**Tennessee State University**

**Hazardous Waste Emergency Contingency Plan**

Tennessee State University is committed to ensuring the safety of its employees, students and visitors on campus in all facets of daily operations and activities. EPA and TDEC regulations require hazardous waste generators to have knowledge of and implement, as necessary, emergency procedures in the event of a chemical spill or release. Therefore, whenever there is a spill or other emergency involving materials or hazardous wastes that present a danger to human health or life or to the environment, the following instructions must be followed by all employees, staff and faculty:

1. Where highly flammable liquids or gases are released, or there is danger of explosion, follow campus fire emergency procedures:
   1. If possible, contain the spill and close doors to the area.
   2. Activate the fire alarm.
   3. Evacuate the area and building. Do not use elevators.
   4. Call TSU Police at 5171. TSU Police will contact emergency response services.
   5. Contact the Campus Office of Environmental Health and Safety at 5683 or 5202.
   6. Remain outside the building until given the all clear by emergency response personnel.
2. Without jeopardizing personal safety, injured personnel should be removed from the site of the emergency.
3. Small Spills that do not involve an injury or present a fire or explosion hazard may be cleaned up by properly trained and equipped laboratory or shop personnel. Clean-up materials shall be discarded as hazardous waste into appropriate waste containers. Each laboratory or shop should have an appropriate chemical spill clean-up kit.
4. For larger spills or releases:
   1. If possible, contain the spill and close doors to the area.
   2. Access the MSDS sheet for the chemical.
   3. The area of the spill must be evacuated and secured. The evacuation area may range from the area immediately adjacent to the spill or release, the laboratory, shop, floor, or entire building, or even larger areas depending upon the nature and quantity of the hazardous chemical released.
   4. If the chemical has come into contact with a person, follow the MSDS recommendations for first aid.
   5. Contact TSU Police at 5171. TSU Police will contact emergency response services. Be prepared to give as much data about the chemical spill as possible: type of hazard, type of container, amount spilled, from what size of container, further leaks, where spill is moving, what has been done to contain it, type and number of any injuries, etc.
   6. Notify supervisor, principal investigator, laboratory safety officer, department heads, deans, and other pertinent personnel.
   7. Contact the Campus Office of Environmental Health and Safety at 5683 or 5202.
   8. Do not re-enter the building until given the all clear by emergency response personnel.
5. Clean up of larger spills or releases:

Call and consult with the Campus Office of Environmental Health and Safety. The Tennessee Board of Regents has a contract with Environmental Program Consultants for clean-up response 24 hours a day, 7 days a week.

They may be reached by calling this number:

1-888-838-1255