

PPC PLAN

Preparedness, Prevention, and Contingency Plan

ROBERT MORRIS UNIVERSITY ISLAND SPORTS CENTER



SAFETY DEPARTMENT | 6001 UNIVERSITY BOULEVARD MOON TOWNSHIP, PA 15108

412-397-4343

TABLE 1 – List of Emergency Contacts

(Names identified on this list are to be contacted by the person identified)

Contacts	Contact Description	Contact Information	Hours of Operation
Facilities Chain-of-Command			
Public Safety Department	<p>1. CALL FIRST!</p> <p>In the event of a spill or emergency, Public Safety is the first emergency contact.</p> <p>During the emergency operations, Public Safety or the Safety Officer is responsible for making emergency contacts identified on this list.</p> <p>The Public Safety Department must also contact the Safety Officer in the event of a spill or emergency.</p>	Work Phone 412-397-2424	24 Hours
Tim Kirsch, Senior Director, Maintenance & Operations Emergency Coordinator	Public Safety will contact the Safety Officer in the event of a large fuel spill or ammonia leak.	Work Phone 412-397-6282 Mobile 412-812-1134	24 Hours
Perry Roofner, Assistant Vice President of Facilities (Alternate Emergency Coordinator)	The Associate Director of Construction Management will contact the Assistant Vice President of Facilities in the event of a spill or emergency. The Assistant Vice President of Facilities will communicate disaster incidents with Senior Administration.	Work Phone 412-397-2582 Mobile 724-996-0622	24 Hours
Matt Hyatt, Director, Maintenance and Plant Engineering	The Safety Officer will contact the Director, Maintenance and Plant Engineering	Work Phone 412-3976343 Mobile 724-4800-5290	24 Hours
LOCAL OUTSIDE ASSISTANCE			
Neville Township Police / Fire Department	Call in the event that a fire or accident involves injury or if the emergency or spill impacts traffic	911 (emergency)	24 Hours
Valley Ambulance Authority	Provides medical assistance and transportation	911 (emergency)	24 Hours
Duquesne Light Co.	Call in the event of a transformer spill	724-728-3122	24 Hours
Dominion Peoples (Gas)	Call in the event of a gas leak or spill	1-800-764-0111 Say "Emergency" when prompted	24 Hours
Columbia Gas	Call in the event of a gas leak or spill	888-460-4332 press 2	24 Hours

ALCOSAN	REFER TO DOWNSTREAM NOTIFICATION LIST FOR EMERGENCY CONTACT INFO. AND LIST IN ORDER OF CONTACT Must be notified in the event of a release to the sanitary sewer system.	412-766-4810	24 Hours
PRIVATE AGENCIES			
CHEMTREC	Provides emergency response information	800-424-9300 800-255-3924	24 Hours
Poison Control Center	Poison Information and Education	800-764-7661	24 Hours
EMERGENCY RESPONSE			
Neville Island (Township)	SAFETY OFFICER WILL CONTACT CONTRACTOR IF..... Release or spill is too large for facility personnel to contain and clean-up.	Ph: 911	Address: 5300 Grand Avenue Pittsburgh, PA 15225
COUNTY AGENCIES			
TO BE NOTIFIED BY THE SAFETY OFFICER IN THE EVENT THAT... Technical guidance, information, or assistance is needed regarding a spill or release.			
County EMA (HAZMAT)	911 (emergency) or 412-473-2550 (non-emergency)		24 Hours
STATE AGENCIES			
TO BE NOTIFIED BY THE SAFETY OFFICER IN THE EVENT THAT... A hazardous material spill is in excess of the reportable quantities in accordance with CERCLA; A spill of any chemical that enters the waters of the Commonwealth.			
PA State Police	Provides traffic and crowd control	412-787-2000 or 911	24 Hours
PADEP	Call the WARNDP contact line and notify the PADEP Regional Offices in writing of any spill or releases at this facility.	412-442-4000	24 Hours
PA Fish & Boat Commission	The Reportable Spill Hotline should be used in the event of a spill or release.	800-854-7365	24 Hours
PEMA	PEMA will provide guidance and information in the event of a spill or release.	724-357-2990 or 800-972-7362	24 Hours
FEDERAL AGENCIES			
TO BE NOTIFIED BY THE SAFETY OFFICER IN THE EVENT THAT A SPILL...			
<ul style="list-style-type: none"> Violates applicable water quality standards; Causes a film or "sheen" upon, or discoloration of the surface of the water or adjoining shorelines; or Causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines. 			
U. S. Coast Guard, Marine Safety Office, Pittsburgh	In the event a waterway has been impacted by a spill or release.	800-253-7465	24 Hours

TO BE NOTIFIED BY THE SAFETY OFFICER IN THE EVENT THAT A SPILL...			
<ul style="list-style-type: none"> Is greater than 1,000 gallons of oil into navigable waters. Two reportable oil spills of more than 42 gallons within any 12-month period. 			
EPA Region III	Administers the EPA Region III Oil Program	Regional Response Center: 215-814-9016 SPCC Hotline: 215-814-3452 Address: 1650 Arch Street, Office of Enforcement, Oil and Prevention Branch (3HS61) Philadelphia, PA 19103-2029	24 hours

If the Emergency Coordinator (EC) determines that the facility has had a reportable release, as defined in **Table 1**, the OSC must notify the Department of Environmental Protection; the National Response Center or the EPA Regional Administrator; and the Pennsylvania Emergency Management Agency; and provide the following information:

1. Name of the person reporting the incident,
2. Facility name, location, and contact information,
3. Facility description, including maps, flow diagrams, and topographical maps,
4. Facility maximum storage or handling capacity,
5. Date, time, and location of the incident,
6. A brief description of the incident, nature of the materials or wastes involved, extent of any injuries, and possible hazards to human health or the environment,
7. The estimated quantity of materials or wastes spilled, and
8. The extent of contamination of land, water, or air, if known.



