APPENDIX D
HAZARDOUS RELEASE

Procedures to be followed:

- If a hazardous substance is discovered on the campus, the individual shall immediately contact the UPD (911) and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.

- If a telephone call or information is received stating Hazardous Material (HAZMAT) is somewhere on the campus:
  - Recipient will write down the caller’s phone number as displayed on the campus phone caller ID, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold”.
  - Recipient immediately contacts the UPD and advises them of the call and provides a detailed written text.
  - In addition to contacting the University Incident Commander, the UPD may contact local fire/HAZMAT authorities. Fire/HAZMAT authorities should be updated of the situation upon their arrival.
  - The University Incident Commander will direct that the affected area be evacuated and isolated.
    - When necessary and as directed, faculty and staff will inform students and others of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected.
    - Faculty and staff should be the last to leave the classroom/area and should conduct a quick review to assure the isolated area is evacuated.
  - The UPD will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
  - All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
  - When necessary, Physical Facilities will isolate the appropriate utilities (ventilation, air conditioning, natural gas, electricity, etc.) within the building to prevent the spread of contamination, fire, or explosion.
• Once fire/HAZMAT authorities arrive, the UPD will coordinate any information or assistance with them. Only trained personnel should attempt to perform a search of the buildings.

• The fire/HAZMAT authorities will notify the UPD when reentry to the isolated area can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities.

• If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
  
  o A shelter-in-place order may be issued
  
  o When necessary, Physical Facilities will isolate the appropriate utilities (ventilation, air conditioning, natural gas, electricity, etc.) within the building to prevent the spread of contamination, fire, or explosion.