



METROPOLITAN
COMMUNITY COLLEGE

MCC
EMERGENCY
RESPONSE
PLAN

PREPARED AND MAINTAINED BY
THE MCC POLICE DEPARTMENT

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EMERGENCY RESPONSE PLAN
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I. INTRODUCTION

The purpose of the MCC Emergency Response Plan is to provide guidance to MCC students, employees, and visitors in response to certain emergency situations. These procedures are recognized best-practices by public safety standards, but every situation is unique, and in all cases individuals assume responsibility for their own safety and security and should use their best judgment in deciding their actions.

MCC will follow the National Response Framework (NRF) guidelines and utilize the National Incident Management System (NIMS) for emergencies exceeding the capacity of the college and requiring external public safety assistance. All MCC staff, faculty and administrators should familiarize themselves with NRF and NIMS concepts which can be found at <https://training.fema.gov/nims/>. Extensive on-line instruction is available at this website.

In major incidences, MCC will utilize a unified command structure consisting of the MCC Police Chief, Director of Facilities, and appropriate members of the Officer Group, with the Chancellor serving as overall Incident Commander. At the Campus level, a unified command structure consisting of the appropriate members of the President’s leadership team, Campus Police Captain, and Facilities Superintendent will be utilized with the President serving as Incident Commander for his/her campus. The term “campus” as used in this document means any MCC building or facility located on MCC property. ([Annex A](#) – Emergency Call List may be used to facilitate unified command.)

For major protracted emergencies or situations impacting the Administration Center, the Chancellor may activate the unified command structure in the Emergency Operations Center located at the MCC Police Department. Every campus president should establish an Alternate Emergency Command Post from which to conduct their campus’ unified command structure in instances when the President’s office/campus administration center is inoperable.

In all cases, the primary Public Information Officer for MCC will be the Executive Director of Communications and Marketing who may, in consultation with the Chancellor’s unified command structure, delegate this responsibility to other personnel on a case-by-case basis.

In all emergencies, MCC will convey information via its Emergency Alert system. All employees and students are highly encouraged to register to obtain information about campus closures, extreme weather, and other emergencies. For more information, see <https://mcckc.edu/campus-safety/howyoullbenotified.aspx>.

II. ACTIVE SHOOTER/ARMED INTRUDER EMERGENCIES/LOCK DOWN

An active shooter is someone armed with a firearm that has used deadly force or poses an imminent threat to do so. No two situations are alike and individuals must take direct responsibility for their personal safety based on the information they have, their personal observations, and their individual capability to take action.

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A. Lockdown

A lockdown response is used when there is a dangerous situation on campus or at a facility. Examples: violent or potentially violent incident(s) by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc. Every situation is considered unique and complex depending on numerous factors. For this reason, lockdown procedures vary from incident to incident and facility to facility.

Lockdown Pull Stations are indicated in white and are marked with the words “LOCKDOWN” and located near blue tornado and red fire pull stations. When the lockdown pull station is activated the emergency messaging system will activate for that building. The Metropolitan Community College has adopted the RUN*HIDE*FIGHT strategy in response to armed/dangerous intruders.

B. All Personnel and Students

1. Utilize RUN*HIDE*FIGHT. Respond immediately to the sounds of danger; act and forcefully communicate the danger and necessary action, (e.g., “Gun! Get out!”).

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible.

- a. **RUN** – If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location.
 - i. Run away in a zigzag manner, not a straight line.
 - ii. Notify anyone you may encounter to exit the building immediately.
 - iii. If you witness a violent act, do not physically intercede or try to restrain the aggressor.
 - iv. Leave personal belongings behind.
 - v. Avoid escalators and elevators.
 - vi. Take others with you but do not stay behind if others will not go.
 - vii. Let a responsible person/adult know where you are.

Note any suspect information such as: clothing, race, gender, mannerism, direction of travel, vehicle information. Once you have reached safety, call family or friends to assure them that you are safe and ask them NOT to come to the campus/facility. Additional traffic to the area may affect efforts to contain and respond to the emergency.

Do not sound the fire alarm. Persons may be placed in harm’s way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless you have firsthand knowledge that there is a fire in the building, or you have been advised by local Police or MCC Police to evacuate the building.

- b. **HIDE** – If running is not a safe option, hide in as safe a place as possible; if you are in

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a classroom, office, or other room with a door that locks, stay there. Shelter in place and immediately close and/or secure all doors, if possible.

- i. Consider persons with disabilities who may need assistance. Remain alert, listen for real time information and notify campus police, if possible.
 - ii. “Shelter in place” is an emergency response measure in which building occupants are instructed to seek shelter inside a building due to situations that pose a risk. The basic concept behind “shelter in place” is to use a building to put a barrier between yourself and the event posing the danger.
 - iii. Barricade the doors with heavy furniture if possible.
 - iv. If possible, close window blinds or stay out of view.
 - v. Be as quiet as possible and minimize your movement.
 - vi. Silence all electronic devices.
 - vii. Maintain a calming influence over your group. Reassure everyone that everything possible is being done to return the situation to a normal condition.
 - viii. Turn off all lights and equipment and stay out of open areas.
 - ix. Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room).
 - x. Use strategies to silently communicate with first responders if possible, (e.g. in rooms with exterior windows make signs to silently signal law enforcement and emergency responders to indicate the status of the room’s occupants).
 - xi. Keep doors and windows closed until MCC Police and/or local police officers arrive to give directions.
- c. **FIGHT** – If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.
2. Once emergency response personnel arrive, MCC Police will coordinate any information and assistance. Only trained law enforcement personnel should attempt to perform a methodical search of the building in which the hostile intruder is located.
 3. Understand and expect law enforcement’s first priority must be to locate and stop the person or persons believed to be the shooter(s); and all other actions are secondary.
 4. If you encounter any Police Officers inside of a building, remember to obey all verbal commands, keep your hands in plain view with open palms at all times, and do not make any sudden movement.
 5. The Incident Commander or designee will make notifications when the event is over.

C. MCC Police Department

1. Respond immediately, assess threat, and take appropriate action per established police procedures.

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2. Notify the Campus President and Chancellor's Office.
3. Coordinate with appropriate external law enforcement and public safety agencies responding to assist in the incident.

D. Campus President

1. Activate his/her campus unified incident command team to ensure safe and comprehensive response actions are taken, and that appropriate information is being reported and shared in a timely manner.
2. Remain on-scene and assist police/fire personnel.

E. All Managers/Supervisors/Division Chairs

1. Ensure all persons within their immediate area comply with the procedures for sheltering in place to the extent possible.

F. Classroom Instructors

1. Upon receipt of notification of a lockdown, classroom instructors will ensure all persons within their immediate area comply with the procedures for sheltering in place to the extent possible.

III. BOMB THREAT

Any threat received by anyone at Metropolitan Community College will be considered to be real and dangerous, and the appropriate actions will be taken to safeguard the lives of all persons on the campus/at the facility. It is essential any bomb threat received be immediately reported to the MCC Police Department by the person who received the threat. If the employee who receives the bomb threat is someone other than an MCC Police Dispatcher or Police Officer, the employee will obtain as much information from the caller as possible before the call is terminated.

It is absolutely essential that, at a minimum, the originating telephone number is obtained, if possible.

Included at the end of this document is a Bomb Threat Checklist ([Annex E](#)) that will aid any person who receives a bomb threat to obtain as much pertinent information as possible.

A. All Personnel and Students

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1. All bomb threats are to be reported immediately by the receiving party to the MCC Police Department Dispatch Center at 604-1200. In the case of telephoned threats, this should be your very first call from the phone on which you received the threat.
2. Do not touch written threats. Preserve them as evidence for collection by the MCC Police Department or other law enforcement agencies.
3. After notifying the MCC Police Department, employees should notify their immediate supervisor who in turn should report the incident up through the chain-of-command.
4. Included at the end of this document is [Annex E](#) – “ATF Bomb Threat Checklist” that all employees should be familiar with. All employees should ensure that this checklist is readily accessible for use if they receive such a call.
5. If ordered to evacuate the building, employees should get a minimum of 300 yards away and should NOT congregate in a parking lot as this could be the actual location of a vehicular borne improvised explosive device. (See [Annex F](#) for more detailed information on safe distances.)
6. Do not re-enter the building until notified by the MCC Police Department it is safe to do so.

B. MCC Police Department

1. Respond immediately, assess threat, and take appropriate action per established police procedures.
2. Notify the Campus President and Chancellor’s Office.
3. Collect and preserve evidence if applicable.
4. Coordinate with appropriate external law enforcement and public safety agencies responding to assist in the incident.

C. Campus President

1. Activate his/her campus unified incident command team to ensure safe and comprehensive response actions are taken, and that appropriate information is being reported and shared in a timely manner.
2. Remain on-scene and assist police/fire personnel.

D. All Managers/Supervisors/Division Chairs

1. Ensure all persons within their respective chain-of-command and/or physical area comply

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with the evacuation order.

E. Classroom Instructors

1. Upon receipt of notification of a bomb threat evacuation, classroom instructors will advise students to calmly and quickly evacuate the building to a distance of at least 300 yards away, and to avoid congregating in parking lots.
2. Instructors will determine if any of their students require assistance to evacuate the building and take appropriate actions to assist.

F. Facilities Superintendent

1. Upon receipt of notification of a bomb threat, the Facilities Superintendent will contact the Incident Commander and participate in the unified incident command. The Facilities Superintendent will direct and coordinate response actions taken by maintenance staff.

IV. EARTHQUAKE

According to the Missouri State Emergency Management Agency (SEMA), the Kansas City Metropolitan Area lies within the New Madrid Seismic Zone, also known as The New Madrid Fault Line, which is centered in the southeastern part of the state. SEMA estimates that a magnitude 7.6 earthquake, with an epicenter anywhere along the New Madrid Fault Line, would result in an earthquake intensity level of VI on the Modified Mercalli Scale in the Kansas City area. As a result, most people in the Kansas City area would feel the effects of the earthquake. In addition, SEMA projects that the effects of the earthquake would damage chimneys and plaster in homes, and that unsecured items on shelves would likely fall off. (See [Annex G](#), Projected Earthquake Intensities.)

As a result of these estimates, it is important for people in the Kansas City area to prepare for, and be aware of, earthquakes that may occur in the Central United States. While most buildings on the MCC campuses/locations have been built using modern building and safety practices in mind, employees, students and visitors should remember that large amounts of glass, downed power lines and other hazards will likely be present should a large scale earthquake occur. It should also be remembered that power will likely be out to most, if not all, buildings in the event of a large scale earthquake, and that the restoration of power could take hours or days.