PLAN REVIEW AND SIGNATURE PAGE

In accordance with 40 CFR 112.5 (b), the Robert Morris University Senior Director, Maintenance & Operations should complete a review and evaluation of this Preparedness, Prevention, and Contingency (PPC) Plan annually and updated as needed, or as required by Section 7.4 of this Plan. The plan will be overseen by the Emergency Coordinator (EC) and the original/master copy of the site plan will be stored in the EC's office.

By signature, I certify that I have reviewed and approved this Preparedness, Prevention, and Contingency (PPC) Plan for the Island Sports Center of Robert Morris University, on the date indicated, and find that no amendments to the Plan are required

SIGNATURE

DATE

Tim Kirsch
Senior Director, Capital Projects & Safety

Date:

Matt Hyatt
Director, Maintenance & Plant Engineering

Date:

David J. Hanson
Executive Director, Island Sports Center

Date:

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1.0 INTRODUCTION AND FACILITY DESCRIPTION

This Preparedness, Prevention and Contingency (PPC) Plan has been prepared to help prevent emergencies and accidents and to provide effective and efficient response to emergencies and accidents that may occur at Robert Morris University (RMU) Island Sports Center, located at 7600 Grand Avenue, Pittsburgh, Allegheny County, Pennsylvania. See Figure 1 for a regional map of this site. The objective of the PPC Plan is to reduce the potential impact of spills, releases, accidents and other emergencies on public health, occupational safety and the environment.

The Pennsylvania Department of Environmental Protection (PADEP) Guidelines for the Development and Implementation of Environmental Emergency Response Plans, dated September 2001, was used as a guidance document in the preparation of this PPC Plan. In addition, other applicable U.S. Environmental Protection Agency (USEPA) and PADEP regulations were also considered.

This PPC Plan will be reviewed and updated on at least an annual basis or as needed to reflect any changes at the site. If the plan fails in an emergency, the plan will be reviewed and revised to reflect the facility's needs. A copy of the PPC Plan will be maintained onsite at all times.

1.1 Purpose and Objective

The Preparedness, Prevention and Contingency Plan will be used as a guideline for procedures to be followed when responding to discharges of oil and hazardous substances within the confines or originating from the facility. The Plan will also serve as a procedural guidebook for site personnel to follow to help prevent discharges of oil and hazardous substances, to respond to a site spill, procedures to follow in identifying and reporting a release, and countermeasures to contain the release, and ultimately assist site personnel in cleaning up the waste and disposing of it.

The Plan will be kept current to reflect changes in regulatory requirements of operations similar to the ones conducted at the site. The signature page, located at the front of this plan, identifies the key Robert Morris University personnel who have been tasked with the oversight and revisions of this plan. At a minimum, the plan should be reviewed annually by the site Emergency Coordinator (EC) and updated, as needed. The EC is the Senior Director, Maintenance & Operations at the main campus, and has a role comparable to that of the Emergency Coordinator in the PPC Plan. Updated sections will be incorporated into the plan and signed by the EC. Copies of the revised/updated plan will be provided to the same outside agencies that received a copy of the original Preparedness, Prevention and Contingency Plan.

The objectives of the Preparedness, Prevention and Contingency Plan were developed in accordance with current United States Environmental Protection Agency (USEPA), Pennsylvania Department of Environmental Protection (PADEP), Occupational Safety and Health Administration (OSHA), and local government requirements when considering the prevention, containment, mitigation, and cleanup of oil and hazardous substance spills and releases.

The Plan establishes the responsibilities, duties, and key resources to be employed in the event of an accidental release. The plan will also define an organized, planned, and coordinated course of action to be followed in case of fire, explosion or discharge of a hazardous substance that could threaten human health or the environment.

1.2 Facility Description and Location

The RMU Island Sports Center is located on Neville Island in Pittsburgh, Allegheny County, Pennsylvania (see Figure 1). The Sports Center consists of a Main Ice Center with multi-purpose rinks, miniature golf, a sports dome, and paved parking areas. No manufacturing processes are conducted at this site.

Drainage from the Main Ice Center building goes to the Allegheny County Sanitary Authority sewer system. Stormwater from the parking lots flows to outfalls that empty into the Ohio River.

The Ohio River borders the north end of this site as shown on Figure 2 - Facility Layout and Site Drainage Map, which provides a layout of the RMU Island Sports Center. Figure 3 – Ammonia Refrigeration System Diagram provides a layout and flow diagram of the system.

1.3. Existing Emergency Response Plan

RMU currently has an Incident Command & Communications Plan that establishes responsibilities in the event of an emergency or disaster affecting the University, its students, faculty or staff, and patrons of the Sports Center, including policies and procedures for managing communications during and immediately following such situations. This plan provides a framework for appropriate responses to various types and levels of emergency situations that may arise. Procedures and processes within the scope of this plan are intended to reduce risk to human life, protect the environment, preserve property, minimize danger, promote recovery and restore university operations.

