas. Chemical spills at either of the two Helena College campus locations may occur in a variety of teaching laboratories to trade workshops. The challenges related to dealing with chemical spills will vary with the type and volume of chemicals involved. Chemical spills in laboratories generally involve small volumes of a potentially large number of chemicals, whereas industrial settings generally use fewer, but larger quantities of chemicals.

Regardless of the type or quantity of hazardous chemicals involved, all worksites must implement measures to reduce the potential for spills and have a plan for responding to chemical spills. This section describes responding to spills of low or moderate hazards and information on reporting and addressing larger chemical spills that may affect either of the Helena College campus locations.

General Guidelines:

- Small spills or releases of hazardous substances in laboratories will be handled initially by the Faculty or Staff member who provides immediate oversight for that particular substance.
- The Executive Director of Operations, Director of Crisis and Emergency Management, and/or Assistant Director of Facilities must be notified of all chemical spills and will respond to chemical spills that are beyond the ability of departmental personnel to address.
- Larger spills may require the assistance of outside resources such as the local fire department and a hazmat team.
- Large releases of hazardous materials from an incident in Helena or a rail or highway transportation accident may involve a shelter-in-place or a full/partial campus evacuation.
- In most cases, large releases of hazardous materials will require an integrated response from the Lewis and Clark County Department of Disaster and Emergency Services and other local first responder agencies.
- Hazardous materials (HazMat) refer to any (chemical, biological, radiological, nuclear, explosive) material) that poses a threat to life safety, the environment, and or property.

Gas Leaks: Natural gas is odorless, but for safety, a strong odor that smells like rotten eggs is added to help detect leaks. If you catch this scent, it's a strong indicator of a gas leak. If you smell or suspect a leak;

- Cease all operations
- Listen for any unusual hissing or whistling sounds near gas lines or appliances; this could mean that gas is escaping.
- Keep an eye out for more subtle signs like dead plants around your gas line or bubbles in standing water, as well as unexplained dust clouds near pipelines.
- Do not turn on or off any electrical equipment; this includes light switches, phones, or any appliances that could generate a spark.
- Evacuate the building! Quickly get everyone out of the building without trying to pinpoint the source of the leak.
- Ventilate, if possible. If it's safe to do so without delay, open doors and windows as you leave to help disperse the gas.
- **Call 911 for help from a safe distance.**
 - Fire- Fire Protection/Suppression
 - Medical- Exposure/Injury
 - Law Enforcement- Scene Security/Acts of Terrorism
 - Northwestern Energy @1-888-467-2427
- Stay away until cleared by a trained technician or emergency services provider.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official, trained technician, or emergency service provider.

OFF-CAMPUS Chemical Spills/Releases that affect the Campus Community:

Generally, we will be notified by a public safety official or through media channels.

- If any part of the campus community may be affected, the Dean/CEO, or designee, will authorize an emergency notification to be sent out to all faculty, staff, and students to either evacuate or shelter-in-place.
- Building sweepers will walk their areas of responsibility to help and ensure individuals are following directions.
- If an evacuation is necessary, once everyone has exited, the buildings will be placed in Lockdown Mode. Community Evacuation Centers will be determined by Lewis and Clark County Department of Disaster and Emergency Services.
- If a shelter-in-place is necessary, Emergency Response Team members will lead faculty, staff, and students to designated shelter areas within our two campus buildings.

- The Emergency Manager, Executive Director of Operations, and Asst. Director of Facilities will follow procedures to restrict airflow where possible into areas where faculty, staff, and students are sheltered.
- An "All-Clear" will be given through the emergency notification system when it is safe to leave the building(s).

30 Minute/3 Hour/3 Days

Hazardous Material Spill/Release (IN-BUILDINGS)

30-Minute Response

- Follow EVACUATION PROCEDURES: Affected area(s) or entire building.
- Direct students to designated assembly location (Preferably upwind from contaminated area).
- Consider alternative assembly locations further away if necessary.
- **Dial 911 if Emergency Services are necessary.**
 - Fire- Fire Protection/Suppression.
 - Medical- Exposure/Injury.
 - Law Enforcement- Scene Security/Acts of Terrorism.

Faculty Members

- Pull the material safety data sheet for the chemical(s) that spilled or leaked.
- Follow recommended response practices.
- If hazardous material is unknown, error on the side of caution- EVACUATE THE AREA.
- Report the spill to the Executive Director who oversees your department.
 - Airport Campus: Executive Director of CTE @ 208-305-1042.
 - Donaldson Campus: Executive Director of General Ed @ 406-438-1402.

Staff Members

- Pull the material safety data sheet for the chemical(s) that spilled or leaked.
- Follow recommended response practices.
- If hazardous material is unknown, error on the side of caution- EVACUATE THE AREA.
- Report the spill to the Assistant Director of Facilities or Executive Director of Operations.

Executive Directors

- Pull the material safety data sheet for the chemical(s) that spilled or leaked.
- Follow recommended response practices.
- Work with Faculty members for identification of hazardous material.
- If hazardous material is unknown, error on the side of caution- EVACUATE THE AREA.
- Report the spill to the Executive Director of Operations.

Executive Director of Operations

- Notify the Dean/CEO and Director of Crisis and Emergency Management.
- Consider notifying the "HC-First Alert Group".

- Consider sending out Regroup Alert Messaging Statement.
- Determine/Ensure recommended response practices are being followed.
- Determine/Ensure 911 has been contacted if applicable.