A. All Personnel and Students

1. Indoors:
 - a. Upon the first indications of an earthquake, DROP, COVER and HOLD:
 - i. DROP to the floor.

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- ii. COVER yourself under desks, tables, or any other sturdy surface that provides protection from falling debris. Cover your face and head with your arms.
 - iii. HOLD on to something sturdy until the shaking stops.
- b. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
 - c. Do not use a doorway unless you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
 - d. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
 - e. Do not use elevators.
 - f. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
2. Outdoors:
- a. Stay outdoors.
 - b. Move away from buildings, streetlights, and utility wires.
 - c. Once in the open, stay there until the shaking stops.
3. After the earthquake:
- a. Be prepared for and expect aftershocks.
 - b. Anticipate that electricity and campus telephone systems will be inoperable.
 - c. Call MCC Police at 604-1200 for injured persons requiring medical treatment.
 - d. Be alert to gas smells, hissing sounds, hazardous material spills, and electrical hazards, and report them to MCC Police at 604-1200.
 - e. Do not use anything electrical (light switch, phone, etc.) near potential gas leaks.
 - f. If possible, evacuate the building after the shaking stops. Remain cognizant of the dangers of falling walls and debris.

B. MCC Police Department

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1. Respond immediately, assess threat, and take appropriate action per established police procedures.
2. Notify the Campus President and Chancellor's Office.
3. Coordinate with appropriate external law enforcement and public safety agencies responding to assist in the incident.

C. Campus President

1. Activate his/her campus unified incident command team to ensure safe and comprehensive response actions are taken, and that appropriate information is being reported and shared in a timely manner.
2. If the campus administration building is impacted by the earthquake, initiate evacuation of the building and proceed to the pre-designated alternate campus command post or other similar safe site.
3. Remain on-scene and assist police/fire personnel.
4. Oversee damage assessment effort for the campus.
5. Participate in the Chancellor's unified command.
6. Ensure a comprehensive report to the Chancellor regarding any injuries, fatalities, or property losses.

D. All Managers/Supervisors/Division Chairs

1. Following an earthquake, all of the above mentioned shall account for the safety and security of all persons within their charge and report the results upward through their respective chain-of-command.
2. 911 should be called for all serious injuries and the MCC PD should be immediately notified at 604-1200.
3. Any hazardous situations and significant damage should be reported promptly to the MCC Police, which shall notify the Campus President and Chancellor's Office.

E. Classroom Instructors

1. At the onset of an earthquake, classroom instructors will instruct all students to follow the protocol of DROP, COVER, and HOLD. Instructors should make every effort to assist those students needing special assistance.

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2. After the earthquake, instructors should:
 - a. Assess the need for medical attention for any students who complain of injury and call the MCC Police at 604-1200.
 - b. Be alert to gas smells, hissing sounds, hazardous material spills, and electrical hazards, and report them to MCC PD at 604-1200.
 - c. If there are no injuries and if possible, evacuate the building. Remain cognizant of the dangers of falling walls and debris.

F. Facilities Superintendent

1. Following the earthquake, the Facilities Superintendent will contact the Incident Commander and participate in the unified incident command.
2. The Facilities Superintendent will direct and coordinate response actions taken by maintenance staff after having assessed their well-being.
3. Such actions will include damage assessment and identification of hazards on the campus once trained public safety officials have deemed it safe to do so.

V. FIRE EMERGENCIES

All employees and students should familiarize themselves with fire evacuation routes posted throughout all MCC buildings. The extinguishment of fires by non-trained personnel is not recommended. Employees should exercise extreme caution when extinguishing a small fire (a small fire is one that is no larger than a waste basket) and should consider their experience and training in the use of a fire extinguisher and other individual limiting factors before deciding to do so.

Smoke and heat detectors are located throughout the college. Fire alarm pull stations are located throughout the college, and fire extinguishers suitable for small fires are located on every floor.

Fire Alarm System Activation: White strobe lights will flash on each floor, alarm horns will sound on each floor, an automatic voice message will be heard instructing evacuation. The floor initiating the alarm will be identified by the Police Department Communications Center and officers will be dispatched to the area.

A. All Personnel and Students

1. Immediately notify the MCC Police Department at 604-1200.
2. If in a building, activate the nearest fire alarm pull station and proceed to evacuate the building.

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3. Do not use elevators.
4. If you see smoke, use an alternative escape route.
5. Help ensure everyone in your immediate area evacuates the building, to include those who may require special assistance.
6. Test doors with the back of your hand before opening them. If the door is warm or if you see smoke, use an alternate escape route.
7. Check paths for safety before proceeding and close doors behind you. Do not lock doors.
8. Crawl low if you have to go through smoke.
9. Go to a safe area or to a pre-assigned exterior area for your building.
10. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building and/or the MCC Police Department at 604-1200.
11. If you are trapped during a fire emergency, close all doors between you and the fire. Block cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. Call 911 and the MCC Police Department at 604-1200 and tell them exactly where you are.
12. Stop, drop and roll if your clothing catches fire.
13. Do not re-enter the building until the MCC Police Department has declared it safe to do so.

B. MCC Police Department

1. Respond immediately, assess threat, and take appropriate action per established police procedures.
2. Notify the Campus President and Chancellor's Office.
3. Coordinate with appropriate external law enforcement and public safety agencies responding to assist in the incident.

C. Campus President

1. Activate his/her campus unified incident command team to ensure safe and comprehensive response actions are taken, and that appropriate information is being reported and shared in a timely manner.

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2. If the campus administration building is impacted by the fire, initiate evacuation of the building and proceed to the pre-designated alternate campus command post or other similar safe site.
3. Remain on-scene and assist police/fire personnel.
4. Oversee damage assessment effort for the campus.
5. Participate in the Chancellor's unified command.
6. Ensure a comprehensive report to the Chancellor regarding any injuries, fatalities, or property losses.

D. All Managers/Supervisors/Division Chairs

1. Following a fire, all of the above mentioned shall account for the safety and security of all persons within their charge and report the results upward through their respective chain-of-command.
2. Once a room is evacuated, close the door but do not lock it.
3. Do not allow re-entry into the area until cleared to do so by the MCC Police Department.

E. Classroom Instructors

1. Upon receipt of alarm or notification, classroom instructors will ensure students exit the classroom and are directed out the nearest building exit.
2. Instructors will determine if any of their students require assistance to evacuate the building and take appropriate actions to assist.
3. Classroom doors should be closed but not locked and re-entry to the building should not be made until cleared to do so by the MCC Police Department.

F. Facilities Superintendent

1. Shut down all ventilation systems in the building.
2. Locate the main breaker box for the affected building and communicate that location to police or fire personnel.
3. Participate in the Campus President's unified command structure.

VI. HAZARDOUS MATERIAL SPILLS

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MCC staff, employees and students need to be aware of the proper steps to take in the event that there is a hazardous material spill at any MCC facility. Users of hazardous materials must follow federal, state and local regulations. They must also read the producer/manufacturer's instructions (Safety Data Sheets/SDS) and have written instructions or procedures on the use and disposal of hazardous materials. In some instances, the spill can be contained and dealt with using MCC resources, but in other cases outside resources will be needed to deal with the spill.

Refer to [Annex H](#) - Hazardous Materials Spill Response Guide for further instructions. For procedures for the disposal of hazardous waste see [Annex I](#) – MCC Hazardous Waste Management Guidelines.

Definitions:

Major Spill – Any spill that involves any of the following: release of a type and/or quantity of chemical that poses an immediate threat to health, radiation, or an uncontrolled fire or explosion.

Minor Spill – Any spill that involves any of the following: a type and/or quantity of a chemical which does not pose an immediate risk to health, does not pose a risk to chemical contamination of the body, a chemical that is not considered toxic, or a chemical or material that does not pose a fire or explosion hazard.

A. All Personnel and Students

1. In the case of serious injury or life threatening situations call 911 immediately.
2. Immediately warn potentially affected persons (students, instructors, staff, etc.) in the immediate area of the spill and evacuate the spill area.
3. If the spill material is combustible, turn off open flames and sources of ignition.
4. Seal off the spill area if possible by closing doors.
5. Take appropriate steps to prevent people from evacuating through or entering the contaminated area.
6. Contact the MCC Police Department at 604-1200 to report the spill providing as much information as possible as to the name and quantity of the hazardous material.
7. Do not attempt to clean up the spill.
8. If building evacuation is necessary, follow the same evacuation procedures as for fire emergencies.

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9. Anyone contaminated by the spill should wash off the contamination by flushing with water and remain in the vicinity until the arrival of trained emergency personnel.

B. MCC Police Department

1. Respond immediately, assess threat, and take appropriate action per established police procedures.
2. Notify the Campus President and Chancellor's Office.
3. Coordinate with appropriate external law enforcement and public safety agencies responding to assist in the incident.

C. Campus President

1. Activate his/her campus unified incident command team to ensure safe and comprehensive response actions are taken, and that appropriate information is being reported and shared in a timely manner.
2. If the campus administration building is impacted by the spill, initiate the appropriate level of evacuation and proceed to the pre-designated alternate campus command post if necessary.
3. Remain on-scene and assist police/fire personnel.
4. Oversee injury/damage assessment effort for the campus.
5. Participate in the Chancellor's unified command.
6. Ensure a comprehensive report to the Chancellor regarding any injuries or fatalities.

D. All Managers/Supervisors/Division Chairs

1. Ensure all persons within their respective chain-of-command and/or physical area comply with the hazardous spill protocols.
2. Do not allow re-entry into the area until cleared to do so by the MCC Police Department.

E. Classroom Instructors

1. Upon notification of a hazardous spill, classroom instructors will instruct students to follow the recommended hazardous spill protocols.
2. If possible, eliminate any fire hazards in the spill area by turning off burners, electrical equipment, etc.

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3. Instructors will immediately notify the MCC Police Department of hazardous spills at 604-1200.
4. Any potential life-threatening situation should be immediately reported to 911.
5. For spills within classrooms, doors should be closed but not locked and re-entry to the classroom should not be made until cleared to do so by the MCC PD.

F. Facilities Superintendent

1. Shut down ventilation systems to the affected part of the building.
2. Access the MCC Chemical Materials Inventory and create a copy of the current materials inventory for fire personnel.
3. Participate in the Campus President's unified command structure.

VII. SEVERE WEATHER/TORNADO

The MCC Police Department monitors weather conditions via weather radios and local programming and will inform MCC employees and students when severe weather watches and warnings have been issued by the National Weather Service.

[Annex B](#) – Storm Shelter Inspection/Inventory and [Annex C](#) - Storm Shelter Use Report/Post-Event Checklist will be used by the MCC Police Department, facilities, and NUS personnel to maintain ready status of the FEMA storm shelters.

Definitions:

Storm Shelter – A facility designed to meet FEMA 361 building standards for the protection of individuals in the event of a severe weather event such as a tornado. This facility has been constructed to withstand winds up to 250 mph.