1.4 Material and Waste Management

Table 2 includes an inventory of materials found at this site. The location of these materials and wastes are shown on Figure 2. MSDS are maintained by the departments and are available via the Robert Morris Office of Facilities Management Safety at Robert Morris website (<http://rmu.edu/safety>). The MSDS for ammonia is provided in Appendix A.

Table 2 – Material and Waste Inventory

Materials/Waste (non-oils)	Location	Normal Inventory
Paint	Main Ice Center	5 Gallons
Vehicle Batteries	Main Ice Center	89 Batteries
Waste Batteries	Main Ice Center	0 Batteries *Batteries recharged on site
Propane	Main Ice Center	14 Cylinders (sizes vary)
Ammonia	Main Ice Center (Located in Ammonia Room and Receiver on the Roof)	Approx. 6,566 pounds (1,275 gallons)
Inhibited Propylene Glycol	Main Ice Center	55 Gallons
Calcium Chloride (30%)	Main Ice Center	100 Gallons
R-22 Refrigerant	Chiller #1 Chiller #2	740 Pounds 740 Pounds

Materials/Waste (Oils)	Location	Normal Inventory
Compressor Oil	Main Ice Center	Approx. 20 gal/month (Disposed of every six months)
Pad-Mounted Transformer Oil	Main Ice Center	1,500 KVA
Gasoline	Flammable Storage Cabinet	Diesel – 5 Gallons Regular – 10 Gallons Mixed – 2 Gallons
Total Oil-based Materials 92 Gallons + 1,500 KVA Transformer		
Date Inventory Completed: July 2021		
Inventory Completed by: Matt Hyatt		

1.5 Pollution Incident History

According to a review of site records and interviews with site personnel, there have been no recorded spills or leaks of chemicals or petroleum products on this site. In the event of a spill, the facility must submit this Plan to the appropriate EPA Regional Administrator and state agency in charge of oil pollution control if either of the following occurs:

1. Single spill incident greater than 1,000 gallons of oil into navigable waters. This is not a possible scenario due to the fact that the facility does not have the volume of oil on site.
2. Two reportable oil spills of more than 42 gallons each within any 12-month period. Discharge information must be reported to the EPA and PA Department of Environmental Protection within 15 days of the incident if either of the above thresholds is reached. The report shall contain the following information:
 - Facility name and location;
 - Facility owner or operator names;
 - Facility maximum storage or handling capacity and normal daily oil throughput;
 - Facility description, including maps, flow diagrams, and topographical maps;
 - The cause(s) of the spill, including a failure analysis of system or subsystem where the failure occurred;
 - The corrective actions and/or countermeasures taken (e.g., equipment repairs or replacement);
 - Any other preventive measures taken; and
 - Other information the Regional Administrator may require.

In addition, other spill/release situations may warrant reporting to various state or Federal agencies. Please see Table 1 – List of Emergency Contacts for specific information.

