



SETON HALL UNIVERSITY
South Orange, NJ 07079

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FUEL TANK EMERGENCY PROCEDURE AND SPCC PLAN **(Rev. 11/05)**

EXECUTIVE SUMMARY

PURPOSE: The Fuel Tank Emergency Procedure and SPCC Plan describes the facility's response guidelines to control and remove the released materials and the steps to follow to place all human lives affected by the release out of harm's way.

SOURCES: The most significant sources of hazardous material that can be released to the environment are Diesel Fuel #2 and gasoline. Diesel is stored in ten (10) tanks in various locations within the two campuses. Gasoline is stored in a single 1000-gallon UST in the Security Building located in the Main Campus.

INSPECTIONS: In order to maintain and assess the integrity of the fuel tanks, monthly inspections will be carried out and documented by qualified personnel. There is a checklist form that will be used to document these inspections.

SPILLS: In case of a spill, the responding personnel must assess whether there has been a release to the environment or not. If so, the appropriate State or Federal agencies will be notified as detailed in the procedure. In order to minimize the spilled fuel, the system (boiler, generator or pump) will be shutdown and isolated, and the Fire Department will be notified at once. In addition, for large spills, an outside contractor will be called to completely clean up the spill and dispose of the wastes generated by the clean up efforts. The MSDSs of Diesel Fuel #2 and Gasoline have been included for reference and emergency response information.

FIRES: In the event of a fire, the local Fire Department will be called. In order to minimize the potential of fire, a Hot Work Permit system will be implemented. Other security measures will be aimed at keeping these sensitive areas off-limits to non-building personnel to prevent unauthorized operation, sabotage or bomb threats. In addition, special security procedures will be followed during construction and emergencies around

the tanks. All affected personnel will be trained annually via lectures and hands-on practices.

SH-19 FUEL TANK EMERGENCY PROCEDURE AND SPCC PLAN (Rev. 10/05)

AT
SETON HALL UNIVERSITY, SOUTH ORANGE, NJ

1.0 INTRODUCTION

1.1 OBJECTIVE

The Emergency Procedure and Spill Prevention Control and Countermeasure (SPCC Plan from hereon) describes Seton Hall University (SHU) preparedness to prevent the discharge and release of fuel oil, gasoline or of a hazardous product or waste into the environment. In the event of accidental release, the Emergency Procedure and SPCC Plan describes the facility's response to control and remove the released materials and the steps to follow to place all human lives affected by the release out of harm's way.