Secondary Shelter Area – Areas identified within a building, other than the Storm Shelter, which offer some level of safety. The areas offering the greatest protection are located on the lowest level in the center of a building with no exterior walls, outside windows or skylights. Small areas such as restrooms, offices and interior classrooms offer some protection. These areas have been identified for use only when time and/or weather conditions do not allow persons to travel to the Storm Shelter.

Watch – A 'Watch' is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so (NOAA).

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Warning – A ‘Warning’ is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property (NOAA).

Storm Shelter Hours of Operation

The shelter will only be operated during the campus hours where the shelter is located. Campus hours of operation and academic calendars are located on the MCC website (<https://mcckc.edu/calendar/>). Shelter will not be open during campus closings.

A. WATCH - Once a severe weather watch has been issued, the following actions are to be taken:

1. MCC Police will notify administration and Facility Services personnel.
2. The MCC Police at each location will ensure that the FEMA shelters are unlocked.
3. The Facility Services Supervisor will ensure that HVAC for the shelter is activated.
4. NUS personnel will prepare communications devices within each FEMA storm shelter.
5. The Public Information Office will post notifications of the Watch using multi-messaging capabilities.

B. WARNING - Once a severe weather warning has been issued or if conditions otherwise warrant, in addition to the above, the following actions are to be taken:

1. MCC Police will activate the Storm message notifying campus occupants to proceed to and assemble in the Storm Shelter. The following message will be released over the emergency notification system “*Your attention please. Your attention please. A weather emergency is in effect. Please proceed to your designated storm shelter.*”
2. MCC Police will activate the MCC multi-media Emergency Notification System to include text messages, emails, website postings, and Blackboard messages.
3. The NUS Supervisor will ensure all possible lines of communication are working and will report to the Campus President.
4. NUS personnel will remain in the FEMA shelter until dismissed by the Campus President or until the all-clear is given.

C. All Personnel and Students

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1. Should take shelter immediately in a secondary shelter area (see definition above) if it is obvious that the tornado poses an immediate threat and time does not permit proceeding to a FEMA storm shelter.
2. Should proceed to the nearest FEMA storm shelter if it is obvious there is enough time to do so safely. If in doubt, take shelter immediately in a secondary shelter area and do not go outside.
3. If caught outside with no time to seek shelter, lie face down in the nearest ground depression (such as a ditch or ravine) and cover your head.
4. Exit automobiles and distance yourself from them lying down per above.

D. Campus President

1. If time allows, respond to the FEMA storm shelter and activate your campus unified command team.
2. Report information obtained from the unified command team to the Chancellor.
3. Supervise the orderly occupation of the shelter area.
4. Remain on-scene and assist responding police/fire personnel.

E. Dean of Instruction

1. If time allows, respond to the FEMA Storm Shelter. Be prepared to assume the President's role if the President is not present.
2. Contact each division chair and ascertain if there are unaccounted for faculty and/or those in need of medical attention.
3. Contact direct reports and ascertain if there are unaccounted for employees and/or those in need of medical attention.
4. Report information to Campus President, or designate, and on-scene police commander.
5. Assist Campus President with supervision of orderly occupation of shelter area.
6. Remain at the FEMA/shelter areas until dismissed by the Campus President or until all-clear is given.

F. Dean of Students

1. If possible, respond to the FEMA storm shelter. Be prepared to assume the President's role if the President is not present.

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2. Coordinate with Dean of Instruction in determining needs of students.
3. Contact direct reports and ascertain if there are unaccounted for employees and/or those in need of medical attention.
4. Assist Campus President with the management of the shelter by maintaining order and answering student questions.
5. Remain at the FEMA/shelter areas until dismissed by the Campus President or until all-clear is given.

G. Division Chairs

1. If possible, respond to the FEMA storm shelter.
2. Contact each individual classroom instructor and receive reports of missing/unaccounted for persons, as well as those who need medical attention.
3. Provide Dean of Instruction with available information as to classes that were in session, locations of the classrooms, estimates of missing/unaccounted for persons, and those who need medical attention.
4. Assist with the orderly occupation of the shelter by maintaining communication with instructors.
5. Remain at the FEMA/shelter areas until dismissed by Dean of Instruction, or until all-clear is given.

H. All Managers/Supervisors

1. Upon receipt of the tornado warning, instruct all staff/students/visitors in your chain-of-command or immediate area of control to proceed to the FEMA storm shelter if time permits or seek immediate cover in a secondary shelter area if danger is imminent.
2. Lead office staff/students/visitors to the FEMA storm shelter or secondary shelter areas.
3. Determine if any staff/students/visitors require assistance and/or medical attention.
4. Report head count, missing persons, and injuries/illnesses to the Deans or President upon arrival in the FEMA storm shelter.
5. Remain with staff/students/visitors at the FEMA storm shelter or secondary shelter areas until dismissed by the President or until the all-clear signal is given.

I. Classroom Instructors

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EMERGENCY RESPONSE PLAN

1. Upon receipt of the tornado warning, classroom instructors will instruct students to quickly exit the room in an orderly fashion and either move to the nearest FEMA storm shelter if time permits or seek immediate cover in a secondary shelter area if danger is imminent.
2. To the extent possible, instructors should assist those students who need assistance in moving to areas of safety.
3. If possible, instructors should take with them their class roster and roll for that day.
4. When the class has reached the FEMA storm shelter, the instructor should determine if all students are present and accounted for. If a student(s) is missing or unaccounted for, the instructor will note the name(s) and immediately notify the department chair with that information.
5. Instructors should determine whether any of their students require first aid or medical attention, and relay that information to their division chair.
6. Assist with the orderly occupation of the shelter by maintaining accountability of students and answering student questions.
7. Remain with their students until dismissed by their department chair or until the all-clear is given

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EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE PLAN
ANNEX A
EMERGENCY CALL LIST

This list may be updated to reflect the needs of your campus, then distributed to each team member and placed in the Storm Shelter.

AGENCY / POSITION	CONTACT	1ST NO.	2ND NO.	OTHER INFO
Fire and Police	Emergency	911		
Local Police	Non-emergency			
Campus Police Commander				
MCC Police Captain				
MCC Police Officer				
Facilities - Superintendent				
Maintenance Mechanic				
President				
Dean of Instruction				
Dean of Students				
Chancellor	Dr. Kimberly Beatty	816-604-1011	816-522-3984	
Vice Chancellor Finance & Budget	Dr. Don Chrusciel	816-604-1080		
Chief Legal Counsel	Sandra Garcia	816-604-1588	832-875-1855	
Chief of Police	Londell Jamerson	816-604-1453	816-730-2623	
Chief Facilities Officer	Jeff Ullmann	816-604-1061	757-412-7412	
Director of Risk & Compliance (HazMat. Events)	Crystal Walsh	816-604-1124		
MCC PD Dispatch		816-604-1200	816-935-4281	Red Phone: 816-482-5844
American Red Cross		816-931-8400	816-931-6662	
National Weather Service - Pleasant Hill MO		816-426-5922		FAX: 816-426-3453
Jackson County Sheriff Department		816-524-4302		
Missouri State Highway Patrol	Captain Scott Shipers	816-622-0800	816-225-6516	800-525-5555 / *55 from Cell
Clay County Sheriff Department		816-792-7700		
Independence Police Department		816-325-7300		Fire Services: 816-325-7343
Kansas City Fire Services		816-784-9200		
Kansas City Police		816-234-5000		Fire: 816-513-0911
Lee's Summit Police		816-969-7388		Fire: 816-969-7343
Missouri State Fire Marshall		573-751-2930		
Governor's Office		573-751-3222		573-751-5261
Missouri Homeland Security		573-522-3007		573-751-1619
Missouri Department of Health		800-392-0272		573-751-3443
FEMA Region VII Kansas City MO		816-283-7061		FAX: 816-283-7582
SEMA 7600 Ozark Rd. Kansas City MO		816-889-3221		
EPA - Kansas City KS.		913-551-7133		FAX: 913-551-7467
Salvation Army		816-471-4337		
Kansas City Power & Light		816-556-6040		Emergency: 816-471-5275

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EMERGENCY RESPONSE PLAN

ANNEX B
STORM SHELTER INSPECTION - INVENTORY

Inspection of the Storm Shelter will be conducted in the same manner of all MCC buildings or inspected by Facility Services. Special attention will be given to both FEMA doors and window shutters.

Inventory of supplies will be conducted monthly by replacing outdated items and replenishing supplies after each event.

EQUIPMENT AND SUPPLIES

The following supplies and equipment **MUST** be maintained within the storm shelter:

COMMUNICATIONS EQUIPMENT

- NOAA weather radio with continuous charging battery (battery backup power).
- AM/FM radio (wind-up/battery powered).
- Supply of extra batteries to operate radios and flashlights.
- A sounding device that continuously charges or operates without a power source, such as canned air horn to signal rescue workers if the shelter room egress is blocked.
- Television.

EMERGENCY/FIRST AID EQUIPMENT

- Flashlights with continuously charging batteries.
- Fire extinguishers in an appropriate number for use in a closed environment with human occupancy, either surface mounted on the shelter wall or in a recessed cabinet in a partition wall (Required per ICC 500 Section 602).
- Automated external defibrillator (AED), with tourniquet.
- First Aid kits rated for the shelter room occupancy (Required by ICC 500 Section 702.4) with an occupant load of greater than 50. (1/250)
- Thermal Blankets.

OTHER SUPPLIES

- Water.
- Hand sanitizer.
- Crowbar and sledgehammer will be kept in the shelter room in case debris falls against the door and prevents exiting the shelter after the event.

