Bowdoin

Integrated Contingency Plan (ICP)

Office of Environmental Health and Safety
Rhodes Hall

Prepared by
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16 Pine Meadow Lane
North Yarmouth, ME 04097
(207) 846-9897

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1 SECTION I - PLAN INTRODUCTION

1.1 PURPOSE

The purpose of this Integrated Contingency Plan (ICP or "plan") is to consolidate multiple plans into one functional plan that can be used in the event of an environmental, health, and safety emergency at Bowdoin College (the College). This plan serves to improve coordination of planning and response activities, and minimize duplication of efforts. This plan incorporates the requirements of the Hazardous Material and Oil SPCC Plans, Hazardous Waste Contingency Plan, Hazardous Material Response Plan, Chemical Hygiene Plan, Emergency Action Plan, and Fire Prevention Plan.

This plan includes the four phases of emergency management. They are **mitigation**, those activities which eliminate or reduce the probability of an incident; **preparedness**, those activities developed to save lives and minimize damage; **response**, immediate activities which prevent loss of lives and property and provide emergency assistance; and **recovery**, short and long term activities which return all systems to normal or improved standards.

Emergencies can include both physical and chemical hazards associated with events such as chemical releases, oil spills, fires, explosions, medical emergencies, and natural disasters. This plan will ultimately serve the mutual goal to more efficiently and effectively protect public health, worker safety, the environment, and property.

1.2 SCOPE

1.2.1 Plan Description

The ICP applies to all employees who work at the College. NOTE: While similar in context, emergency planning specific to students in residence at the College is administered by the Office of Residential Life.

Below is a summary of requirements that could potentially be included in an ICP and an evaluation of their applicability to the College:

- **OSHA Emergency Action Plans (EAP)** are required by 29 CFR 1910.38 to help protect employees in the event of an emergency. This document meets the requirements outlined in OSHA 29 CFR 1910.38 for the development, implementation, and maintenance of a written emergency action plan (EAP). This plan is designed to help with emergency prevention, preparedness, and response in the event of any emergency, including but not limited to fires, oil spills or chemical releases, gas leaks, acts of violence, weather emergencies, or medical emergency. The plan will be updated as needed for changes at the facility.
- **OSHA Fire Prevention Plans** as detailed in 29 CFR 1910.39 help reduce the risk of a fire and protect worker safety in the event of a fire. This plan is designed to help control the accumulations of flammable and combustible waste materials, and ensure proper maintenance and inspection of fire prevention equipment. The plan will be updated as needed for changes at the facility.
- **OSHA Hazardous Waste Operations and Emergency Response** pursuant to 29 CFR 1910.120, applies to certain hazardous waste facilities and requires emergency response plans if facility employees are required to undertake emergency response operations for major spills or spill emergencies. Bowdoin College evacuates employees and students from the danger areas in the event of a major spill or spill emergency, and therefore is not required to have an emergency response plan provided that an emergency action plan is maintained.
- **OSHA Bloodborne Pathogen Exposure Control Program.** This document includes the requirements outlined in OSHA 29 CFR 1910.130 (Bloodborne Pathogen [BBP] Standard) for the development, implementation and maintenance of a written exposure control program. The purpose of the BBP program is to provide information to the employees of Bowdoin College regarding the identification of potential bodily fluid hazards in their workplace, the protective measures to be taken to prevent exposure, and their right of access to occupational health records.
- **OSHA Hazardous Communication Program (HazCom Program)** outlined in OSHA 29 CFR 1910.1200 (Hazard Communication Standard) requires the development, implementation and maintenance of a written hazard communication program. The purpose of the HazCom Program is to provide information to the employees of Bowdoin College regarding the identification of potential chemical and physical hazards in their workplace, the protective measures to be taken to prevent adverse effects, and their right of access to occupational health records.
- **Hazardous Waste Contingency Plans** are required under Maine Hazardous Waste Rules Chapter 851(13)(C)(7)(c)(ii) for all Large Quantity Generators (LQG) of hazardous waste. The purpose of these plans is to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water. On the main campus, Bowdoin College is classified as a LQG because it generates more than 220 pounds (lbs) per month and/or accumulates more than 1,320 lbs at any one time of regulated hazardous wastes. Bowdoin College's Coastal Studies Center is considered a Small Quantity Generator of hazardous waste. Bowdoin will review and amend the ICP as needed for changes or if the plan fails in an emergency.

