

NORTHEASTERN UNIVERSITY'S CONTINGENCY PLAN

CONTINGENCY PLAN OVERVIEW

The objective of this Contingency Plan is to describe the University response organization, the resources available to Northeastern University, and the methods used to deal with the various types of emergencies that could occur. The full text of the Plan is available from the Office of Environmental Health and Safety (EHS) or the Facilities /EHS shared drive. Last Revision: May 21, 2014.

TABLE OF CONTENTS

1.0 Introduction

- 1.1 Objective
- 1.2 Responsibility

2.0 Emergency Response Procedures

- 2.1 Emergency Response Assessment Flow Diagram
- 2.2 Emergency Response Contact Information
- 2.3 Emergency Coordinator
 - 2.3.1 Emergency Coordinator Designation
 - 2.3.2 Emergency Coordinator Duties
 - (a) Preparedness & Prevention
 - (b) Emergency Assessment
 - (c) Emergency Notification
 - (d) Incident Control
 - (e) Remediation
 - (f) Incident Reporting
- 2.4 Communications
 - 2.4.1 Lines of Communication
 - (a) Notification Instructions
 - (b) Public Safety Response
 - (c) Emergency Coordinator Response
 - (d) University Communications and Public Relations Response
 - 2.4.2 Communications Equipment
 - 2.4.3 Alarm Systems
- 2.5 University Emergency Response Personnel
 - 2.5.1 Division of Public Safety
 - 2.5.2 University Health and Counseling Center
 - 2.5.3 Facilities Division
 - 2.5.4 Office of Environmental Health & Safety
 - 2.5.5 Emergency Response Organizational Chart
- 2.6 Emergency Response Equipment
 - 2.6.1 Fire Emergency Equipment
 - 2.6.2 Ambulance
 - 2.6.3 Hazardous Spill Emergency Equipment
 - 2.6.4 Medical Emergency Equipment

3.0 Incident Prevention Procedure

- 3.1 Employee Training
 - 3.1.1 Chemical Hygiene Plan
 - 3.1.2 Facilities Employees
- 3.2 Fire
- 3.3 Hazardous Material Release to the Environment
- 3.4 Radioactive Material Release
- 3.5 Biohazardous Material Releases
- 3.6 Prevention of Hazards
- 3.7 Evacuation Plan

4.0 Hazardous Waste Management Procedures

- 4.1 General Profile
 - 4.1.1 Hazardous "Chemical" Materials/Waste
 - 4.1.2 Radioactive Materials/Waste
 - 4.1.3 Infectious Materials/Waste
- 4.2 Collection
- 4.3 Accumulation
- 4.4 Transportation
- 4.5 Disposal

5.0 Operating Records

- 5.1 Incident Reporting
 - 5.2 Inspection Procedure
 - 5.2.1 Emergency Response Equipment
 - 5.2.2 Hazardous Waste Accumulation Area
 - 5.2.3 Emergency Response Form
- 5.3 Contingency Plan Amendments
- 5.4 Contingency Plan Distribution

6.0 Maintaining Emergency Response Capability

- 6.1 Training
- 6.2 Drills and Exercises

Appendix A: Hazardous Waste Regulations

The hazardous waste regulations can be found at this URL:

<http://www.mass.gov/eea/agencies/massdep/recycle/regulations/310-cmr-30-000.html>

Appendix B: Massachusetts Oil and Hazardous Material List

The Massachusetts Oil and Hazardous Material List can be found at these URL's:

- <http://public.dep.state.ma.us/momhl/hazmat.aspx> - Searchable List
- <http://www.mass.gov/eea/docs/dep/cleanup/laws/mohmla.pdf> - Alphabetical List
- <http://www.mass.gov/eea/docs/dep/cleanup/laws/mohmlb.pdf> - List by CAS Number

Appendix C: SITE DIAGRAMS

- [Northeastern University Campus Map](#)

APPENDIX D: EMERGENCY RESPONSE FLOW CHART

- [Emergency Response Flow Chart](#)

APPENDIX E: FORMS