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EMERGENCY RESPONSE PLAN

ANNEX C
STORM SHELTER USE REPORT / POST-EVENT CHECKLIST

Incident Date: Incident Time:

Incident Location:

Time Tornado Warning was issued:

Approximate Time Storm Shelter Doors were closed:

Approximate number of Person in Storm Shelter when Doors were closed:

Approximate Time spent in Storm Shelter:

Storm Shelter Supplies Used- N/A

Item	Quantity	Replaced	Date / By Whom?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

General evaluation of safety, efficiency and speed:

Recommendations for improvement:

MCC
EMERGENCY RESPONSE PLAN
STORM SHELTER USE REPORT / POST-EVENT CHECKLIST
PAGE 2

General Comments:

Post-Event Checklist / Inspection

		INSPECTED / REPLACED	DATE	INITIALS
<input type="checkbox"/>	Weather receiver			
<input type="checkbox"/>	Radio (AM/FM)			
<input type="checkbox"/>	Flashlights			
<input type="checkbox"/>	First Aid Fanny Pack 1/250 occupants			
<input type="checkbox"/>	Thermal rescue blanket			
<input type="checkbox"/>	Automated external defibrillator (AED)			
<input type="checkbox"/>	Fire extinguishers			
<input type="checkbox"/>	Hand sanitizer			
Other Misc. Items				
<input type="checkbox"/>				

MCC MCC Police Officer (Signature)

Date

MCC MCC Police Officer (Print Name)

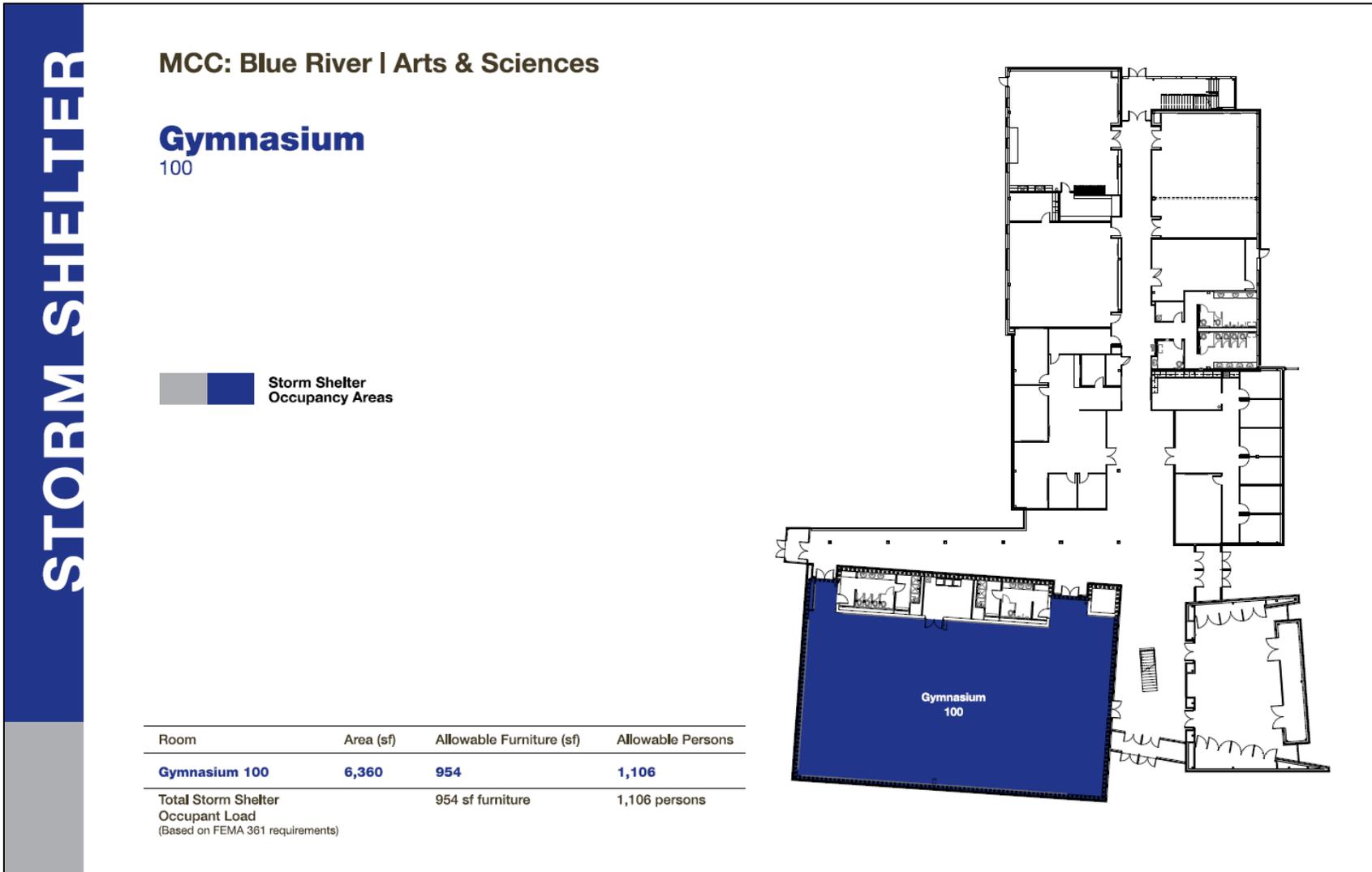
MCC
EMERGENCY RESPONSE PLAN
ANNEX D
FEMA STORM SHELTERS/MAPS/LOCATIONS

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EMERGENCY RESPONSE PLAN

ANNEX D-1

MCC: BLUE RIVER (FEMA STORM SHELTERS/MAPS/LOCATIONS)



Room	Area (sf)	Allowable Furniture (sf)	Allowable Persons
Gymnasium 100	6,360	954	1,106
Total Storm Shelter Occupant Load <small>(Based on FEMA 361 requirements)</small>		954 sf furniture	1,106 persons

MCC
EMERGENCY RESPONSE PLAN
ANNEX D-2

MCC: BUSINESS AND TECHNOLOGY (FEMA STORM SHELTERS/MAPS/LOCATIONS)

STORM SHELTER

MCC: Business & Technology | Conference Annex

MEETING ROOM

114

 Storm Shelter Occupancy Areas

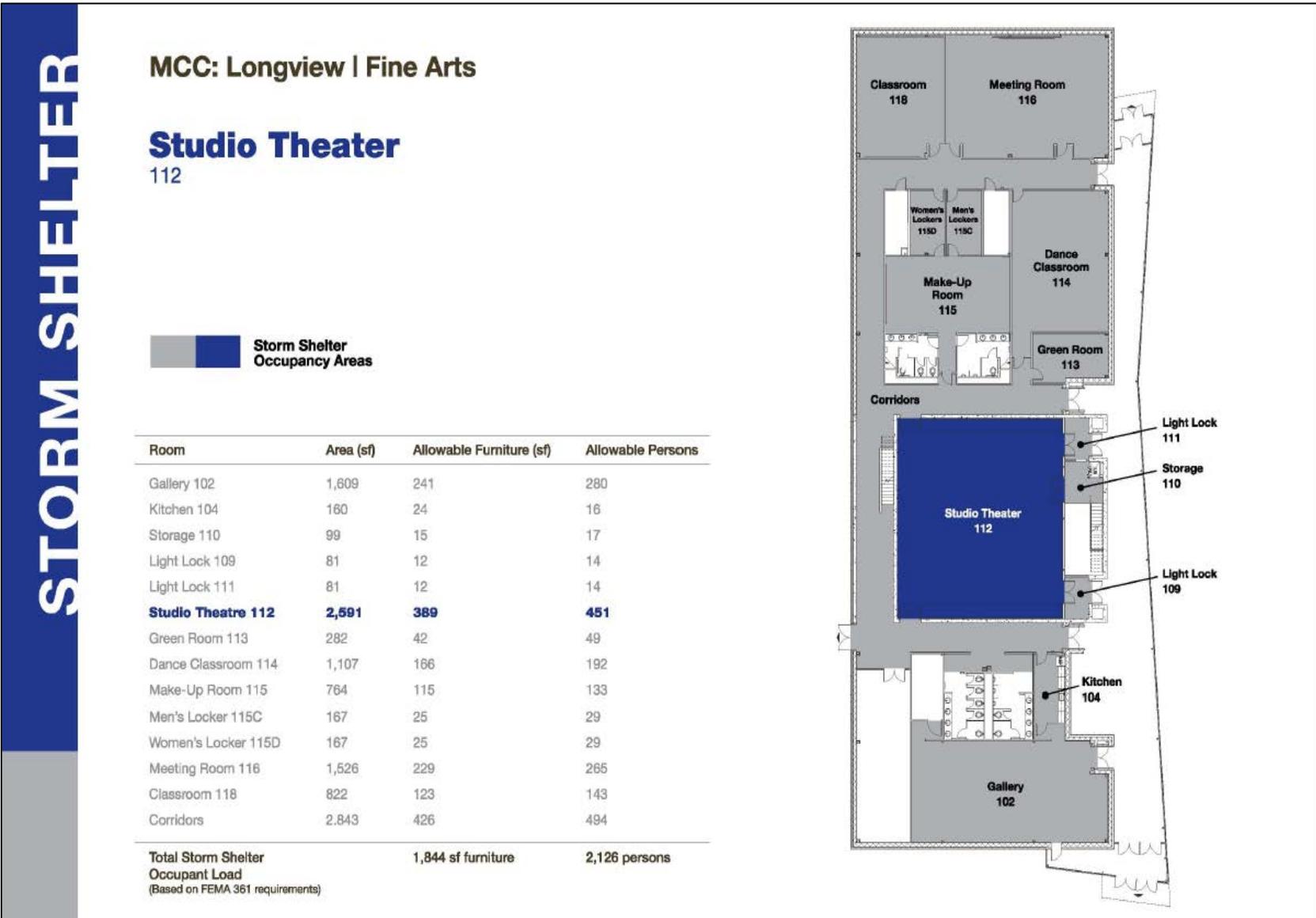


Room	Area (sf)	Allowable Furniture (sf)	Allowable Persons
Hall 108	486	73	85
Kitchen 109	90	14	16
Reception 110	96	14	17
Conference 111	667	100	116
Conference 112	673	101	117
Gallery Hall 113	1,045	157	182
Meeting Room 114	2,828	424	492

Total Storm Shelter Occupant Load (Based on FEMA 361 requirements) **883 sf furniture** **1,025 persons**