3-Hour Response (Stabilization)

- Mitigate hazardous material spill if trained and have proper personal protective equipment.
- Consider a full or partial activation of the HC-Emergency Response Team.
- At the very least, assign an Emergency Manager and Operations Chief to work directly with Fire Department personnel and other first responders.
- Set up Emergency Operation Center (EOC) or Incident Command Post (ICP).
- Maintain Scene Security/Perimeter Control.
- Consider activating Emergency Support Function 10 (ESF-10).
- Follow Fire Department &/or Law Enforcement direction to ensure proper containment, stabilization, and cleanup of the contaminated area.
- Continue to monitor the situation/circumstances.
- Determine Academic Plan.
- Cancel/Suspend Academic Classes (Length of Time).
- Return to business as usual (How soon).
- Provide on-going communications to all constituents.
- Maintain line of communication with Emergency Management Advisory Team (EMAT).
- Consider opening up Helena College Emergency Website or link to act as public information center and communications.
- Contact OCHE and UM-Missoula President.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official, trained technician, or emergency service provider.

3-Day Response (Recovery)

- Continue to work with first responders, such as; Fire Departments, Law Enforcement, HazMat Teams, Department of Disaster and Emergency Services, Department of Environmental Quality etc. in an effort to maintain incident stabilization and clean up.
- The administration will work with Human Resources if employees suffer loss of hours over an extended period of time or worker compensation claims are anticipated.
- Academic Unit will collaborate with HC leadership in the development of an Academic Recovery Plan.
- On-going communications to all constituents until the contaminated area has been cleaned and deemed safe for occupancy.

- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official, trained technician, or emergency service provider.

30 Minute/3 Hour/3 Days

Hazardous Material Spill/Release (OFF-CAMPUS)

30-Minute Response

- Follow SHELTER-IN-PLACE PROCEDURES
- Determine if Emergency Services are necessary (Dial 911)
 - Fire- Fire Protection/Suppression
 - Medical- Exposure/Injury
 - Law Enforcement- Scene Security/Acts of Terrorism

Faculty Members

- Follow SHELTER-IN-PLACE protocols
- Keep calm.
- Account for all individuals in your area
- Notify the Executive Director over your area
 - Airport Campus: Executive Director of CTE @ 208-305-1042
 - Donaldson Campus: Executive Director of General Ed @ 406-438-1402

Staff Members

- Follow SHELTER-IN-PLACE protocols
- Keep calm
- Account for all individuals in your area
- Notify Assistant Director of Facilities &/or Executive Director of Operations

Executive Directors

- Follow SHELTER-IN-PLACE protocols
- Keep calm
- Account for all individuals in your area
- Ensure Dean/CEO, Executive Director of Operations, and Director of Crisis and Emergency Management are notified
- Consider notifying the "HC-First Alert Group"
- Consider a full/partial activation of the HC-Incident Command System; at a minimum assign an;
 - Emergency Manager
 - Operations Chief
 - Safety Officer

- Logistics Officer
- Public Information Officer
- Await further direction from local first responder agencies; (Fire Chief, Police Chief, Sheriff, Mayor, Governor).
- Send out Emergency Regroup Notification to constituents of situational status.
- Do not evacuate the building unless directed by a Public Safety Official or the threat is obvious and imminent to your current location.

3-Hour Response (Stabilization)

- Maintain your position "SHELTER-IN-PLACE unless otherwise directed by a Public Safety Official.
- Start Accountability Check of all Students, Staff, Faculty, Guests of the campuses.
- Consider Activating the following Emergency Support Function;
 - ESF 1. Transportation (In the event we need to evacuate to an alternative site)
 - ESF 2. Communications and Technology (Maintain lines of communication)
 - ESF 5. Emergency Management
 - ESF 6. Mass Care, Emergency Assistance, Temporary Housing, Human Services
 - ESF 7. Logistics Management
 - ESF 8. Emergency Health, Mental Health, Medical Services
 - ESF 10. Hazardous Materials Release
 - ESF 12. Safety and Security
- Maintain Scene Security/Perimeter Control
- Continue to follow Fire Department &/or Law Enforcement direction
- Continue to monitor the situation/circumstances (TV's, social media, Radios)
- Determine Academic Plan
 - Cancel/Suspend Academic Classes (Length of Time)
 - Return to business as usual (How soon)
- Provide on-going communications to all constituents
- Maintain lines of communication with Emergency Management Advisory Team (EMAT)
- Consider opening up Helena College Emergency Website or link to act as public information center and communications
- Contact OCHE and UM-Missoula President
- Pay attention to Weather Conditions (temperatures, wind direction and speed etc.)
- If/when safe to exit the "Shelter-in-place status" start the process to release those that sheltered-in-place (Follow Reunification Plan if necessary)
- When safe to exit, perform visual assessment of buildings, gas lines, HVAC Heating/Cooling Systems, parking lots, vehicles, etc.

3-Day Response (Recovery)

- Continue to work with first responders, such as; Fire Departments, Law Enforcement, HazMat Teams, Department of Disaster and Emergency Services, Department of Environmental Quality etc.
- The administration will work with Human Resources if employees suffer loss of hours over an extended period of time.
- Academic Unit will collaborate with HC leadership in the development of an Academic Recovery Plan
- On-going communications to all constituents until the situation/circumstances has been deemed safe
- Repair damages to buildings, parking lots, vehicles back to operational standards
- Change all ventilation filters.
- Work the Business Continuity Plan