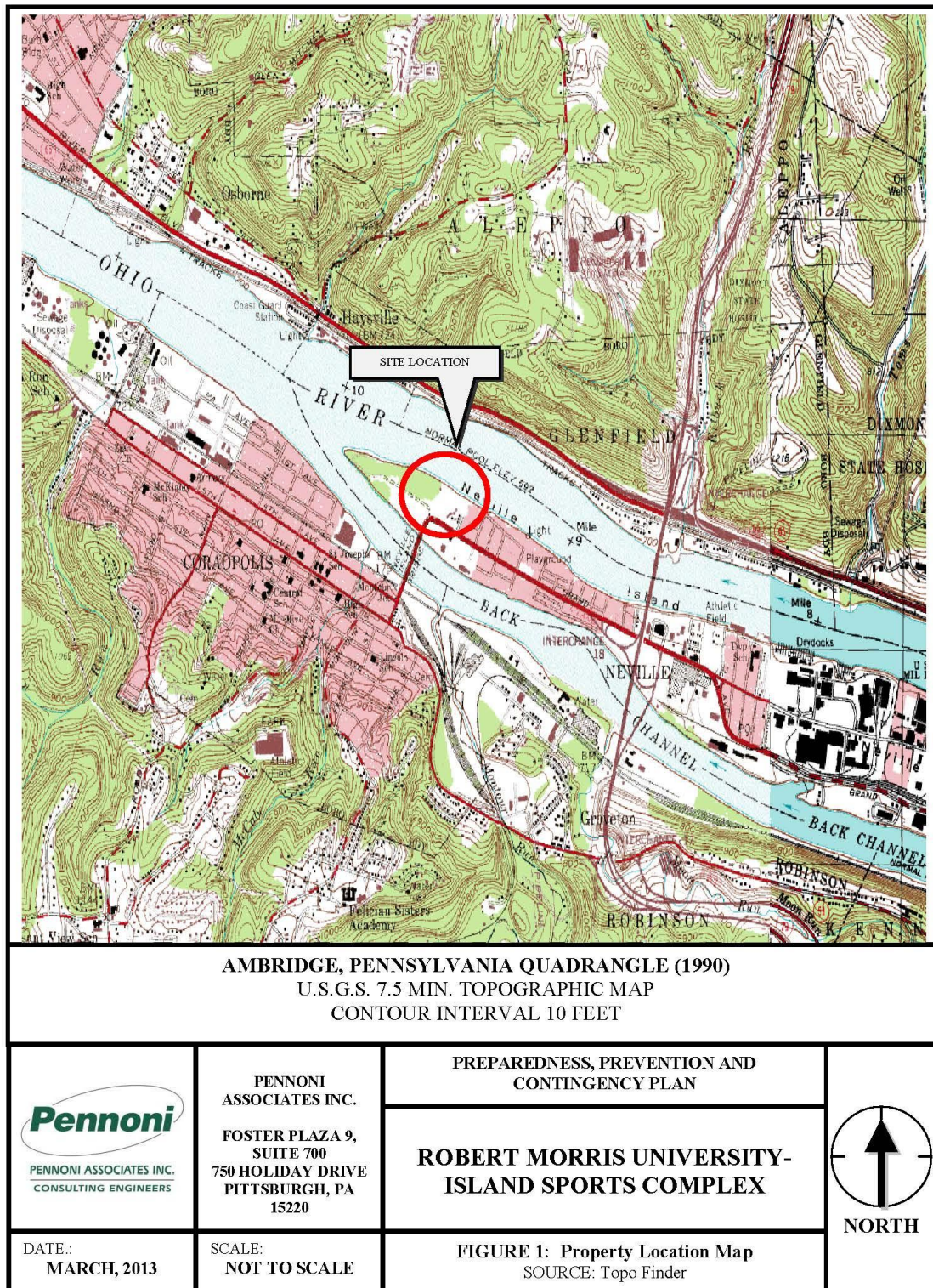


Figure 1 – Site Location Map

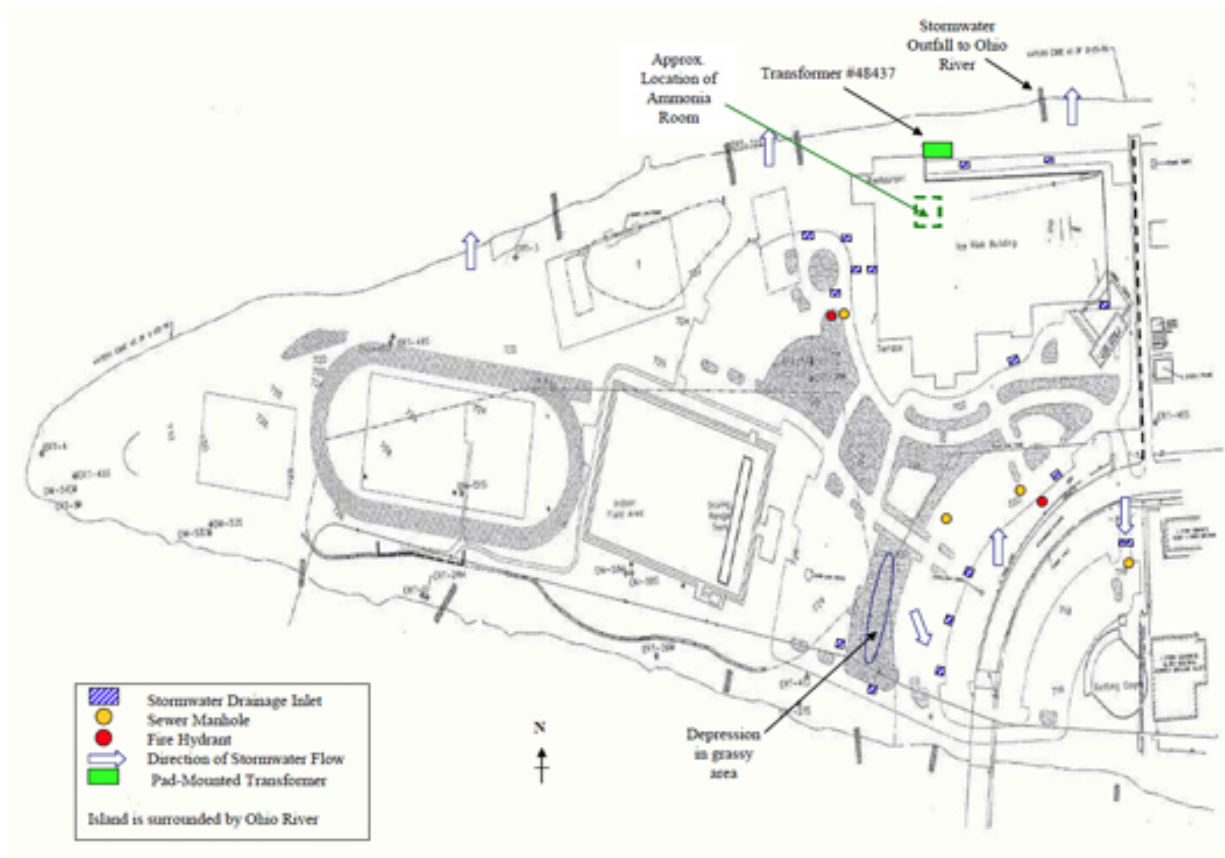


Figure 2 – Facility Layout and Site Drainage Map

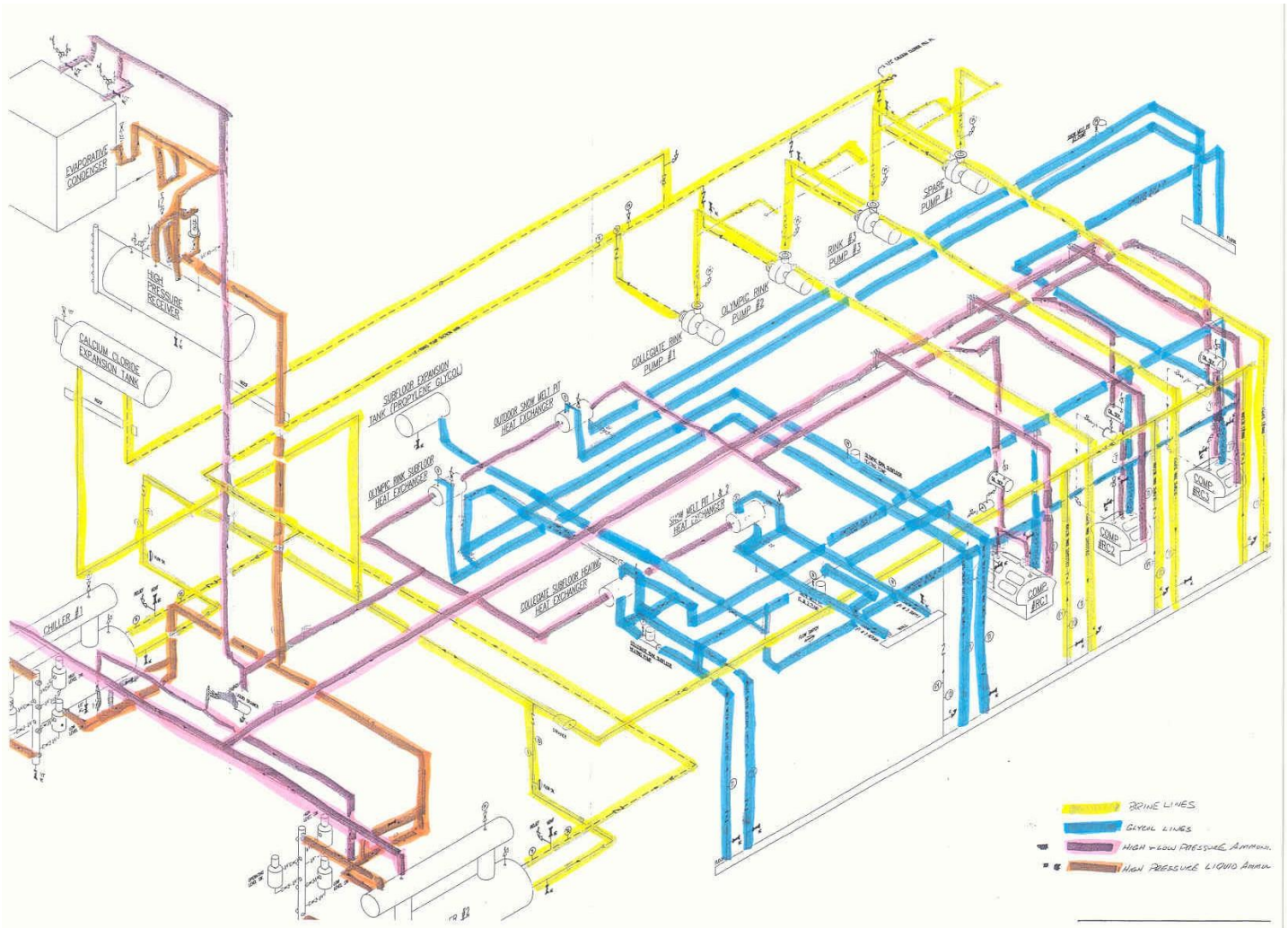


Figure 3 – Ammonia Refrigeration System Diagram

2.0 Description of Plan Implementation

2.1 Organizational Structure of Facility for Plan Implementation

RMU has designated certain individuals with the responsibility for implementing, maintaining and updating the Preparedness, Prevention and Contingency Plan. The Plan should be reviewed and updated on an annual basis or as needed to reflect any changes at the site, but will be reviewed and certified once every five (5) years.

If the Plan fails in an emergency, the Plan will be reviewed and revised to meet the sites need(s).

Below are the names and titles of the persons involved in Plan implementation followed by a brief description of their duties and responsibilities:

- Public Safety Department – First point of contact in the event of a spill/release; Monitor Plan compliance; coordinate spill cleanup activities and report spills to appropriate agencies.
- Timothy Kirsch CIH, Senior Director, Maintenance & Operations - Must be contacted by Public Safety in the event of a spill or emergency. Ensure routine inspections and the preventive maintenance program are conducted; schedule PPC Committee meetings; maintain good housekeeping; provide training for appropriate employees on an annual basis (i.e., Right-To-Know, Hazardous Waste/Material - 1st Responder Awareness); report any unusual occurrence or problems that may be discovered during routine inspections immediately to the Director of Facilities Management or other responsible person; Overall coordination within the campus and with other agencies.
- Matt Hyatt Director, Maintenance & Plant Engineering
- Perry Roofner, Assistant Vice President of Facilities – Final authority over Facility Operations; communicates disaster incidents with Senior Administration.