MCC
EMERGENCY RESPONSE PLAN
ANNEX D-3

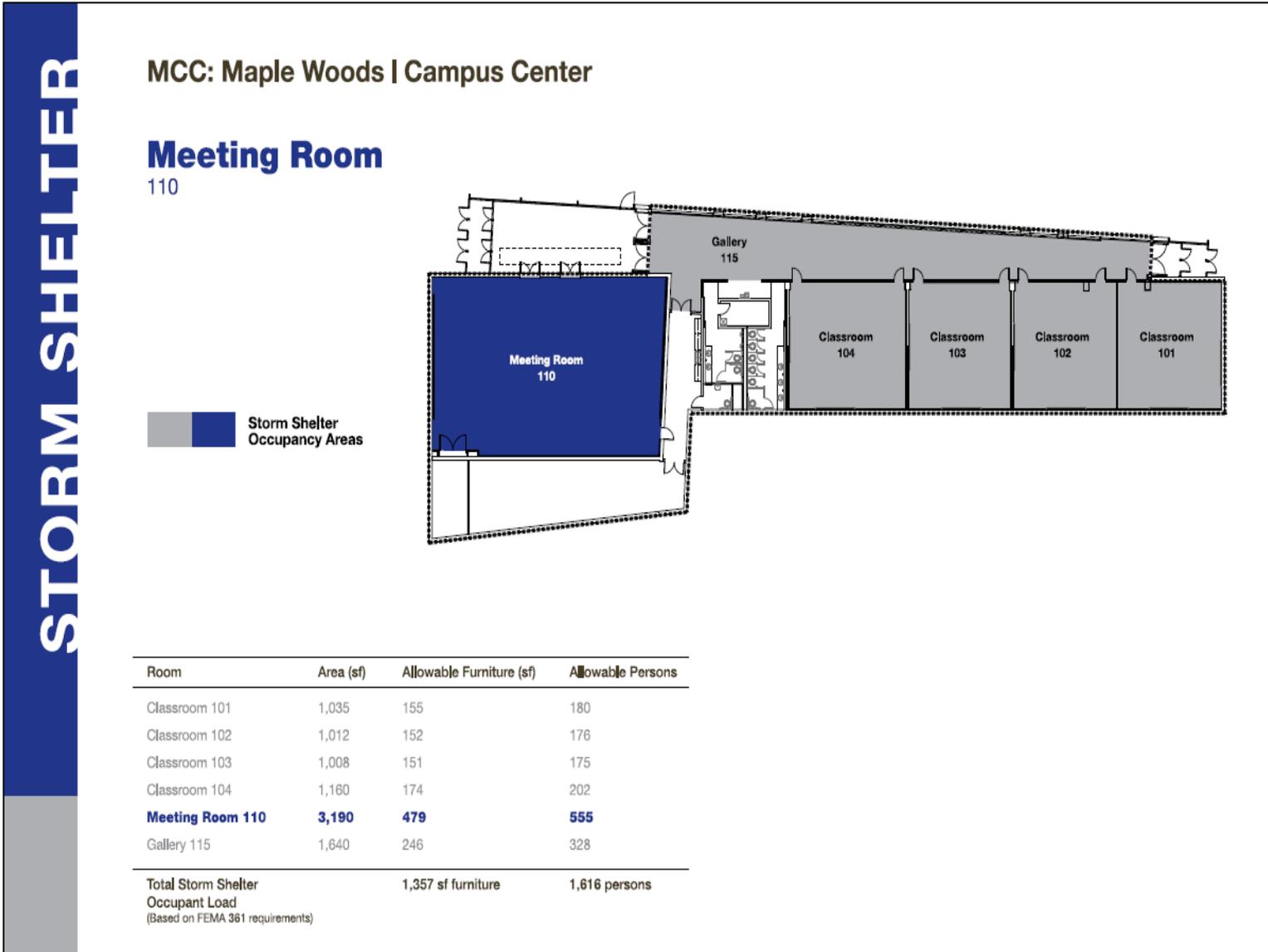
MCC: LONGVIEW (FEMA STORM SHELTERS/MAPS/LOCATIONS)



MCC
EMERGENCY RESPONSE PLAN

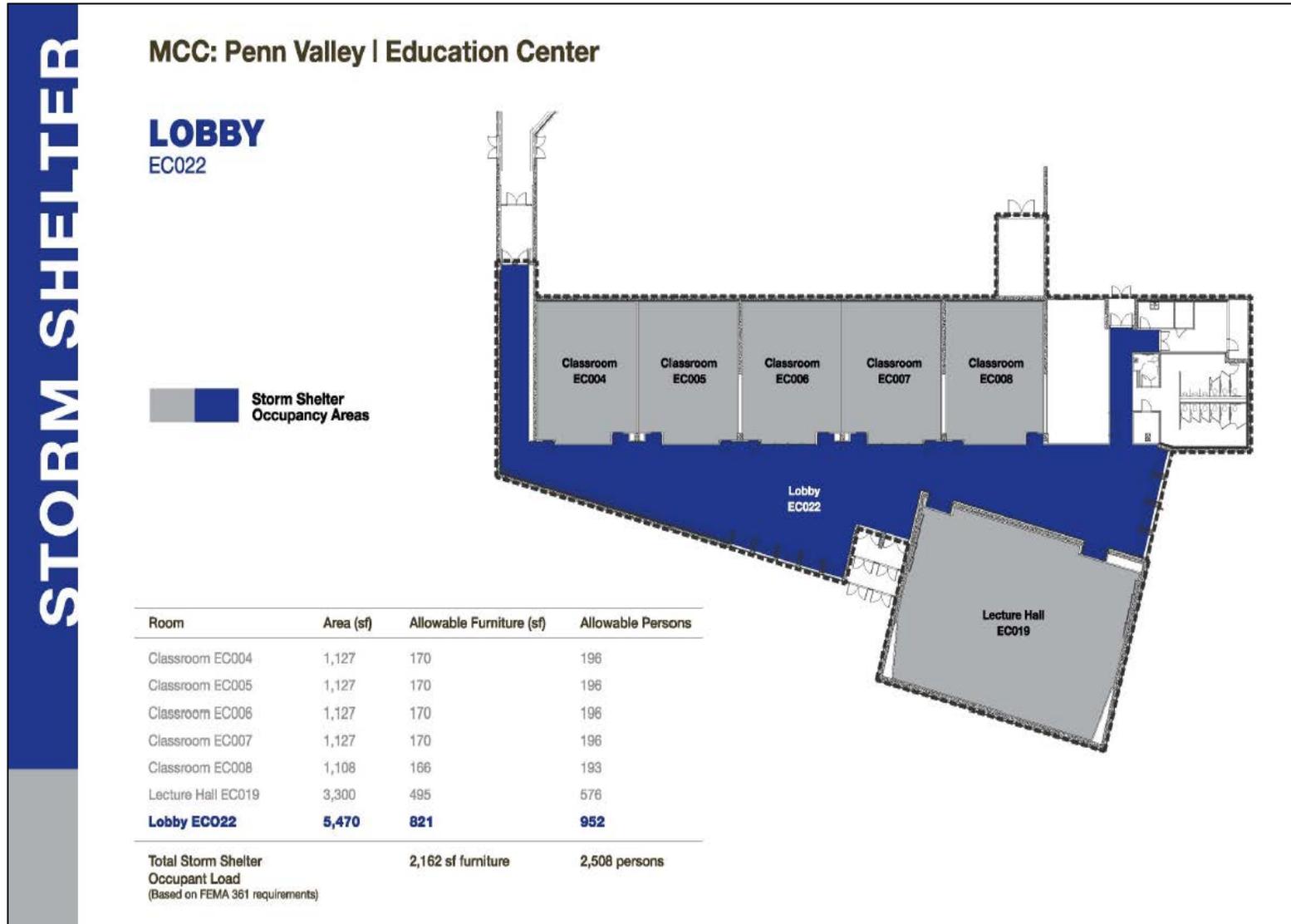
ANNEX D-4

MCC: MAPLE WOODS (FEMA STORM SHELTERS/MAPS/LOCATIONS)



MCC
EMERGENCY RESPONSE PLAN
ANNEX D-5

MCC: PENN VALLEY (FEMA STORM SHELTERS/MAPS/LOCATIONS)



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EMERGENCY RESPONSE PLAN
ANNEX E
ATF BOMB THREAT CHECKLIST

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Nasal	Angry	Disguised	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

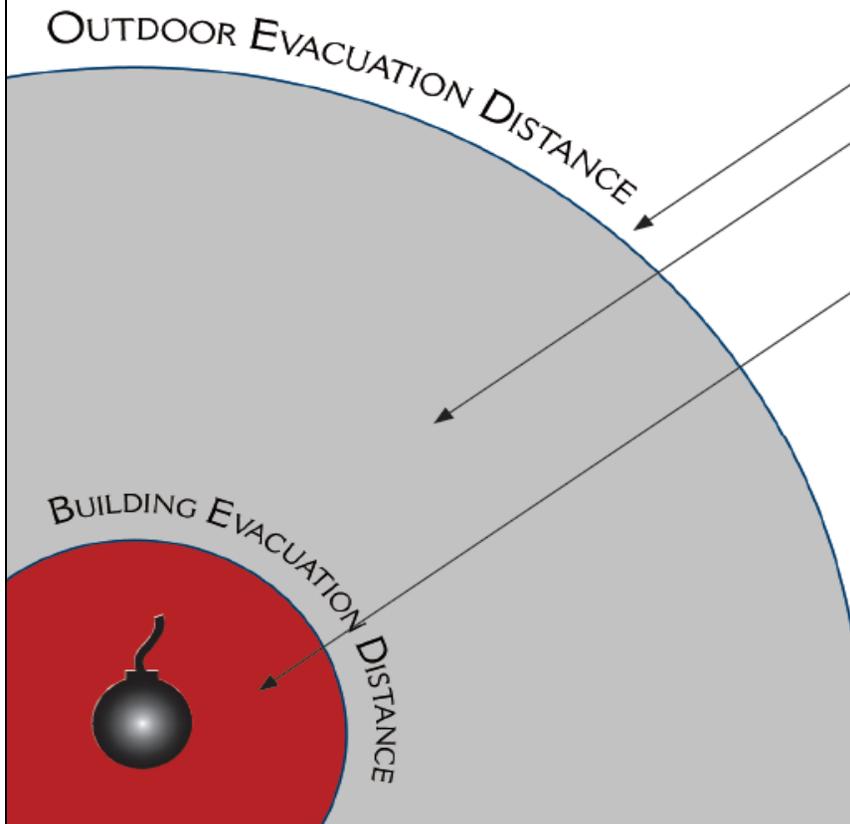
MCC
EMERGENCY RESPONSE PLAN
ANNEX F
BOMB THREAT STAND-OFF CHART

 BOMB THREAT STAND-OFF CHART			
Threat Description Improvised Explosive Device (IED)	Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
 Pipe Bomb	5 LBS	70 FT	1200 FT
 Suicide Bomber	20 LBS	110 FT	1700 FT
 Briefcase/Suitcase	50 LBS	150 FT	1850 FT
 Car	500 LBS	320 FT	1500 FT
 SUV/Van	1,000 LBS	400 FT	2400 FT
 Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
 Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
 Semi-Trailer	60,000 LBS	1570 FT	9300 FT
<p>1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.</p> <p>2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.</p> <p>3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.</p>			