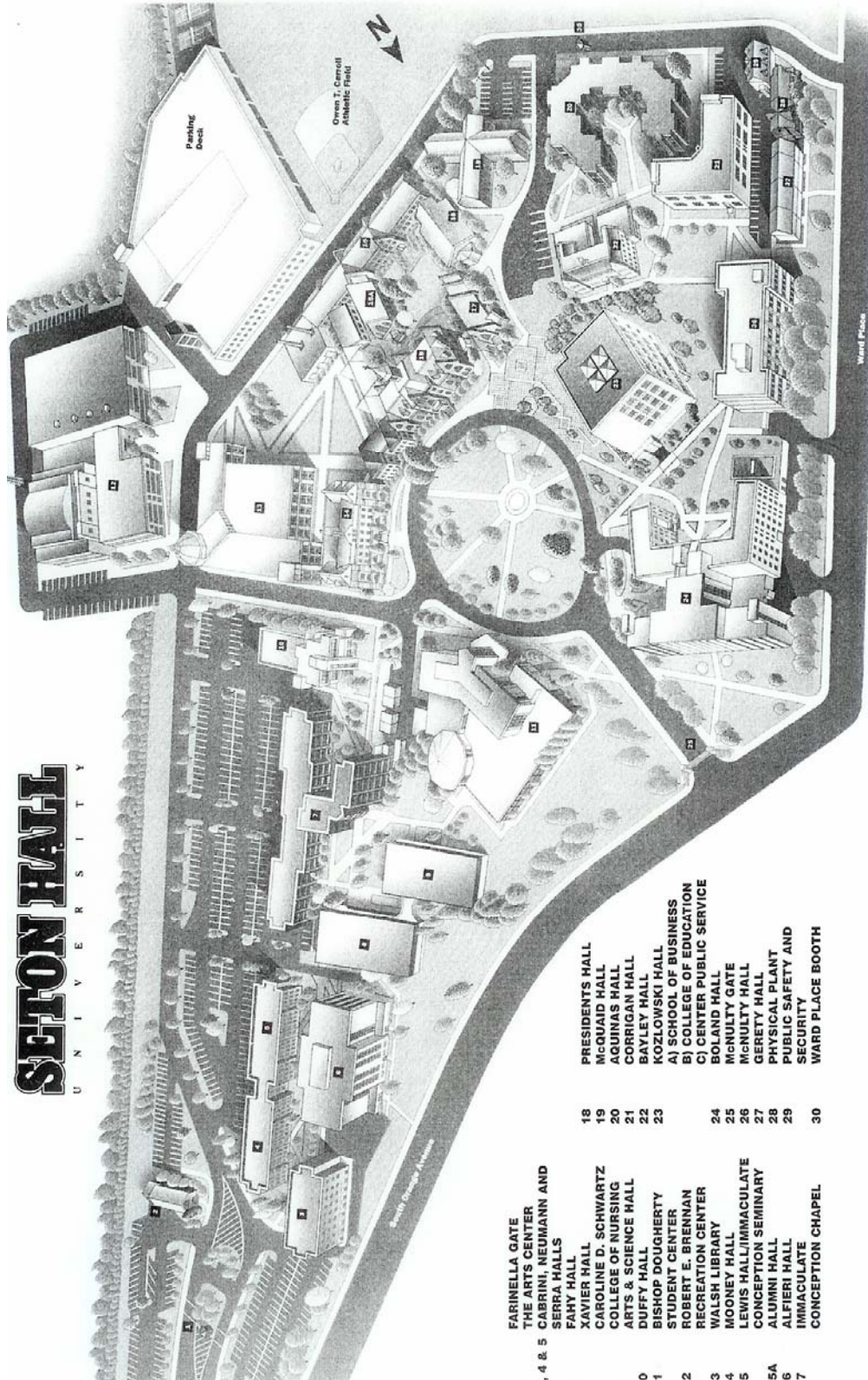
1.2 PURPOSE

The intent of the Emergency Procedure and Spill Prevention Control and Countermeasure (SPCC) Plan is to satisfy the requirements of OSHA's Emergency Response to Hazardous Substance Releases (29 CFR 1910.120 (q)) and Flammable and Combustible Liquids handling (29 CFR 1910.106). The Clean Water Act (CWA), the Resource Conservation & Recovery Act (RCRA), and the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Moreover, the SPCC plan was prepared to satisfy EPA regulations on Oil Pollution Prevention (40 CFR Part 112) and on Contingency Plan and Emergency Procedures for hazardous waste generators and treatment, storage and disposal facilities [40 CFR 262.34 (a), 262.52 (a) and 265.52 (a)].

The SPCC Plan identifies potential sources of oil and hazardous substances and the measures required to prevent and contain any accidental discharge resulting from equipment or storage facility failure. The Emergency Procedures are designed to prevent injuries or illnesses to employees, contractors, students and visitors at the facility during or immediately after the hazardous substance release. The Procedure also outlines steps to follow during other emergency scenarios, such as fires, bomb threats or security breaches.

1.3 LOCATION

Seton Hall University (SHU), founded in 1856, occupies 56 acres in South Orange, NJ at the foot of South Mountain. The street and mailing address is 400 South Orange Avenue, South Orange, NJ 07079 (see the attached location map).



1.4 TYPE OF OPERATION

Seton Hall University was founded in 1856 by the first bishop of Newark. It is the oldest and largest diocesan university in the U.S. The 56-acre main campus in South Orange is about 14 miles from New York, at the foot of South Mountain. Two campuses in South Orange and Newark house eight schools comprised in 43 buildings constructed between 1856 and 1997. The university has never ceased to function as an educational institution since its inception. Current enrollment is over 10,000 students.

The university has a total of eight (8) diesel-powered emergency generators. seven (7) generators are located in different buildings on the Main Campus in South Orange and one (1) is in the basement of the Law School Building in Newark, NJ. In addition to these generators, the Main Campus also has three (3) bulk diesel fuel tanks and one (1) bulk 1,000-gallon gasoline underground storage tank (UST) that have the potential for discharging diesel fuel or gasoline into the environment. Two (2) of the bulk diesel tanks are also USTs with a 20,000-gallon capacity each. Overall, Seton Hall University has 41,000 gallons of fuel stored underground and about 2,600 gallons of fuel stored aboveground, for a total maximum fuel storage capacity of approximately 43,600 gallons.

The university has re-designed the fuel off-loading stations for the bulk storage tanks to include secondary containment of the tank trucks delivering bulk fuel on campus.

2.0 SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN GUIDELINES (SPCC MASTER PLAN - Rev. 12/04)

2.1 GENERAL INFORMATION

- 2.1.1 Name of Facility: Seton Hall University (SHU)
- 2.1.2 Type of Facility: Educational institution housed in several buildings in two distinct campuses in South Orange and Newark, NJ.
- 2.1.3 Locations of Facility: Main Campus: 400 South Orange Ave. South Orange, NJ 07079
Newark Campus: Law School Building One Newark Center, Newark, NJ
- 2.1.4 Designated personnel accountable for oil spill prevention at this facility:
- | | |
|-----------------------|--------------------------------------|
| Roger Demareski | AVP Administration |
| Steve Kurtyka | Physical Plant Director |
| Craig Stapfer | Facilities Engineering Safety Coord. |
| Leon Vandermeulebroke | Assistant Director Physical Plant |
| Marty Kropp | Chief Engineer |
| Tom LeCompte | Assistant Chief Engineer |
- 2.1.5 This facility has not experienced a reportable oil spill event during the twelve months prior to January 10, 1974, the effective date of 40 CFR, Part 112.