2.2 List of Emergency Coordinators and Chain of Command

In an emergency, contact the listed emergency contacts in the order shown in Table 1 – List of Emergency Contacts. The list is the order in which they will assume responsibility as alternates. One (1) of the listed persons will be on-site or on-call to act as the emergency coordinator. This list will be posted on bulletin boards within the facility so that the On-Scene Coordinator can be contacted in the event of an emergency.

The outside contractor listed in Table 1 may be contacted at the discretion of the Emergency Coordinator in the event that departmental forces cannot resolve the situation.

In an emergency, contact the following individuals in the order shown. The list is the order in which they will assume responsibility as an alternate.

There is always one of the listed persons on-site or on call to act as the emergency coordinator at all times. This list is posted at the Main Ice Complex entrance reception desk so that the Emergency Coordinator can be contacted in the event of an emergency.

1. Public Safety Department - Phone Number: (412) 397-2424

*Public Safety must also contact the Safety Officer/Associate Director of Facilities listed below in the event of a spill or emergency.

2. Tim Kirsch, Senior Director, Maintenance & Operations
Work Phone Number: (412) 397-6282
Cell Phone Number: (412) 812-1134
3. Matt Hyatt, Director, Maintenance & Plant Engineering
Work Phone Number: 412-397-6343
Cell Phone Number: 724-4800-5290

2.3 Duties and Responsibilities of the Emergency Coordinator

The Senior Director, Maintenance & Operations will take on the role of Emergency Coordinator. When there is a potential emergency situation, the Emergency Coordinator must ensure that alarms or communication systems are activated and that all facility personnel are notified and evacuated, as necessary. Adequate control measures, such as applying absorbent materials to a spill, constructing dikes or dams to prevent material from entering drainage systems or waterways, covering drains, etc., should be implemented by appropriately trained site personnel. The Emergency Coordinator should oversee these activities to ensure that they are conducted properly.

The Emergency Coordinator must immediately notify the appropriate response agencies such as the Neville Island Fire Department, Ohio Township Police Department, PA State Police, PA Department of Environmental Protection, ALCOSAN, Allegheny County Hazmat, etc., depending on the nature and magnitude of the emergency.

When notifying emergency response agencies, the following information should be given and documented on the RMU Incident Investigation Form found in the Safety Management Section of the Incident Investigation and Recordkeeping Policy.

- Name of person reporting the emergency
- Name and location of facility
- Phone number where Emergency Coordinator can be reached
- Date, time, location of incident
- Brief description of emergency; type(s) and quantities of material involved, extent of injuries, potential hazards to health, safety and environment. (Refer to Material Safety Data Sheet, Emergency Response Guidebook, etc.)
- Extent of contamination (if any) to land, air, water, if known

It is the Emergency Coordinator's responsibility to attempt to assess the emergency to determine the appropriate actions and take all reasonable measures to stabilize the situation. If the Emergency Coordinator determines that site personnel are not adequately trained to contain a spill or release or conduct cleanup activities, the Emergency Coordinator will then contact an emergency response contractor to respond to the emergency/incident.

After an emergency, the Emergency Coordinator (with PADEP approval) must ensure that waste material generated during an emergency is properly contained and stored on site. The material will then be transported off site to a properly permitted treatment, storage, and/or

disposal (TSD) facility. The Emergency Coordinator must also ensure that any equipment or supplies used during an emergency are adequately decontaminated and/or restocked so that appropriate equipment and supplies will be readily available in the event of another emergency.

3.0 Spill and Release Prevention

3.1 Pre-Release Planning

The primary sources of possible pollutants (including waste) are listed below. The pollution incident prevention practices are also indicated.

3.1.1. Ammonia Refrigeration System

The Main Ice Complex contains a closed ammonia refrigeration system containing 6,566 pounds of ammonia as shown on Figure 3 – Ammonia Refrigeration System Diagram. Because the ammonia system contains less than 10,000 pounds of ammonia, the facility is not subject to the Occupational Safety and Health Administration (OSHA) Process Safety Management Standard, nor the EPA Risk Management Planning Regulation. The following summarizes the standard setup and maintenance of the ammonia system:

- Closed refrigeration system located within the Main Ice Complex;
- High level alarm and exhaust fan located in ammonia room on the first level of the building;
- Labels with tank/piping contents, safe heating temperature, and no smoking signs are located near the system;
- Doors to rooms containing environmentally sensitive materials are locked and not accessible to the public;
- Steel piping compatible with ammonia, glycol, and calcium chloride;
- Emergency telephone located in control room and a list of emergency contacts posted next to the phone.

3.1.2 Waste Oil

Approximately 50 gallons of waste mineral oil is produced every six (6) months by the ammonia system compressor. The waste oil is stored in the ammonia room located within the Main Ice Complex, and is collected by Heritage Environmental on a regular basis. The waste oil is not permitted to be stored longer than one (1) year at the site.

3.1.3. Storage of Other Materials

Various maintenance materials, such as paint, solvent, gasoline, etc., are stored in the flammable safety cabinets within the Quonset hut adjacent to the Sports Dome. The cabinet is locked at all times. Various chemicals used in the maintenance of the air conditioning system, such as inhibitors and biocides, are stored on the second floor of the Main Ice Complex.