<https://www.hsd1.org/?view&did=4506>

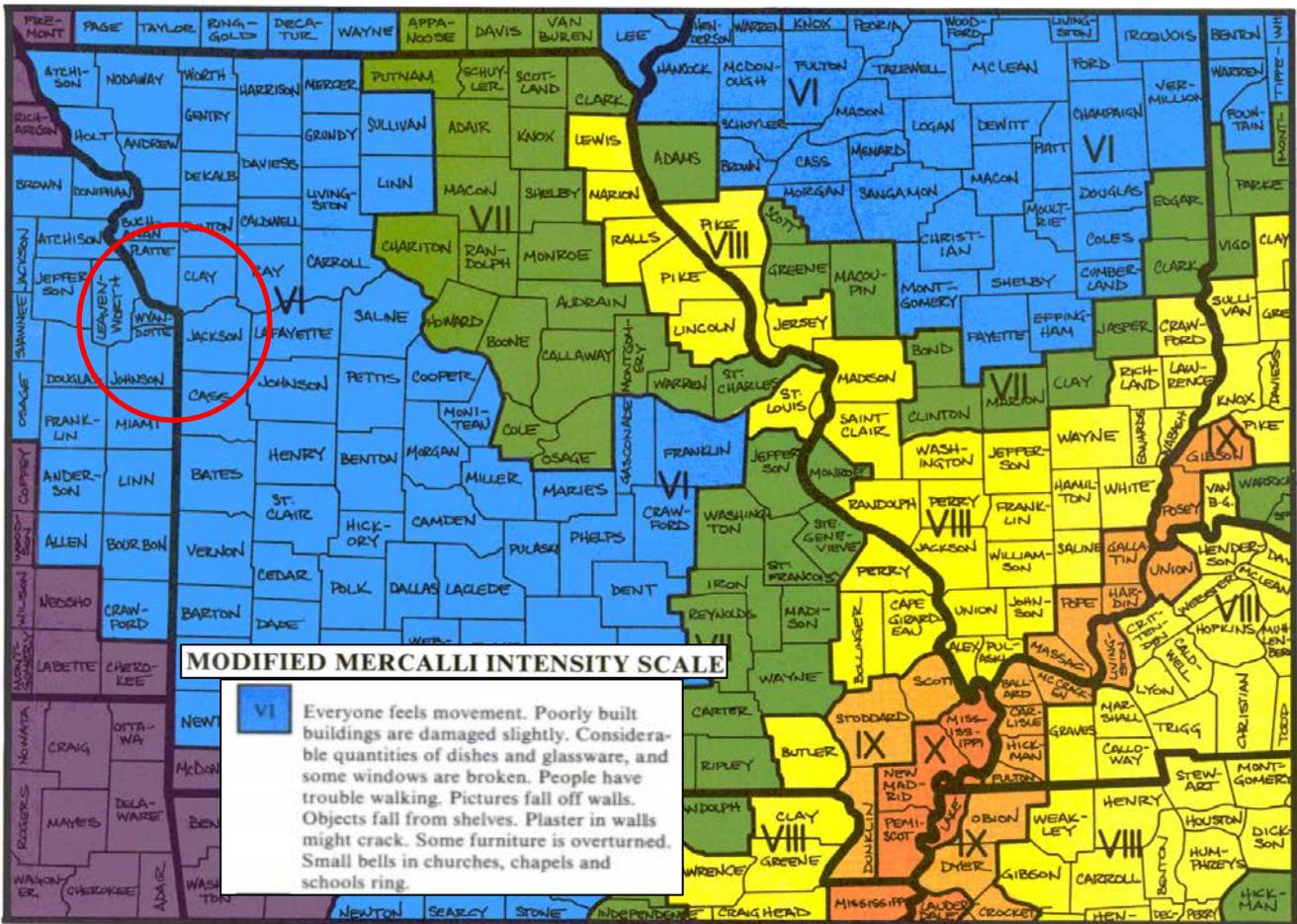
MCC
EMERGENCY RESPONSE PLAN
BOMB THREAT STAND-OFF CHART (CONTINUED)

It is important to note that the given distances do not guarantee safety, they are estimates based on test data and the area near and around the evacuation distances are still potentially dangerous. Minimum evacuation distance is the range at which a life-threatening injury from blast or fragmentation hazards is unlikely. However, non-life-threatening injury or temporary hearing loss may occur.

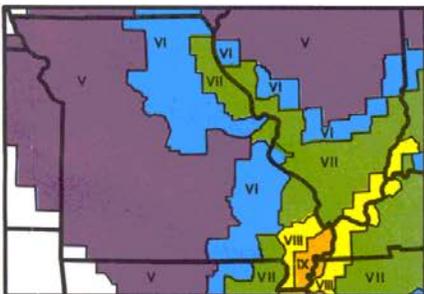


- Preferred area (beyond this line) for evacuation of people in buildings and mandatory for people outdoors.
- All personnel in this area should seek shelter immediately inside a building away from windows and exterior walls. Avoid having anyone outside - including those evacuating - in this area.
- All personnel must evacuate (both inside of buildings and out).
1. Based on maximum volume or weight of explosive (TNT equivalent) that could reasonably fit in a suitcase or vehicle.
 2. Governed by the ability of typical US commercial construction to resist severe damage or collapse following a blast. Performance can vary significantly, however, and buildings should be analyzed by qualified parties when possible.
 3. Governed by the greater of fragment throw distance or glass breakage/falling glass hazard distance. Note that pipe and briefcase bombs assume cased charges that throw fragments farther than vehicle bombs.
 4. A known terrorist tactic is to attract bystanders to windows, doorways, and the outside with gunfire, small bombs, or other methods and then detonate a larger, more destructive device, significantly increasing human casualties.

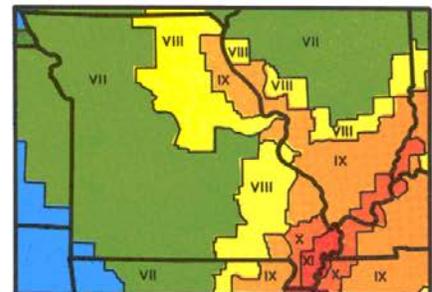
MCC
EMERGENCY RESPONSE PLAN
ANNEX G
PROJECTED EARTHQUAKE INTENSITIES



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude - 7.6 earthquake whose epicenter could be anywhere along the length of the New Madrid seismic zone.



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude - 6.7 earthquake whose epicenter could be anywhere along the length of the New Madrid seismic zone.



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude - 8.6 earthquake whose epicenter could be anywhere along the length of the New Madrid seismic zone.

https://sema.dps.mo.gov/docs/EQ_Map.pdf

MCC
EMERGENCY RESPONSE PLAN
ANNEX H
HAZARDOUS MATERIALS SPILL RESPONSE GUIDE

TABLE OF CONTENTS

- I. Emergency Phone Number
 - II. Introduction
 - III. Spill Response Procedures - Major Spill
 - IV. Spill Response Procedures - Minor Spill
 - A. Blood/Biohazard
 - B. Mercury
 - C. All Other
 - V. Exposure Procedures
 - VI. Chemical Spill Kit
-
-

I. EMERGENCY PHONE NUMBER

In case of Emergency: Dial 911

II. INTRODUCTION

Despite the best efforts of employees and students to practice safe science in the laboratory, accidents resulting in the release of chemicals will occur. For this reason, it is essential that all laboratory personnel have a spill response plan that includes appropriate procedures and materials to adequately contain and clean up a chemical spill. The following procedures should be used as a guide to help laboratory personnel design an effective spill control plan for their laboratory. These procedures tell you how to prepare your own spill kit and give you step-by-step instructions for spill cleanup. They also outline when and who to call for assistance.

After any incident, an incident report should be completed with the MCC police. MCC needs to know about all spill events to protect its employees and students, try to prevent other events in the future by providing training, and comply with federal, state and local regulations related to hazardous materials and exposures.

III. SPILL RESPONSE PROCEDURES - MAJOR SPILL

In the event of a spill which:

- a. Involves the release of a type or quantity of a chemical that poses an *immediate* risk to health;
- b. Involves radiation; or
- c. Involves an uncontrolled fire or explosion.

1. Evacuate the building by activating the nearest fire alarm.

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EMERGENCY RESPONSE PLAN

2. Call 911 and MCC Police (1200)
3. Give details of the accident including location, types of hazardous materials involved, and whether there is personal injury.

Police

1. Identify an Incident Commander (IC). Assist in the evacuation of the building and secure the area.
2. Notify facilities to shut off all HVAC to building.
3. Notify MCC Director of Risk & Compliance at 816-604-1124. (She will contact HAZMAT Response, Inc. If she is not available, then the IC can contact HAZMAT Response at 1-800-229-5252.)
4. Contact the local response and set up a meeting area or command post. Share information about the incident.
5. Contact the campus administrator about the incident.

If the accident involves personal injury or chemical contamination, follow the above steps as appropriate and at the same time:

6. Move the victim from the immediate area of fire, explosion, or spill (if this can be done without further injury to the victim or you). Using PPE to limit the rescuers possibility of being contaminated with the same material.
7. Locate nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for fifteen (15) minutes.
8. Administer first aid as appropriate and seek medical attention, if needed.
9. Complete an incident report.

Facilities

1. Shut off all HVAC to building.
2. Access the MCC Chemical Hazard Communication inventory and print off what materials are in the building in that area and in adjoining areas/rooms.

EMERGENCY RESPONSE PLAN

IV. SPILL RESPONSE PROCEDURES - MINOR SPILL

In the event of a spill which:

- a. Is a type or quantity of a chemical which does not pose an immediate risk to health;
- b. Does not involve chemical contamination to the body;
- c. Is less than 1 gallon;
- d. Is not very toxic; or
- e. Does not pose a fire hazard.

1. Leave Spill Area

- a. Evacuate employees and students from the immediate spill area and/or room.
- b. If possible, eliminate any fire hazard especially if spill is flammable or combustible - turn off burners, electrical equipment, etc.

2. Contact the MCC Police Department (1200)

- a. Block off immediate spill area - close corridor doors, use lab carts, wastebaskets, etc. until MCC Police arrive.
- b. Alert others in adjacent areas of the chemical spill.

3. Instructors account for all students

- a. After all students have been accounted for, students may be released.

MCC
EMERGENCY RESPONSE PLAN

Police

1. Identify an Incident Commander (IC). Assist in the evacuation of the building and secure the area.
2. Notify facilities to shut off all HVAC to building.
3. Notify MCC Director of Risk & Compliance at 816-604-1124. (If necessary, she will contact HAZMAT Response, Inc. If she is not available, then the IC can contact HAZMAT Response at 1-800-229-5252.)
4. Contact the campus administrator about the incident.
5. Secure the area. Block off immediate spill area - close corridor doors, use lab carts, wastebaskets, etc.
6. Post guard or sign, "Spill Area - Keep Out"
7. Alert others in adjacent areas of a chemical spill.

If the accident involves personal injury or chemical contamination:

8. Move the victim from the immediate area of fire, explosion, or spill (if this can be done without further injury to the victim or you). Using PPE to limit the rescuers possibility of being contaminated with the same material.
9. Locate nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for fifteen (15) minutes.
10. Administer first aid as appropriate and seek medical attention, if needed.
11. Complete an incident report.

Facilities

1. Shut off all HVAC to building.
2. Bring the spill supplies to the spill location and follow the clean-up procedures based upon the contents of the spill.
3. Access the MCC Chemical Hazard Communication inventory and print off what materials are in the building in that area and in adjoining areas/rooms.

NOTE: Respiratory protection should not be worn during spill cleanup. If respiratory protection is required, then MCC will contract the cleanup.