2.2 MANAGEMENT APPROVAL

This Emergency Procedure and SPCC Plan will be implemented as herein described.

Signature _____

Name and Title _____

2.3 CERTIFICATION

I hereby certify that I have examined the facility, and being familiar with the provisions of 40 CFR, part 112, attest that this SPCC Plan has been prepared in accordance with good engineering practices.

Printed Name of Registered Professional Engineer _____

Signature of Registered Professional Engineer _____

Seal & Registration Number _____ State _____ Date _____

2.4 POTENTIAL SPILL-PREDICTION AND CONTROL

The sources of potential spills and how to control them are listed below.

2.4.1 Potential Sources of Spills. There are twelve (12) separate sources that can fail or rupture and accidentally release diesel fuel or gasoline into the environment at this facility: There are eight (8) diesel emergency generators, two (2) bulk USTs and one (1) bulk AST tank that are used to store No. 2 Diesel Fuel on campus. There is also one (1) UST to store bulk gasoline buried near the Security Building. In addition to these tanks, there are two fill stations where tank trucks bring and unload fuel into bulk ASTs or USTs. The identified potential sources of spills are listed below:

2.4.1.1 Boiler House UST tanks: Two 20,000 Gallon No. 2 diesel fuel bulk underground storage tanks located under the parking area south of the Boiler House and east of Lewis Hall.

2.4.1.2 McNulty Hall Emergency Generator tank: One 626-gallon No. 2 diesel fuel belly tank directly beneath the generator, located on the parking lot north of McNulty Hall.

2.4.1.3 Corrigan Hall Emergency Generator tank: One 500-gallon No. 2 diesel fuel belly tank directly beneath the generator, located on the south side between Corrigan and Aquinas Halls.

2.4.1.4 Security Center: There are two tanks at this location:

2.4.1.4.1 One 1000-gallon underground storage tank (UST) for bulk gasoline located in the parking lot, and

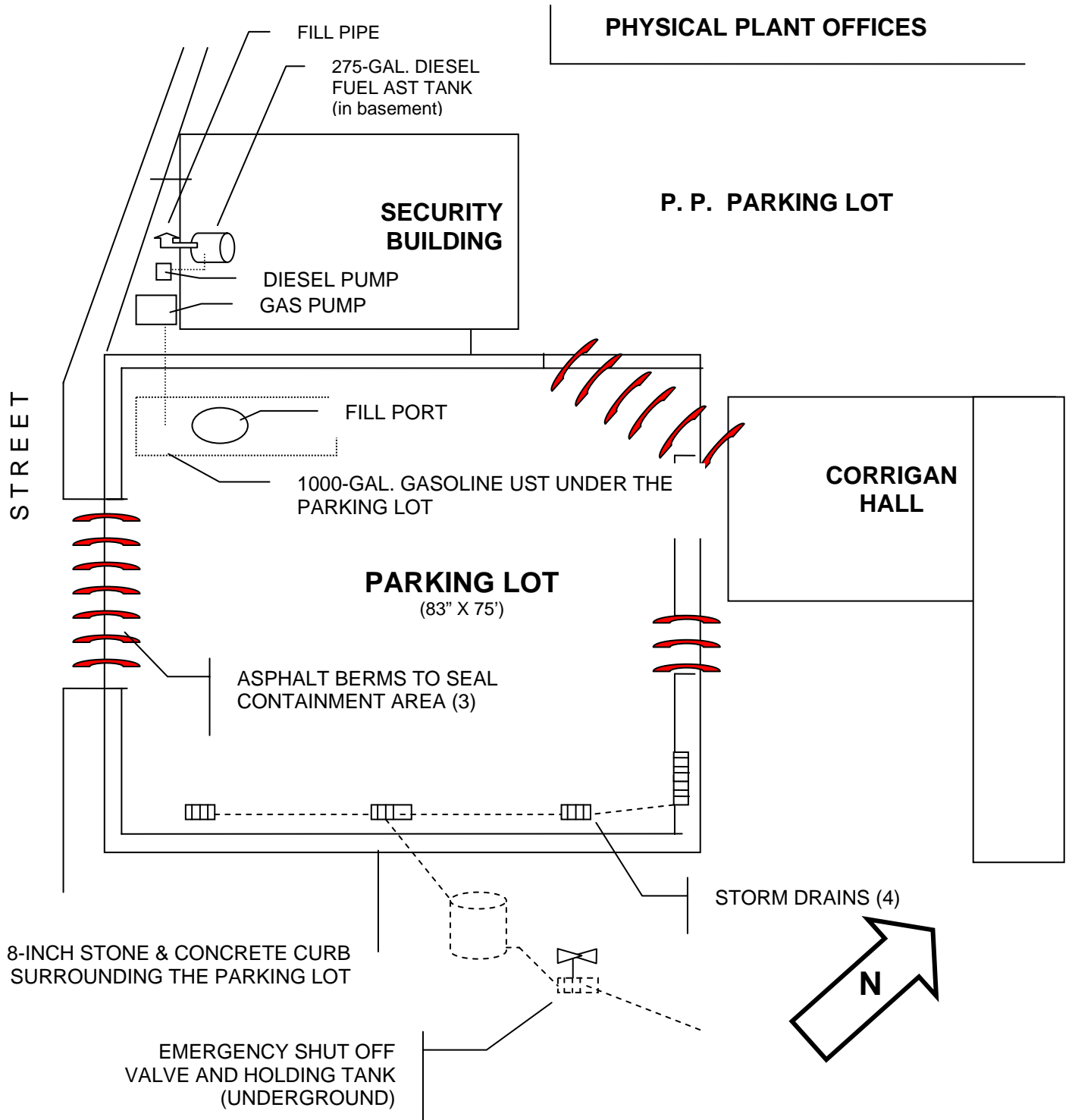
2.4.1.4.2 One 275-gallon aboveground storage tank (AST) for bulk diesel fuel located in the basement of the building.