3.1.4 Pad Mounted Transformers

- All transformers are owned and maintained by Duquesne Light Co.
- Oils associated with replacement transformers are stored off site by Duquesne Light Co.
- Only authorized Duquesne Light Co. personnel handle transformer oil.
- The pad-mounted transformer is located next to the loading dock behind the Main Ice Complex

3.2 Material Compatibility

All environmentally sensitive materials are stored in appropriate containers, tanks, enclosed structures, and containment. Compatible materials are stored together. Waste oils, Hydrochloric acid and caustics are stored on site in appropriate containers.

3.3 Inspection and Monitoring Program

On a daily basis, the ammonia system is visually observed for any problems or unusual conditions that may be immediately reported to the site supervisor who is responsible for notifying the Emergency Coordinator. Records should be kept on file of any maintenance activities performed on the system.

3.4 Preventive Maintenance

A preventive maintenance program is in place for equipment, piping, and tanks containing environmentally sensitive materials. The following is a description of the activities conducted:

- Facility and ammonia system are inspected on a regular basis with appropriate repairs made as needed.
- Preventive maintenance checklists are completed and maintained in the files.

3.5 Housekeeping Program

- Storage areas are designated for environmentally sensitive materials. Materials are stored in a neat, orderly fashion in approved containers.
- Regular refuse pick up and disposal is conducted.
- Small spills are quickly cleaned up with absorbent materials (pads, socks, pillows, loose absorbent, etc.) and collected for proper disposal.
- Regular inventory and disposal of hazardous or residual waste is conducted

3.6 Site Security

The Main Ice Complex is staffed between the hours of 6:00 a.m. to 2 a.m. with either guest services, operations, or public safety. Between the hours of 2:00 a.m. to 6:00 a.m. there are only overnight cleaners on site. The doors of the Main Ice Complex are locked at approximately midnight every night. All doors to rooms containing environmentally sensitive materials are locked.

3.7 External Factors Planning

Factors that could have serious impact on the health and safety of the public and employees at the site include fire, explosion, or rupture of the ammonia system. In the event of such occurrences, the appropriate emergency agencies would be immediately contacted. Flooding, power outages, or snowstorms would have minimal impact or effect on operations conducted at this facility.

3.8 Employee Training Program

The training program at this facility was designed to ensure that personnel are able to respond

effectively to emergencies by familiarizing them with emergency procedures, emergency equipment systems including, where applicable: procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment; key parameters for automatic cut-off systems; communications and alarm systems; response to site spills and fires; site evacuation procedures; and shut down of operations.

The following training is provided to the appropriate employees:

1. **First Responder/Hazardous Material (Awareness Level):** The Occupational Safety & Health Administration (OSHA) requires, under 29 CFR Part 1910.120, that certain workers who are likely to witness or discover a hazardous material release receive annual training on what to do if you are a first responder to a hazardous material incident.
2. **Right-To-Know:** Based on the requirements of The Right-To-Know Law (Act 159 of 1984), an employee has a legal right to know the identity of hazardous substances used in the workplace and the health hazards posed by exposure to these substances. Training is provided to every Department employee that uses, handles, or is exposed to hazardous substances in the workplace.
3. **Respiratory Protection Program:** OSHA requires, under 29 CFR Part 1910.134, that employers develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use.
4. **Training records with adequate documentation are maintained for all employees.** The facility training coordinator will maintain copies of training records.

A copy of training documentation form is provided as Appendix B.

4.0 Countermeasures

4.1 Countermeasures Undertaken by Site

- In the event of a spill or major leak of an environmentally sensitive material, the first priority is to attempt to stop the cause of the spill/release. This must be performed using the proper precautions and appropriate personal protective equipment. If the material is unknown, attempts should be made to identify the material by labels, placards, other markings, etc. An Incident Investigation Form found in the Safety Management Section of the Incident Investigation and Recordkeeping Policy should be completed.
- Once the material is identified, appropriate measures must be implemented (with proper protection for workers) to stop the spread of the spill and to prevent it from entering any drains or waterways. Use spill kits (pads, socks, pillows, blankets, and loose absorbent) to control smaller spills. Place absorbent materials in a fashion that will prevent the material from migrating any further. In the event of a large spill, use of equipment, shovels, and other appropriate tools to move sand or other material to construct a dike/containment structure will help to collect the material and prevent further spread or flow into any drainage system.
- In the event of an ammonia leak from a valve in the system, the automatic shut-off should isolate the system until appropriately trained responders arrive at the site to completely shut down the system and make repairs. Local emergency responders

will be contacted regarding the spill/release if the system does not appropriate shut down.

- If a material spills near a drain/inlet, the use of drain stopper mats will prevent the material from entering the drain/inlet.
- If material gets into a waterway, notify the United States Coast Guard at 800-253-7465. Local emergency responders will prevent the material from getting further downstream by placing booms across the entire width of the waterway (at a point downstream from the spilled material), preferably at a narrow point. Use absorbent pads to absorb material that may be floating on the surface of the water.
- If material spills in an area with secondary containment, ensure valves are closed on the containment structure and collect spilled material with absorbents. Once the material has been absorbed, collect used absorbents (pads, pillows, socks, blanket, etc.) and place in an empty, approved, 3-ringed, 55 gallon drum for appropriate waste inventory and proper disposal.
- After a spill has been contained and the immediate emergency has been brought under control, cleanup of the spill material should be initiated. Use appropriate equipment to complete cleanup.