MCC

EMERGENCY RESPONSE PLAN

A. BLOOD/BIOHAZARD SPILL RESPONSE PROCEDURES

Equipment:

- Absorbent (D-Vour)
- 10% Bleach Solution
- Dust pan and broom
- Paper Towels
- PPE: safety glasses, gloves, face mask
- Ridged Sealable Container/
Sturdy Cardboard Box
- Tape
- Sharpie/Marker
- Tongs
- Trash bags

1. All response procedures shall be performed with the buddy system. Put on the appropriate personnel protective equipment (PPE). Always check PPE for tears or damage before wearing.

Safety glasses: Mandatory for all blood clean-up

Gloves: Mandatory for all blood clean-up

Face Mask: Mandatory for all blood clean-up

2. If any sharp objects or broken glass is contaminated with blood or biohazards, remove objects with tongs or dust pan and place in a ridged sealable container/sturdy cardboard box. Tape container closed and place in the trash.
3. For a pooled spill, place absorbent powder on blood. All liquid material should be completely absorbed into powder. For a smaller spill proceed to Step 5.
4. Remove powder with dust pan and broom and place in trash bag.
5. Spray a Disinfectant solution (1 part bleach to 10 parts water or registered EPA disinfectant i.e. Aura HB, Virex TB, and Crew NA) on contaminated area, let stand for several minutes and wipe clean with either: paper towel, disposable mop/sponge, reusable mop, or extraction device (if carpet or furniture is involved). When transporting contaminated mops from one place to another, place the mop head in a trash bag.
6. While still dressed in PPE, decontaminate any reusable equipment by placing in a bucket of disinfectant solution and allowing it to soak. This can be done away from the spill location. Dump waste water down sanitary drain.
7. Place all disposable clean-up materials in trash bag.
8. Remove PPE with caution, making sure gloves are removed last. Dispose of into trash bag and double bag all waste. Place waste in regular trash.
9. Wash hands and notify your Supervisor of the clean-up.
10. Supervisors should replace any disposable equipment after each clean-up.

NOTE: Respiratory protection should not be worn during any spill cleanup. If respiratory protection is required, then MCC will contract the cleanup.

EMERGENCY RESPONSE PLAN**B. MERCURY SPILL RESPONSE PROCEDURES**

- | | | |
|--|--|------------------|
| Equipment: | • Pipets | • Tape |
| • Obtain Mercury Spill Kit from facilities office (contains mercury wipes/sponges) | • PPE: safety glasses, gloves | • Sharpie/Marker |
| • Dust pan and broom | • Ridged Sealable Container/Sturdy Cardboard Box | • Tongs |
| • Flashlight | | • Trash bags |

1. All response procedures shall be performed with the buddy system. Put on the appropriate personnel protective equipment (PPE). Always check PPE for tears or damage before wearing.

Safety glasses: Mandatory for all mercury clean-up

Gloves: Mandatory for all mercury clean-up

2. Open mercury spill kit and collect any mercury pools with a pipet and place in a plastic bag. After all the mercury is collected, place plastic bag in a plastic container. Hold a flashlight at an angle to the surface to determine the extent of the spill. The beads will reflect light from the flashlight. Check a large area around the spill and pay special attention to surface cracks, crevices and other hard to reach areas.
3. If there are any sharp objects or broken glass, remove objects with tongs or dust pan and place in a ridged sealable container/sturdy cardboard box.
4. From kit, place absorbent powder on mercury area. All liquid material should be completely absorbed into powder.
5. Remove powder with broom and dustpan and place in the ridged sealable container/sturdy cardboard box.
6. Wipe down the contaminated area with a mercury sponge. Repeat the wipe down again with a mercury wipe on contaminated area.
7. If the area was on carpet, a carpet segment must be removed. Remove the carpet 1 foot beyond the visible mercury spill. Do not cut the carpet into smaller pieces and do not cut in the area where the mercury was spilled. Place the carpet in a trash bag or wrap in plastic sheeting and tape generously.
8. After all contamination is collected and placed in the ridged plastic container/sturdy cardboard box, tape it closed and place in the trash bag.
9. Do not try to decontaminate any equipment. Place all disposable clean-up material in trash bag.

MCC
EMERGENCY RESPONSE PLAN

10. Remove PPE with caution, making sure gloves are removed last. Dispose of into trash bag and double bag all waste. Mark and date bag with a “Hazardous Waste” label. Transport to lab storage or facilities storage area for bi-annual hazardous waste pick-up for disposal.
11. Wash hands and notify your Supervisor that a Mercury Spill Kit was used for a clean-up and the exact location of the double bagged waste.
12. Supervisors should replace any disposable equipment after each clean-up.

NOTE: Respiratory protection should not be worn during any spill cleanup. If respiratory protection is required, then MCC will contract the cleanup.

C. ALL OTHER HAZARDOUS MATERIALS SPILL RESPONSE PROCEDURES

Equipment:

- | | | |
|--|---|------------------|
| • Absorbent – Oil-Dri | • Pipets | • Tape |
| • Dust pan and broom | • PPE: gloves, safety glasses/ face mask | • Sharpie/Marker |
| • pH Paper from Facilities Services office | • Ridged Sealable Container/ Sturdy Cardboard Box | • Tongs |
| • Baking Soda | | • Trash bags |
| • Dawn Soap | | |

1. All response procedures shall be performed with the buddy system. Put on the appropriate personnel protective equipment (PPE). Always check PPE for tears or damage before wearing.

Gloves: Mandatory for all clean-up.

Safety glasses/goggles: Mandatory for all clean-up.

2. If large liquid spill with potential to spread, contain the spill using absorbent clay (Oil-Dri) by spreading around the perimeter. This will prevent the spill from spreading under refrigerators, cabinets, equipment, drains, or corridors.
3. If liquid, use tongs to drop in pH strip and determine pH level.
 - a. If pH is < (less than) 3, use baking soda.
 - b. If pH is > (greater than) 3, use the absorbent clay.
 - c. Using tongs to stir around to absorb all liquids and turn into a paste.
4. With a dust pan scoop the solid or clay/absorbed chemical mixture into a ridged sealable container/sturdy cardboard box lined with a plastic bag.
5. Wash the spill surfaces of trace amounts of the spilled chemical with water and a small amount of Dawn dishwashing soap mixture. Rinse the area after fifteen (15) minutes.
6. Place ridged sealable container/sturdy cardboard box and all personal protective equipment (PPE) used in the cleanup in a trash bag. Mark and date bag with a “Hazardous Waste” label.

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EMERGENCY RESPONSE PLAN

Transport to lab storage or facilities storage area for bi-annual hazardous waste pick-up for disposal.

7. Fill out Hazardous Waste Determination Form for collected spill material and contact Director of Risk & Compliance at 816-604-1124 for any further disposal instructions.

V. EXPOSURE PROCEDURES

1. Skin Contact

- a. Immediately flush with copious amounts of water. (For a large area, under an emergency shower, remove all clothing while under the shower. For small areas (hands, forearms, etc.) flush skin with water under a faucet.)
- b. Flush skin with water for five (5) minutes.
- c. Call 911 and get medical attention immediately.

2. Eye Contact

- a. Immediately flush eyes with water under an eyewash station or faucet for fifteen (15) minutes.
- b. Make sure the affected eye is turned towards the sink area (down) to prevent materials/chemicals from running into other eye.
- c. Call 911 and get medical attention immediately.

3. Inhalation

- a. Remove victim from area and to fresh air.
- b. Call 911 and get medical attention immediately.

4. Inform medical personnel that injury involves hazardous materials and give them a copy of the safety data sheet (SDS) which should be available in lab areas.

5. Contact 816-604-1124 or 816-604-1370 for a copy of any SDS for emergencies.

VI. CHEMICAL SPILL KITS

Spill supplies should be located in facilities, chemistry, biology, and art laboratories. Technical laboratories should also have access to spill supplies. Every laboratory that uses chemicals must have access to spill supplies. Spill supplies should be strategically located around work areas in fixed locations so they will be easily accessible. Although most spill supplies are common items which may be found throughout the lab, they should be consolidated for emergency use.

Absorbent material (D-Vour, etc.) can be restocked or obtained through the custodial storage at 1601 Prospect.

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EMERGENCY RESPONSE PLAN

Mercury Spill Kits and pH Test Strips are available within each facilities services department. Contact facilities on your campus when necessary for these items.

The following is a list of recommended items and should be checked periodically, and restored after each use:

1. Absorbents
 - Absorbent (D-Vour)
 - Acid Spill Neutralizer - sodium bicarbonate (baking soda)
 - Universal Spill Absorbent - Oil-Dri

2. Personal Protective Equipment (PPE)
 - Gloves
 - Safety Goggles
 - Face Shield

3. Clean-Up Materials
 - Dawn Soap
 - Disinfectant
 - Flashlight
 - Paper Towels
 - Pipets
 - Plastic Containers
 - Plastic Dust Pan and Scoop
 - Plastic Trash Bags (30 Gallon, 3 mil thickness)
 - Sharpie/Marker
 - Tape
 - Tongs

MCC EMERGENCY RESPONSE PLAN

ANNEX I MCC HAZARDOUS WASTE MANAGEMENT GUIDELINES

General Guidelines

The following guidelines will assist with hazardous waste collection:

- All personnel working with hazardous waste must be familiar with the location and composition of all wastes produced in their work area.
- Unless you have written approval, disposal of chemicals by way of the sanitary sewer system is prohibited.
- To determine if the chemical you want removed from your laboratory or work area is a regulated hazardous waste contact the Director of Risk & Compliance, or consult the EPA regulation 40 CFR 261-Identification and Listing of Hazardous Waste.
- Waste containers must remain closed except when actually adding waste. Open containers violate state and federal waste regulations.
- For disposal information or to request a pickup, call 816-604-1124 or email: Crystal.Walsh@mcckc.edu.

UNIVERSAL WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
THE FOLLOWING MATERIALS ARE REGULATED AS A
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.

UNIVERSAL WASTE - BATTERY
 UNIVERSAL WASTE - MERCURY THERMOSTAT(S)
 UNIVERSAL WASTE - PESTICIDE(S)
 UNIVERSAL WASTE - LAMPS

ACCUMULATION START DATE: _____

D.O.T. PROPER SHIPPING NAME AND UN OR NA ID. WITH FREIGHT
CONSIGNEE DURING TRANSPORT, WHICH MATERIAL IS ALSO
REGULATED BY 49 CFR PART 173-180

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Hazardous Waste Defined

Hazardous materials have hazardous characteristics such as: flammable, corrosive, reactive, toxic, radioactive, poisonous, carcinogenic or infectious. In a general sense, these materials are considered hazardous because they present a potential environmental health and safety (EHS) hazard to humans and/or the environment. A waste is basically any discarded material.