- 2.4.1.5 Walsh Library Emergency Generator tank: One 130-gallon No. 2 diesel fuel belly tank directly beneath the generator, located in the basement of the building (indoors).
 - 2.4.1.6 Brennan Recreational Center Emergency Generator tank: One 120-gallon No. 2 diesel fuel belly tank directly beneath the generator, located on the northeast parking lot of the building.
 - 2.4.1.7 Jubilee Hall Emergency Generator tank: One 346-gallon No. 2 diesel fuel belly tank directly beneath the generator, located on the grounds east of Jubilee Hall.
 - 2.4.1.8 Power Plant Emergency Generator tank: One 200-gallon No. 2 diesel fuel belly tank located on the roof of the Power Plant building. It has a double wall tank with leak detection sensors and alarm system. (Roof Mounted)
 - 2.4.1.9 Bulk transport vehicles (tank trucks) delivering liquid fuel at off-loading stations. The two most likely locations are:
 - 2.4.1.9.1 The area immediately above the fill ports for the two 20,000-gallon diesel fuel USTs south of the Boiler House, and
 - 2.4.1.9.2 The fill stations for the 1,000-gallon gasoline UST and the 275-gallon diesel fuel AST located in the parking lot southeast of the Security Building.
 - 2.4.1.10 Portable Emergency Generator tank: One 115-gallon No. 2 diesel fuel belly tank directly beneath the generator, mounted on a trailer and located on the Power Plant parking lot.
 - 2.4.1.11 Hydraulic sumps for elevators and other miscellaneous small hydraulic oil reservoirs throughout the campuses. These are deemed low risk / low impact because of the small amounts of liquid involved at each source.
 - 2.4.1.12 Law School Building Emergency Generator tank: One 1000-gallon No. 2 diesel fuel AST tank located inside the Boiler Room on the lower level of the Law School building in Newark, NJ (indoors).
- 2.4.2 Secondary and tertiary Containment: All possible sources of major spills have spill-containment provisions, such as concrete pads and berms surrounding the main storage vessels. See the diagrams below illustrating

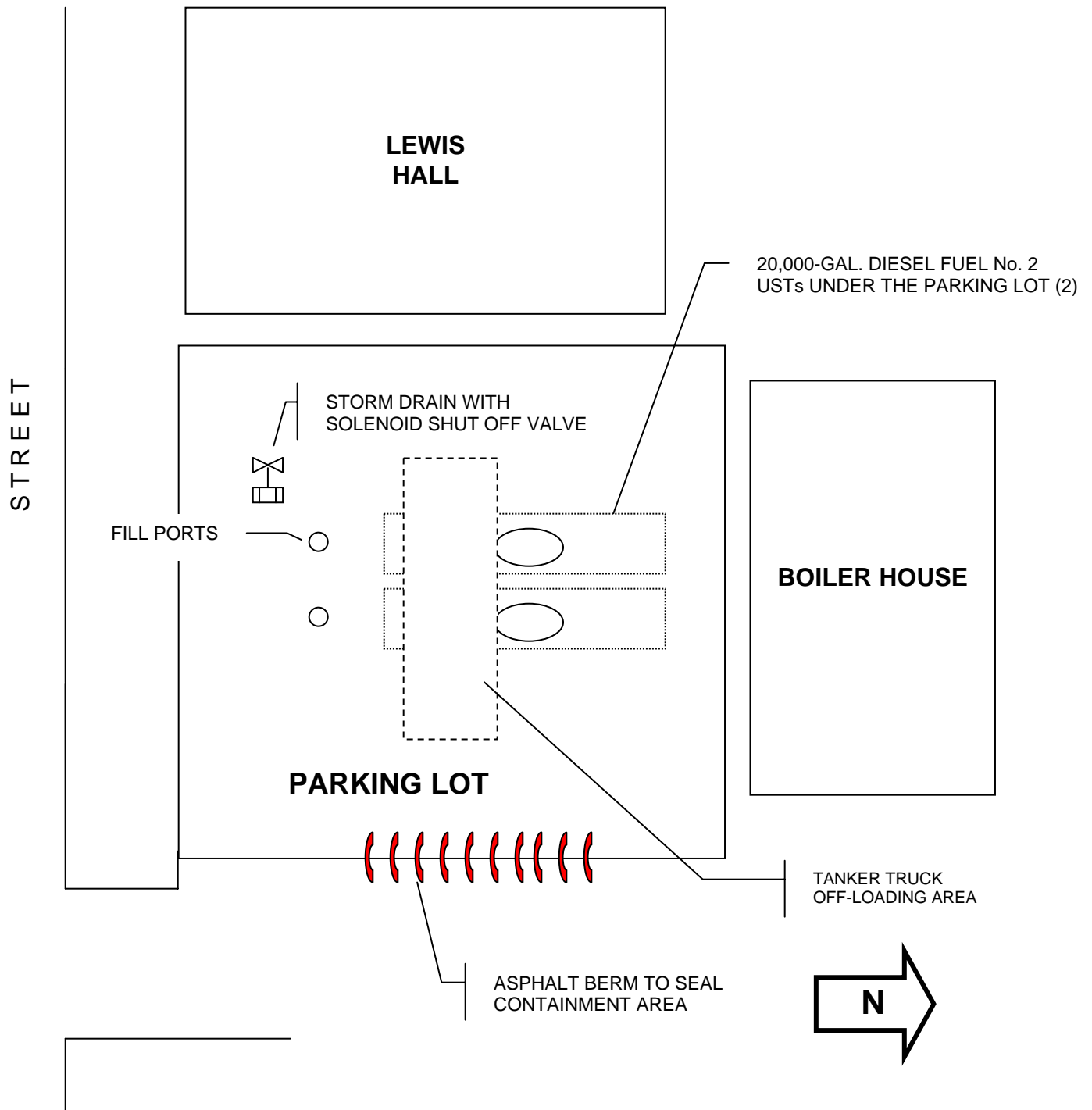
the spill control systems in place to prevent accidental releases into the environment.

