



**Shelter in Place
& HAZMAT**
Module 14



SHELTER IN PLACE

Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units

- Use when outdoor conditions are worse than indoor environment
- Turn off HVAC Systems
- Remain indoors until further instruction



Chemical



Hazardous Spill



Poor Air Quality

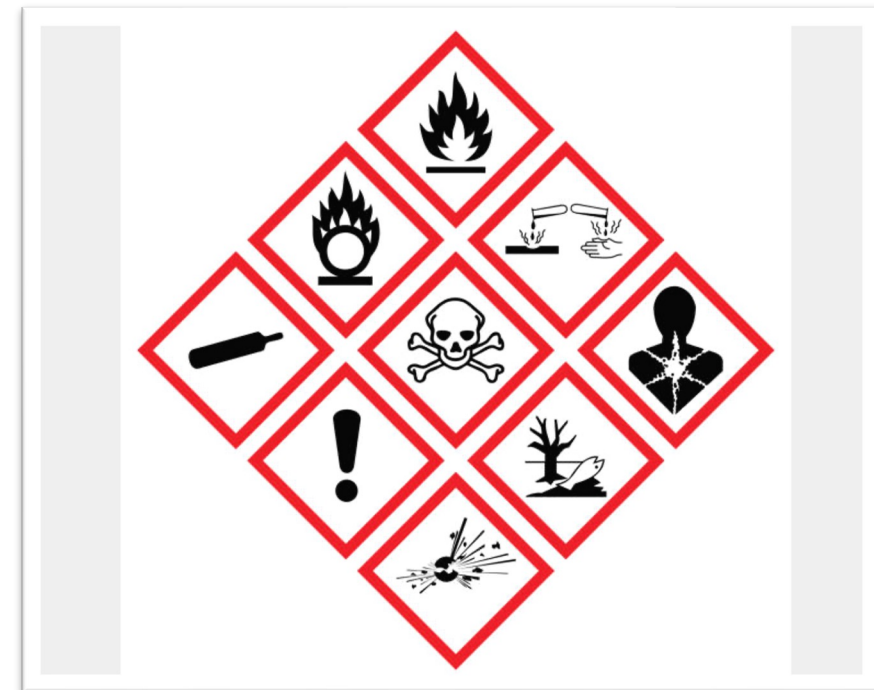
Chemical – Hazardous Materials Spill

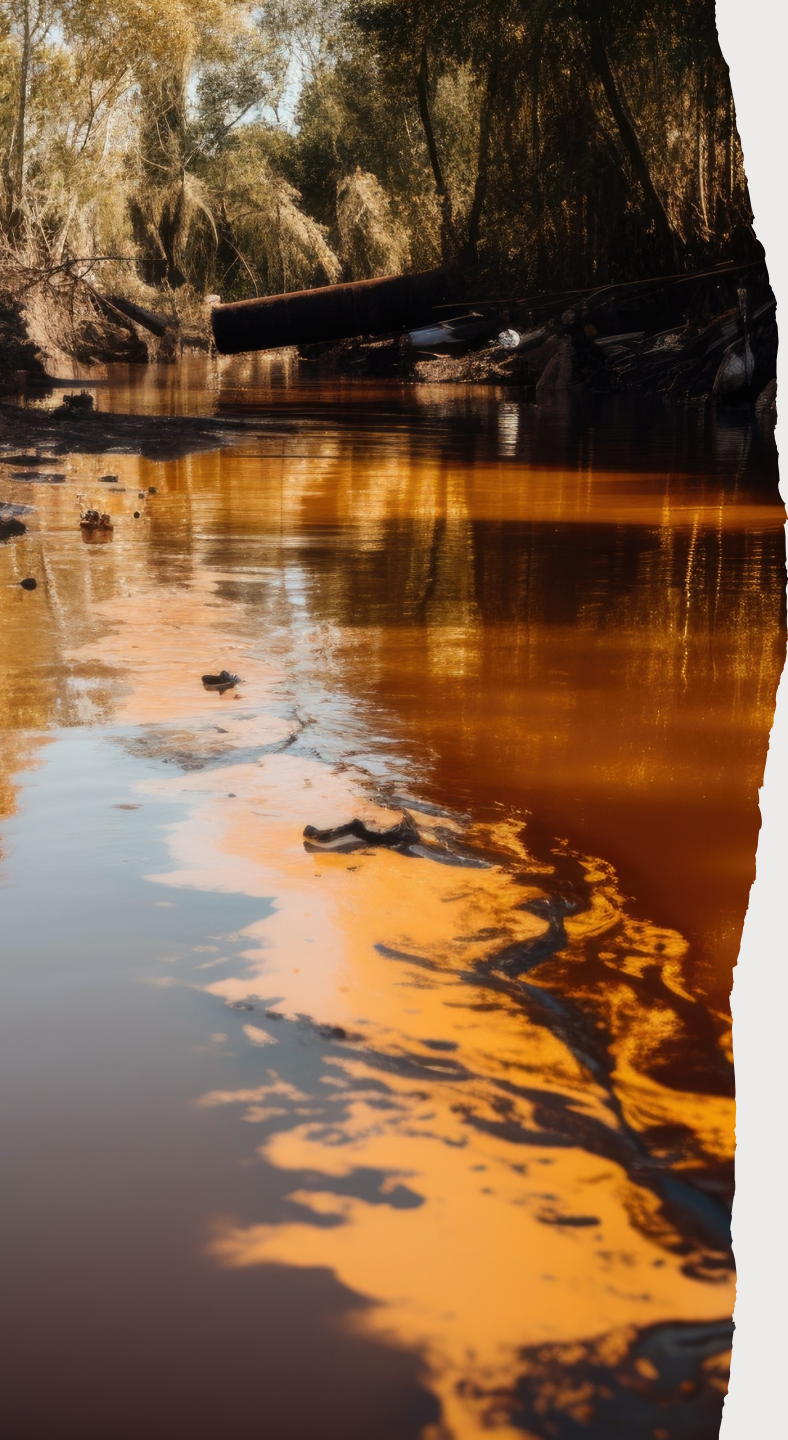
Hazardous Materials events may cause a *shelter in place*. There is no one universal term or definition for a *Hazardous Material*:

1. In the workplace: **hazardous chemical** (OSHA)
2. When transported: **hazardous material** (DOT)
3. If it's otherwise regulated: **hazardous substance** (EPA)
4. When you can't use it anymore: **hazardous waste** (EPA)

SMCCCD maintains four Hazardous Materials Business Plans for each College and the District Office. To view the HMBP please contact the Director of Facilities or the Facility Manager for your respected campus.

In the event of a release, or threatened release of a hazardous material, please call 9-1-1, and/or call the Department of Public Safety at (650) 738-7000. The San Mateo County Community College District will immediately notify all employees and students through AlertMe. Notifications will be emailed, texted, and delivered through voice call to both cell phones and work land lines. Incident notification will also be delivered to San Mateo County Health, the unified program agency.





Hazardous Material Spill Procedure: **S.I.N.**

S Safety

1. Always keep your distance
2. Approach upwind, upgrade, and upstream
3. Treat all HAZMAT scenes with respect and anticipate problems

I Isolate

1. Utilize caution tape or other barriers to prevent exposure
2. Close doors, windows, turn off AC or set to minimize spread
3. Deny Entry

N Notify

1. Call 9-1-1
2. Call Public Safety Dispatch (650) 738-7000
3. Send AlertMe Notification (RAVE)
4. Call CalOES warning center 1-800-852-7550

Routes of Exposure

There are four main routes of exposure for biological material:



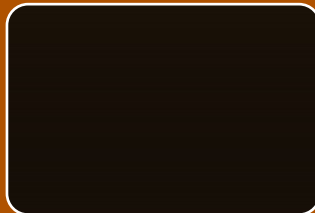
Percutaneous Injuries

- Are injuries that occur through the skin. They can occur from needle sticks, open wounds, or punctures with contaminated objects. Exposures of this type are of particular concern due to the potential for immediate entry of an agent into an individual's bloodstream



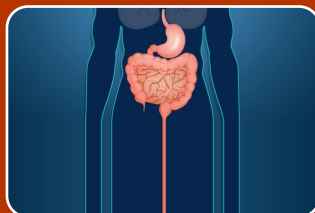
Inhalation

- Exposures due to inhalation can occur when biological materials become aerosolized. Aerosols can occur from many procedures in the laboratory including pipetting, vortexing, and centrifuging. Work procedures must be performed in a way that will prevent or reduce the production of aerosols



Mucus Membrane

- Mucous membrane exposures occur when biological material enters the eyes, nose, or mouth through splashes, splatter, or from contaminated hands.



Ingestion

- Exposures from ingestion occur when biological materials are taken in through the mouth. This can occur from contaminated hands, eating or drinking in the lab, or poor laboratory hygiene



Large Spill

Large chemical spills require emergency response. Large spills are greater than 1 liter or may be spills containing highly toxic, volatile, or flammable chemicals. Immediately evacuate others in the area, close all doors and call 911 from any campus phone or (650) 738-7000 (Department of Public Safety)

If the nature of the spill presents a situation that may be immediately dangerous to life or health (IDLH) to building occupants or present significant fire risk, and you cannot safely or quickly alert others to leave the area, then activate a fire alarm, evacuate the area, and wait for emergency response to arrive. The following procedure must be followed by all employees when a large spill that involves more than one (1) liter of hazardous chemicals has occurred:

- Immediately notify **Public Safety**.
- Contain the spill with available equipment (e.g., pads, booms, and absorbent).
- Secure the area and alert other site personnel.
- **Do not attempt to clean the spill unless properly trained to do so.**
- Attend to injured personnel and call 9-1-1
- Evacuate the building as necessary.
- **Utilize Emergency Eyewashes and Showers as necessary**



Emergency Showers & Eyewashes

Before beginning work in the laboratory all employees must be familiar with the location of emergency showers and eyewashes and how to use them. The pathways to and around emergency equipment must be kept clear at all times to allow for unobstructed access.

Immediately flush eyes for at least 15 minutes. Delay can result in serious injury! Ask someone in the laboratory to assist you.

- Use your hands to open your eyelids while rotating the eyeballs in all directions to remove contamination from around the eyes.
- Seek medical attention after washing the affected area for 15 minutes and call 911 or go to the nearest emergency care facility

Emergency Showers

- Remove contaminated clothing, shoes, jewelry and your laboratory coat. Ask someone in the laboratory to assist you.
- Immediately flush the area with copious amounts of water for at least 15 minutes. If your eyes do not require flushing, attempt to protect the eyes from cross contamination.
- Seek medical attention after washing the affected area for 15 minutes and call 911 or go to the nearest emergency care facility



Small Spill

- Small chemical spills of low toxicity which do not present the potential for over exposure or a significant inhalation hazard by being volatile, or a dust can generally be safe to clean up by laboratory personnel. Small spill is general a spill involving a chemical that is not highly toxic, does not present a significant fire or environmental hazard, and is not in a public area such as a common hallway. Large chemical spills include spills of any quantity of highly toxic chemicals or chemicals in public areas or adjacent to drains. Large spills require emergency response.

How to handle a small spill:

- Evacuate all non-essential persons from the spill area.
- If needed call for medical assistance by dialing 911 from any campus phone or 650-738-7000.
- Confine the spill small area. Do not let it spread.

The following procedure will be followed by all employees when a small chemical spill less than 50ml has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- If toxic fumes are present, secure the area (with caution tapes, cones, or another method) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner while wearing the proper PPE.
- Review the general spill cleanup procedures