If material has spilled on soil, remove any visibly contaminated soil. Use of proper personal protective equipment, such as protective suits, gloves, safety glasses, coveralls, etc., must be worn to protect the employee. After cleanup, decontamination of equipment must be completed. Spill kits and absorbent materials must be restocked.

4.2 Emergency Response Contractor(s)

In the event of a spill/release that poses a threat to humans and/or the environment, the first emergency responders that should be contacted is Neville Township, by dialing 911. The contractor for inventory, collection, removal and proper disposal of the various wastes internally contained on the site, such as used oil, is identified below:

Heritage Environmental
3866 Millers Run Rd.
McDonald, PA 15057
Phone Number: 724-873-5736

In the event that RMU Island Sports Center personnel cannot resolve an emergency situation, the local emergency response team may be contacted by dialing 911. This is done at the discretion of the Emergency Coordinator.

4.3 Internal and External Communication and Alarm Systems

External and internal communications equipment made available for staff and guests on site include cellular phones, STD phones, two-way radios, and e-mail. Buildings are equipped with fire alarm systems.

4.4 Evacuation Plan for Facility Personnel

An audible alarm, such as a fire alarm or verbal communication, will be sounded in the event of an emergency requiring evacuation of the building. Portable fire extinguishers are located throughout the building. Diagrams of evacuation plans will be posted throughout the facility.

The public safety department ensures that order is maintained during evacuations. Horizontal and/or vertical evacuation procedures will be followed as necessary in the event of an evacuation. Office personnel shall exit through the closest doors (if possible) or other appropriate exit and proceed to designated safe area.

Office personnel or public safety personnel designated as searchers will check all areas of the building to ensure no one remains inside the building as long as it's safe to do so. After the building evacuation is completed, the public safety department or the local emergency response contractor (Neville Township 911) will give employees permission to return to their respective work areas.

4.5 Emergency Response Equipment

Limited spill response equipment and supplies are maintained for immediate use at the Island Sports Center site. Spill equipment is located on site. The site should maintain stock of the necessary response equipment and supplies to respond to smaller spills that could occur as a result of daily operations.

Examples of spill response equipment and supplies that are available to personnel at this site are contained in Table 3 – Emergency Response Equipment and Supplies.

Table 3 – Emergency Response Equipment and Supplies

Emergency Equipment	Locations
Spill Kit (absorbent material)	Main Ice Complex – Ammonia Room
Fire Extinguishers	Throughout Site
First Aid Kit	Main Ice Complex
Communication Equipment	Available throughout site
Two-way Radios	Main Ice Complex and Vehicles
Hand Tools (Shovels, etc)	1 st & 2 nd Floor Mechanical Rooms, Quonset Hut Next to Sports Dome
Emergency Generator	2 nd Floor Main Mechanical Room

5.0 Emergency Spill Control Network

5.1 Arrangements with Local Emergency Response Agencies

Efforts have been made to familiarize local police, fire, and HAZMAT emergency response teams with the facility layout and hazardous materials at this site.

5.2 Emergency Telephone Numbers for the Island Sports Center

Table 4 – Emergency Contacts		
Name/Position	Work Number	Alternate Number
Public Safety	(412) 299 – 2424	Same
Tim Kirsch, Senior Director, Maintenance & Operations	(412) 397-6282	(412) 812-1134

Matt Hyatt, Director Maintenance and Plant Engineering	412-397-6343	724-4800-5290
Perry Roofner, Assistant Vice President of Facilities	(412)604-2582	(724)996-0622
PA DEP (24 hour response)	(800)541-2050 Statewide Emergency Response	(412)442-4000 Southwest Region
PA Fish & Boat Commission	(800)854-7365	(814)443-9841
Allegheny County EMA/Hazmat Response Team	(412)255-2916	N/A
National Response Center	(800)424-8802	N/A
PA Emergency Management Agency (PEMA)	(724)357-2990	N/A
Neville Island Volunteer Fire Department	(412) 262-2338	911
Ohio Township Police Department / Fire Department	(412) 259-8304	911
PA State Police	(412)787-2000 Allegheny County Station	911
Valley Ambulance Authority	(412) 262-2620	911
Duquesne Light Co.	1-888-393-7000	(724) 728-3122
ALCOSAN	412-766-4810 M-F 8:00-4:30	412-766-4810 24 hours (Hit #1 for overflow hotline)
Emergency Response Contact	911	911

5.3 Downstream Notification Requirements for Storage Tanks

Building drainage from the Main Ice Complex goes to the Allegheny County Sanitary Authority sewer system. Stormwater drainage flows to outfalls that empty into the Ohio River. The nearest water body to this site is the Ohio River and can be found approximately 30 feet north of the site.

Downstream notification is not required for this site because aboveground storage tanks are not present on the site. Regulated substances include hazardous substances defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and liquid petroleum products.



Appendix A

Material Safety Data Sheets

(MSDS are maintained by departments and are available via the Robert Morris Office of Facilities Management Safety at Robert Morris website (<http://rmu.edu/safety>))



Appendix B

Training Documentation Form

Date of Training _____

Topics covered (attach agenda and copies of handouts, minutes, etc.)

Provide brief explanation of training topics and purpose of training. _____

Names of Training Attendees	Signature of Attendees