- 2.4.3 Diversionsary Structures Or Equipment To Prevent Fuel Oil From Reaching Navigable Waters: All potential spill sources identified above have been identified and adequate containment materials have been procured and stored on site. Emergency spill containment kits are available in the vicinity of each potential source or readily available by emergency responding personnel. Whenever possible, locations with nearby storm drains or bodies of water that can carry spill overflows to navigable waters have been diked or protected with tertiary spill containment systems. Wherever necessary, drain plugs and absorbent booms have been included inside the spill kits to prevent spills from reaching the storm sewer system.

GASOLINE UST & DIESEL AST LOCATION AND SPILL CONTROL DEVICES (NOT TO SCALE)



BOILER HOUSE DIESEL FUEL No. 2 USTs LOCATION AND CONTROL DEVICES (NOT TO SCALE)



2.5 INSPECTIONS AND RECORDS

2.5.1 Inspection Procedures:

2.5.1.1 In addition to the daily inspections by the Physical Plant personnel, a designated employee will visually inspect and document the entire area for integrity of the equipment and readiness of the spill prevention systems in place. The inspections will be conducted at least monthly and will be documented through the attached checklist below. As a minimum, the inspection will include the status of:

- Housekeeping
- Individual tanks or pumps
- Piping systems, including valves and flanges
- Containment walls, dikes or vessels
- Lighting and security
- Emergency lighting
- Fire extinguishers, sprinkler system
- Spill Kit(s)
- Labels, "No Smoking" and Warning Signs

2.5.1.2 If any deficiencies are noted, appropriate steps will be taken to correct the deficiency within a reasonable time. Once corrected, a note should be made or attached to the original inspection checklist indicating how and when the deficiency was corrected.

Note: In the event that a major spill is detected, the Emergency Spill Procedure will be triggered immediately to contain and clean up the spill. Notify the Office of Public Safety (ext. 9300) in the event of a spill or release.

2.5.1.3 The inspector will sign and date the checklist form and will file it in an accessible folder or binder stored in the Physical Plant office.

2.5.1.4 The inspection forms will be reviewed annually for trends and kept on the active file for at least 3 years.

2.5.2 Inspection Checklists: To simplify the recordkeeping and documentation of inspections and audits carried out by Seton Hall University personnel, a checklist is presented below and recommended for each monthly inspection. Although each checklist includes the minimum items to be checked, they are not all-inclusive and should be revised to add

or delete items needed or not needed as changes and/or modifications to the sites occur.

Below is a sample inspection form to be used during the monthly inspections of fuel tanks in both campuses.