**HAZARDOUS
WASTE**

ACCUMULATION
START DATE: _____
CONTENTS: _____

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CONTAINS HAZARDOUS OR TOXIC WASTES

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By federal and state law a hazardous waste is defined as:

- a waste, or combination of wastes, that because of its quantity, concentration, or physical, chemical or infectious characteristics may cause or significantly contribute to an increase in serious, irreversible, or incapacitating reversible illness or pose a substantial present or;
- a potential hazard to human health, safety or welfare to the environment when improperly treated, stored, transported, used or disposed of or otherwise managed.

Hazardous waste management plans generally separate waste into three broad groups: radioactive, chemical, and biological. This guide addresses only chemical waste.

Universal Waste Defined

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Universal wastes are hazardous wastes, but not all hazardous wastes can be universal wastes. In general, to qualify as a universal waste a hazardous waste must be widespread, commonly found in medium to large volumes, exhibit only low-level hazards or be easily managed. Universal wastes in the State of Missouri's rule include the following items:

- **Batteries**, such as nickel-cadmium (Ni-Cd) batteries, mercury, silver or lithium “button” batteries and small, sealed lead-acid batteries found in electronic equipment, mobile telephones, portable computers, emergency backup lighting and lead-acid vehicle batteries.
- **Pesticides** that have been recalled or banned from use, are obsolete, have become damaged or are no longer needed due to changes in cropping patterns or other factors. In Missouri, pesticides cannot be sent to other universal waste handlers, but may be sent to a universal waste pesticide collection program, to a Missouri Certified Resource Recovery Facility or to a Universal Waste Destination Facility.
- **Thermostats**, mercury switches and mercury containing thermometers and manometers that are found in homes and commercial, industrial, agricultural and community buildings; and
- **Mercury containing lamps** that include fluorescent, high-pressure sodium, mercury vapor, metal halide and high intensity discharge (HID) lamps.

Biohazard Waste Defined

Biohazard wastes are infectious agents or hazardous biological materials that present a risk or potential risk to the health of humans, animals, or to the environment. The risk can be direct through infection or indirect through damage to the environment.

Biohazardous materials include blood and other body fluids; sharps including needles; certain types of recombinant DNA; organisms and viruses infectious to humans, animals or plants (e.g. parasites, viruses, bacteria, fungi, prions, rickettsia); and biologically active agents (i.e. toxins, allergens, venoms) that may cause disease in other living organisms or cause significant impact to the environment or community.



Requirements for Waste Management

All Metropolitan Community College (MCC) campuses are conditionally exempt small quantity generators of hazardous waste. All areas where wastes (hazardous, universal or biohazard) are managed are considered accumulation areas. An accumulation area is an area where waste is collected and is held for up to 180 days for bi-annual disposal. **MCC does not store hazardous waste.**

Laboratories and other areas that generate hazardous waste are required to comply with the generator requirements of the Resource Conservation and Recovery Act (RCRA, CFR Title 40)

EMERGENCY RESPONSE PLAN

and Missouri Hazardous Waste Management Regulations (10 CSR 25-5.262). Every generator site (laboratory or work area) is subject to inspection by the Environmental Protection Agency (EPA) and Missouri Department of Natural Resources (MDNR). The steps necessary for compliance are summarized below.

General Rules for All Wastes

- Waste must not be disposed of or released into the environment.
 - Precautions must prevent releases to the environment.
 - Accumulation Times: Only one container is allowed per waste per accumulation area. Once a container is full it must be moved from the use/service area to the hazardous waste accumulation area within three (3) days and removed from on-site within six (6) months (180 days). Be cognizant of these rules when selecting the appropriate size of containers for waste.
 - Universal Wastes - may accumulate on-site for up to one (1) year, but disposal is recommended every six (6) months.
 - Hazardous Waste – containers not yet full may accumulate on-site for up to one (1) year, but disposal is recommended every six (6) months.
 - Biohazard Waste – may accumulate on-site for up to one (1) year, but disposal is recommended every six (6) months.
 - Employees must not accept wastes from off site.
 - Universal waste must not be diluted, treated, broken or include crushed mercury containing lamps.
 - All wastes must be labeled.
 - Employees will be trained on proper handling and emergency procedures.
 - Employees must respond to spills and manage the spill residue as hazardous waste.
 - Employees may not self-transport the waste on a public roadway due to Department of Transportation (DOT) regulations.
 - Employees must maintain records (manifests) of universal wastes received or shipped for three (3) years.
1. **Posted:**
 - A) Each hazardous waste accumulation area is to be marked in a noticeable place with the words “Hazardous Waste Accumulation Area” (use poster [Annex I-1](#)). This does not apply to biohazard or universal waste.
 - B) Emergency Information Sheets are to be posted for all types of waste (use [Annex I-2](#)).
 2. **Location** - Accumulation areas are located in low traffic areas. These could include, but are not limited to: fume hoods, flammable or corrosive storage cabinets, chemical storage areas, and lab preparation areas.
 3. **Secondary Containment** – Each group of containers of waste that could possibly be spilled or released must be provided with secondary containment made of non-reactive material that will accommodate 110% of the largest container. These types of waste includes: all liquids, used oil, car batteries, granular materials, etc. Secondary containment is not required for biohazard containers.

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EMERGENCY RESPONSE PLAN

4. **Container Limits** - Only one container per hazardous waste stream (type of waste) is allowed in a lab or work area, i.e., one container for halogenated solvents, and one container for non-halogenated solvents. Multiple biohazards containers are allowed in any space.

5. **Containers:**

A) Type

Proper containers for the chemical waste must be used. Wastes collected by the waste disposal company are transported on public streets. Therefore, chemical waste must be packaged in containers suitable for transportation in accordance with the Department of Transportation (DOT). Waste is best stored in the type of container the original product was produced/shipped in. Acceptable containers for common classes of chemicals are as follows:

1. **Flammable and halogenated solvents:** original four-liter glass solvent bottles, one or five-gallon metal cans, and any original solvent container.
2. **Strong acids and bases:** two-liter glass bottles for corrosive liquids and any original container for the waste chemical being generated.
3. **Miscellaneous organic and inorganic reagents:** original containers or their equivalent.

B) Size

Containers larger than five (5) gallons may be used only with prior arrangement with the Director of Risk & Compliance.

Accumulation of hazardous waste in any accumulation area cannot exceed 55 gallons at any time. If the area accumulates acutely hazardous waste, one quart is the maximum accumulation amount. A list of acutely hazardous wastes is available by calling the Director of Risk & Compliance.

C) Condition

The container holding the hazardous waste must be in good condition. This means no cracks, no rust, and no leaks.

NOTE: All containers must be closed at all times except when actually adding waste. Containers are considered closed if they prohibit evaporation and prevent spillage should the container be disturbed.

6. **Segregation** - The wastes must be separated by chemical compatibility groups. Incompatible waste shall not be collected in the same accumulation area. Containerized liquids may not contain solid objects such as pipettes, syringes and other objects. Waste liquids containing solid objects will be rejected unless prior written approval has been granted.

7. **Labels** - Apply the appropriate waste labels to the containers. Labels are available from the Director of Risk & Compliance. (See [Annex I-3](#) for samples).

MCC
EMERGENCY RESPONSE PLAN

- Containers are to be labeled at the time it is determined the material is waste.
 - Containers used to accumulate chemical wastes are to be labeled at the time accumulation begins.
 - Provide all information requested on the label.
 - Be specific in identifying the chemical composition of the waste material.
 - Provide percentages of known chemicals in a mixture.
 - Chemicals in their original containers with intact labels do not need to be relabeled.
 - Small bottles, less than 250 ml, may be labeled by any suitable means that completely identifies the contents of the bottle.
 - The container holding the hazardous waste must be marked with the words "Hazardous Waste". No variation of these words is permissible.
 - All waste chemical containers are to be labeled at all times.
8. **Waste Log** - In addition to the label, record the type of waste, amount added, and date added to waste container on the Accumulation Inventory Form ([Annex I-4](#)). This does not apply to biohazard waste.
9. **Disposal** - When a container is approximately 90% full, remove from use/service area. Contact the Director of Risk & Compliance for disposal arrangements. Containers must be removed from the “use or service area” within three (3) days after the waste container becomes filled. Closed, properly labeled containers that are partially filled should be removed at the end of each fall, spring and summer semesters and placed in the “Hazardous Waste Accumulation Area.” Contact the Director of Risk & Compliance (816-604-1124) or Crystal.Walsh@mccck.edu with any questions. The normal removal schedule for hazardous waste is every six (6) months (180 days), normally in July and January.
10. **Hazardous Waste Manifest Documents** – All hazardous waste manifest documents should be kept in a “central location” for each campus. Generators, those who create the waste, are required to keep copies of all manifests for three (3) years. This would include both the generator signed and dated document sent with the waste and the dated signed copy that is received from the designated facility which the hazardous waste was accepted by the initial transporter (i.e., Clean Harbors, Stericycle, etc.). The three (3) year date is counted from the date on the signed copy from the designated facility. MCC campuses keep the manifest either in the facilities department or in the dean’s office. Check with your campus to determine the location for your campus.

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ANNEX I-1
ACCUMULATION AREA POSTER

**HAZARDOUS WASTE
ACCUMULATION
AREA**

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EMERGENCY RESPONSE PLAN

ANNEX I-2
HAZARDOUS WASTE EMERGENCY INFORMATION SHEET

Campus Name	Department
Building	Room Number:

Following is information to be used in the case of a spill, fire, or other emergency involving hazardous materials. If an incident occurs involving a hazardous material, contact an Emergency Coordinator immediately.

Emergency Coordinator	Title	Office #	Cell #	Home #
Primary				
	MCC Police	1200	816-604-1200	
Alternates				
	Facilities Director			

LOCATION OF NEAREST FIRE EXTINGUISHER(S)

LOCATION OF NEAREST FIRE ALARM PULL STATION(S)

LOCATION OF NEAREST SPILL CONTROL MATERIALS

NUMBER TO FIRE DEPARTMENT - 8-911

The reporting address is: Campus address, building and room number. Tell the dispatcher the nature and specific location of the emergency.

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ANNEX I-3
WASTE LABELS

UNIVERSAL WASTE

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
 THE FOLLOWING MATERIALS ARE REGULATED AS A
 UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

- UNIVERSAL WASTE - BATTERY
- UNIVERSAL WASTE - MERCURY THERMOSTAT(S)
- UNIVERSAL WASTE - PESTICIDE(S)
- UNIVERSAL WASTE - LAMPS

ACCUMULATION START DATE: _____

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX
 (EXCEPTED EXCEPTED MATERIALS, WEIGHT MATERIAL IS ALSO
 REGULATED BY 49CFR PARTS 172-186)

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HAZARDOUS WASTE

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Biohazard