Monthly Inspection Checklist

Tank Location: _____ Capacity: _____ Fuel Type: _____

Inspected By: _____ Month / Year: _____ Date: _____

ITEMS TO CHECK	OK	Not OK	N/A	NOTES
<p>Housekeeping No items are out of place and floor and surfaces are clean and free of debris. There are no visible oil spill puddles or residue. There are no oil-impregnated rags or absorbent materials on the floor or over tanks. Tools and clean up items are neatly stored in designated places. Grounds around the tanks do not present stressed vegetation or visible oily stains.</p>				
<p>Individual Tanks Tanks are clean and not rusted or visibly damaged. There is no trash or debris underneath or on top of each tank. Each tank is clearly identified and marked with all necessary warning signs. As a minimum, with a HMIS or NFPA label, a "No Smoking" sign, a tank ID and capacity tag, and a confined space label on the side and over the entry hatch (if large enough for entry).</p>				
<p>Piping Systems, Including Valves and Flanges Inspect all pipes, flanges and valves for leaks or cracks. All pipes should be labeled or color-coded to indicate contents and flow direction. Longer lengths of pipe must be properly supported or anchored securely to the structure of the building. Insure that pipes do not rub against each other or against other abrasive surfaces. All manual valves must have handles and stems in good condition.</p>				
<p>Secondary Containment and Dikes Containment vessels / walls and dikes are in good condition. If present, Secondary and tertiary containers combined are large enough to contain 110% of the tank capacity. Outdoor tanks and containment vessels are rain-tight. Drain plugs are tight in place. Off-loading stations have a drain pipe with a valve that is easy to close. Valves are clearly posted/identified.</p>				
<p>Bulk Tank Truck Unloading Stations Secondary and tertiary containers combined are large enough to contain 110% of the tank capacity. Walls or dikes are in good condition. Off-loading stations have a drainpipe with a valve that is easy to close. Valves are clearly posted/identified. There are spill kits and fire extinguishers in the vicinity. There are grounding and bonding leads readily accessible for flammable fuel dispensing.</p>				
<p>Lighting and Electrical All lighting fixtures in unventilated rooms are explosion-proof, lit and in good physical condition. Switches and outlets are explosion proof or are placed outside the room. There are no outlets or electrical tools, equipment or extension cords below the secondary containment level. Explosion-proof or low-voltage (<24V) portable tools and lights are used when working inside fuel tanks.</p>				
<p>Emergency Lighting Emergency lights are tested monthly and are in good working condition. All hallways, emergency paths and doors are sufficiently illuminated by emergency lights.</p>				
<p>Fire Extinguishers, Sprinkler System (Indoor Generators) There is an alarm pull-down station near the main access door of indoor generators. There are no missing and sufficient foam or dry chemical fire extinguishers near each generator. There is a fire extinguisher near the generator's room. The sprinkler system (if indoors) has been tested and serviced as recommended by the loss prevention company.</p>				
<p>Spill Kit(s) and Tools There are spill kits in the vicinity of the tanks or stocked nearby on campus. The kits are fully stocked with the necessary absorbent materials and PPE. All manual tools used inside the kits are non-sparking. Tools and kits are stored neatly and properly for easy access.</p>				
<p>Labels, "No Smoking" And Warning Signs All labels, signs and warnings are readable and in good condition inside and outside the room.</p>				

2.6 SPILL PROCEDURES

In the event of a spill or accidental release of fuel oil or other combustible material on premises, Seton Hall University personnel will follow the procedure outlined below. Diesel Fuel #2 is considered a Class II Combustible Liquid, Gasoline is a Flammable Liquid (see attached MSDSs for additional information about Diesel Fuel #2 and Gasoline).

- 2.6.1 Reportable Quantities (RQ): Under New Jersey's environmental law, ALL spills are reportable and there are no minimum reportable quantity (RQ) for any listed combustible or flammable substance in liquid form. Combustible substances, such as diesel fuel, are those liquids with a flash point at or above 100°F (37.8°C) and below 300°F (148.9°C). Flammable substances, such as gasoline, are those liquids with a flash point at or below 100°F (37.8°C). Several agencies must be notified upon an accidental release of a listed hazardous substance into the air, ground or body of water and which presents a danger to the public and/or the environment. In addition, these agencies may be notified if the volume of a contained spill exceeds the total capacity of the secondary or tertiary containment around the tank(s).
- 2.6.2 Government Agency Contacts: If any amount of Diesel Fuel #2 or gasoline is accidentally released into the environment (air, ground or water), the secondary containment of the tank suffers catastrophic failure, or the released fuel presents a danger to the public, then notify the proper government agency as outlined below:
- 2.6.2.1 Call immediately **911** and the NJDEP at **(877) 927-6337 (WARN DEP)**
- 2.6.2.2 If needed, call the National Response Center at **(800) 424-8802**.
- 2.6.2.3 Identify:
- Facility Name, Address, phone numbers and contact persons.
 - The substance released, form and quantity involved.
 - Water, ground or air contamination.
 - Time the incident happened and for how long.
- 2.6.2.4 Summarize precautions to be taken:
- Health and physical hazards.
 - Medical needs.
 - Emergency evacuation.
- 2.6.2.5 Within a week of the release, send the NJDEP a written notification of the incident by certified mail and include:
- Facility Name, Address, phone numbers and contact persons.

- The substance released, form and quantity involved.
- Water, ground or air contamination.
- Time the incident happened and for how long.
- The nature of the process(es) or operations that take place at the site, including those involved in the actual release.
- Climatological conditions that contributed to the incident.
- Injuries or illnesses caused by the release.
- Abatement or clean up measures taken to control the incident.
- Any additional details requested by the NJDEP at the time of the telephone notification.

2.6.2.6 Submit the written notification by certified mail to the following address:

Division of Hazardous Materials Management
Department of Environmental Protection (DEP)
Trenton, NJ
Attn: Hazardous Substances Emergency Response Officer

2.6.3 Shut Down and Notification Procedure: Once alerted of the spill, follow the procedure that follows:

1. Notify the Office of Public Safety at ext. 9300.
2. Proceed to shutdown the pumping equipment related to the leaking tank or tanker truck.
3. If provided, close the emergency shut off valve(s) associated with secondary containments with storm basins and/or overflow tanks. These are located in the Boiler Room and Security Building parking lots (containment areas) in case of tanker truck spills.
4. Secure the area and wait for the Fire Department to arrive at the scene of the incident. Instruct the guards posted at each gate to direct the responding agencies to the exact location of the spill.
5. For large spills, immediately call outside contractors as listed in section 2.6.4 below.
6. Make sure there are no sources of ignition present and call for help if additional help has not arrived yet.
7. Assess the extent of the spill and determine if a reportable quantity was released to the environment (air, ground or water). If so, then contact the appropriate government agency as outlined in Item 2.6.2 above and wait for them to arrive at the scene. Have someone outside ready to direct them to the scene of the spill.
8. If there has been NO release to the environment and the spill has been successfully brought under control, proceed to clean up the spilled fuel oil as per (10) or,
9. Call the 24-Hour Spill Response Service vendor listed in 2.6.4 below and arrange for the spill's clean up and waste disposal outside services. Skip to (11).

10. Utilizing the non-sparking tools in the room and an empty drum for disposal, clean up and pick up all spilled fuel oil and oil-soaked absorbent material and place it in the drum for later disposal. Put a lid over the drum to contain any fuel vapors.
11. Insure that there are no sources of ignition present and that spill response efforts DO NOT introduce potential sources of ignition. Maintain the area secured and off-limits to non-responding personnel.
12. Arrange for further clean up, packing and disposal of all the wastes generated by the spill.
13. Investigate the source and causes of the incident and determine the best permanent corrective actions to avoid reoccurrence of the incident.
14. Prepare a written report of the investigation, review it and discuss it with the Risk Management or Lab Safety committee, and file it for future reference.
15. If necessary, critique the spill response efforts and revise these procedures as per the changes, additions or deletions suggested during the incident response critique session(s).
16. Replenish or replace any Spill Kit(s), tools or emergency response items spent or lost during the spill response incident.

2.6.4 24-Hour Emergency Response Service and Waste Disposal:

H.M.H.T.T.C. Hazardous Materials Emergency Response
P.O. Box 8630
Elizabeth, NJ 07208
Tel (800) 927-9303
Fax (908) 558-6162

South Orange Fire Department
Tel 911
Tel (973) 762-3200

Or, for Waste Disposal contact:

TURNKEY ENVIRONMENTAL SERVICES
Tel (908) 362-1153
Cell(908) 310-8608
Contact: Mr. Bob Greco

2.6.5 Medical Emergencies: All medical emergencies will be handled by calling 9300 and waiting for an ambulance to arrive at the site. Follow the steps below:

1. **Do not move the person.** If qualified, administer first aid.

2. Call Public Safety at 9300 to summons an ambulance to your location. Tell them your name and location (Building, room) and the issue at hand.
3. **Post one person at the lobby or outside** of your building to lead the medical team to the person in distress.

2.6.6 MSDSs: The Material Safety Data Sheets (MSDSs) for Diesel Fuel #2 and Gasoline are attached for reference and emergency response information. Other MSDS are available upon request by calling the 3E Company at 800-360-3220.

MSDS p.1

MSDS p.2

MSDS p.1

MSDS p.2

3.0 FIRE PREVENTION AND OTHER EMERGENCY PROCEDURES

This section outlines the procedures to follow in the event of a fire, bomb threat, or security breaches in or around the different diesel-powered generators, diesel fuel tanks or the gasoline fuel tank on campus.

3.1 Fire Prevention

Aside from spills, the threat of a fire is the second most likely and dangerous hazard related to the fuel tanks located at Seton Hall University. There must be good coordination of personnel and incidence command procedures implemented to take full advantage of those safety systems already in place to minimize property loss and eliminate injury or illness hazards to human life.

- 3.1.1 Ignition Sources: Diesel Fuel Oil #2 is an OSHA Class II combustible liquid, with a flash point of 125°F. Its volatility is similar to that of gas oil; therefore, its vapors may travel to a source of ignition and flash back. In order to minimize the potential of accidental fire, all sources of ignition inside the room should be eliminated or rendered harmless by approved engineering or administrative controls. Typically, these controls will include among others:
- Sealed or explosion-proof electrical systems for sources located in enclosed environments.
 - Low voltage (24-Volt) lights or tools in the event that auxiliary lights or portable tools are needed during repairs or maintenance inside the tanks.
 - Hot Work Permit system for all Welding, brazing, burning, cutting, soldering, grinding, thawing or any temporary operation involving open flames or producing heat and/or sparks.
 - Smoking prohibited inside the tanks or in the vicinity of the tanks.

- 3.1.2 Hot Work Permit System: Hot Work is any work involving electric or gas welding, cutting, brazing, burning or similar flame- or spark-producing operations. This includes, but is not limited to, acetylene torches, arc welding equipment, portable grinders, propane torches, explosion-actuated tools, etc. All hot work to be conducted at the building by employees or contractors should be properly authorized and permitted using the following Hot Work Permit Procedure No. FE-13.

Under the Hot Work Permit system, a form is used to authorize hot work on premises. It lists the minimum fire precautions to take, nature and location of the work to be performed, date and time work will commence, emergency numbers and authorization signature. The permit is to be posted at the work site until the hot work is completed and then kept on file for at least 90 days.

3.2 Bomb Threats

Bomb threats must be seriously taken due to the great potential for injury to human lives and property damage. In the rare event of a bomb threat by telephone, do as follows:

- 3.2.1 Attract the attention of a co-worker discreetly and quietly (while listening to the caller) have the co-worker **call 9300** and ask the Public Safety Officer on call to request the police that the call be traced and provide expert help.
- 3.2.2 Get as much information as possible from the caller about the location and type of bomb, its detonation time and the reason for its placement. Ask about its appearance and who is placing it.
- 3.2.3 Ask the caller to repeat parts of the message and make notes of any clues that might help the police, such as: Is the caller male or female? Adult? Juvenile? Is the voice educated or coarse? Does he have an accent or a distinguishable voice? Does the person seem angry, rational, deliberate? Make notes of background music or noise.
- 3.2.3 Call the University switchboard and communicate the incident. He or she will notify the Compliance Officer and the police.

3.3 Security Procedures

Security procedures are already in place for normal operation of the generators or boilers on campus. Special security measures will have to be taken during emergencies or construction / alteration projects inside or near the rooms or areas housing fuel tanks or generators. The following describes the minimum-security measures to take at Seton Hall University during normal operation, emergencies or construction activities in or around fuel tanks, boilers and generators.

- 3.3.1 Normal Operation: During normal operations, Generators, Boiler Room and Fuel Tanks will remain off limits to non-authorized personnel.
- 3.3.2 Construction / Alterations: During construction, alterations or maintenance work inside or around the fuel tanks, or fuel storage rooms which require the door(s) to be open, security guards or watchmen will be posted.
- 3.3.3 Emergencies: During emergencies such as fire or fuel spills, a security guard or watchman will be posted once the Fire Department finishes their emergency activities in or around the area of the spill, declare the area safe for re-occupancy and turn the area back to the University's control.

4.0 TRAINING AND EDUCATION

Selected Physical Plant staff will receive training and education commensurate with the duties they are expected to perform, on at least an annual basis, and whenever new hazards are introduced which may alter their duties or response.

4.1 Requirements

This training should meet minimum requirements, such as:

- 4.1.1 Training and education must be provided prior to any participation in emergency operations.
- 4.1.2 The quality and quantity of training will ensure that members are capable of performing their assigned duties in a safe manner.
- 4.1.3 Instruction in the location, use, operation and limitations of all emergency equipment they are expected to use, including hands-on training.
- 4.1.4 Handling of site-specific hazards to which members may be exposed during an emergency.
- 4.1.5 Coordination with outside agencies and their requirements.

4.2 Training Topics

As a minimum the annual training and education sessions with the Physical Plant staff must include the following topics:

- 1. Possible emergency scenarios.
- 2. Emergency Procedures and SPCC Plan.
- 3. Applicable pollution control laws, rules and regulations.
- 4. Safe operation and maintenance of equipment to prevent emergencies.
- 5. First Aid and medical assistance during emergencies.
- 6. Hands-on practices.

4.3 Practice Drills

Every year, Seton Hall University will conduct one or more drills aimed at practicing the procedures outlined by this plan and detect any potential deficiencies or shortcomings. Such drills should be held for all affected emergency response personnel, at random intervals and at least annually. When possible, drills should include local emergency response agencies (police, fire department, etc), which should be included in the post-drill critique sessions.

4.4 Revisions

This procedure will be revised whenever changes are introduced to the University infrastructure that may affect the Fuel Tanks, Boiler Rooms and Generators, or at least every three (3) years.

5.0 REFERENCES

- 5.1 NFPA 30, "Flammable and Combustible Liquids Code"
- 5.2 OSHA Standard 29 CFR 1910.38, "Employee Emergency Plans and Fire Prevention Plans"
- 5.3 OSHA Standard 29 CFR 1910.106, "Flammable and Combustible Liquids"
- 5.4 OSHA Standard 29 CFR 1919.120, "Hazardous Waste Operations and Emergency Response"
- 5.5 OSHA Standard 29 CFR 1910.155-156, "Fire Protection and Fire Brigades"
- 5.6 EPA Standard 40 CFR 112, "Oil Pollution Prevention"
- 5.7 EPA Standard 40 CFR 262-265, "Contingency Plan and Emergency Procedures for Hazardous Waste Generators and Treatment, Storage and Disposal Facilities"
- 5.9 CTSI, "SH-12, Hot Work Permit Procedure"
- 5.10 Applicable local regulations and codes