- **Oil Spill Prevention, Control, and Countermeasures (Oil SPCC) Plans** are required to prevent oil spills from occurring, and to perform safe, efficient and timely response in the event of a spill or leak. In accordance with United States Environmental Protection Agency (EPA) oil pollution prevention regulations 40 CFR Part 112, Oil SPCC Plans are required for facilities that have above-ground oil storage capacity greater than 1,320 gallons and that could reasonably be expected to discharge oil into or upon navigable waters or adjoining shorelines. Pursuant to 40 CFR Part 112.120, a "Facility Response Plan" is sometimes required if facilities transfer oil over water or store very large quantities of oil. Bowdoin College is required to maintain an Oil SPCC Plan but not a Facility Response Plan. A review and evaluation of this plan is conducted at least once every five years. As a result of this review and evaluation, Bowdoin will amend the ICP within six months of the review to include more effective prevention and control technology if such technology will significantly reduce the likelihood of a spill event from the facility and has been field-proven at the time of review. This plan will also be amended within six months after a change occurs in the facility design, construction, operation, or maintenance which materially affects the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines.

- **Hazardous Material Spill Prevention, Control, and Clean-Up (HazMat SPCC) Plans** pursuant to 38 MRSA §1318-C are an optional requirement for facilities that have any of the roughly 400 chemicals listed in DEP Regulation Chapter 800. Under 38 MRSA §1318-B, a hazardous matter spill to land, water, or air, regardless of the quantity spilled, must be reported immediately to the State Police unless an SPCC plan has been filed with the DEP. If a facility has filed a conforming plan with the DEP as specified under 38 MRSA §1318-C, then only spills exceeding the reportable quantity for that particular hazardous matter, as specified in federal regulations, Title 40, Table 302.4 (40 CFR Part 302) must be reported. The plan will be amended as needed for changes to the facility or operations.
- **Hazardous Material Emergency Response Plans** pursuant to 37-B MRSA §795 are required for facilities that have any Extremely Hazardous Substance (EHS) greater than the respective Threshold Planning Quantity (TPQ). Bowdoin College has two substances that exceed the TPQs for EHSs on-site: anhydrous ammonia and sulfuric acid. This ICP implements the applicable Emergency Response Plan (ERP) requirements for these materials. A separate, more detailed plan, for the ammonia in the Watson Ice Arena is contained on the EHS website.
- **EPA Chemical Accident Prevention Provisions (also known as Risk Management Plans)** under 40 CFR 68 contain requirements for owners or operators of stationary sources concerning the prevention of accidental releases, and the State accidental release prevention programs approved under Section 112(r). These provisions pertain to facilities that exceed the threshold quantities (TQ) of the 112(r) chemicals. Bowdoin College does not currently exceed any of these thresholds[1].
- **EPCRA – Emergency Planning and Community Right to Know Act (SARA) pursuant to 40 CFR Part 355** requires facilities with chemical inventories above Threshold Planning Quantities to provide information necessary for developing and implementing State and Local chemical emergency response plans. Bowdoin College submits Tier II Reports annually in accordance with EPCRA but is exempt from Form R Reporting. EPCRA also includes requirements for emergency notification of chemical releases. The release of a reportable quantity (RQ) of an EHS or CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) Hazardous Substance triggers the emergency release notification requirements.

[1] Bowdoin has only 1,530 pounds of anhydrous ammonia in the Watson Ice Arena refrigeration system, well below the applicable TQ of 10,000 pounds.

- The Department of Homeland Security (DHS) regulates security at high-risk chemical facilities under the **Chemical Facility Anti-Terrorism Standards pursuant to 6 CFR Part 27**. DHS indentified types of facilities that might fall into the high-risk category, and included Universities and Colleges. A review of the Chemical Facility Anti-Terrorism Standards was completed and it was determined the Bowdoin College does not have any chemicals of interest (COI) at or above the quantities or concentrations specified in the regulations. Therefore, Bowdoin College is not considered a "High- Risk" facility and does not need to take further planning action.

Note: Bowdoin College operates the Schiller Coastal Studies Center in Harpswell, Maine which is a non-contiguous property. The facility has oil storage of diesel fuel, #2 heating oil, and transformer oil with a total capacity of approximately 4,102 gallons which is above the Oil SPCC threshold of 1,320 gallons. Schiller Coastal Studies Center is located offsite and therefore has its own Oil SPCC Plan however; it is also included in this plan to aid in the facility's response efforts.

A complete copy of this ICP is maintained in the Office of Environmental Health and Safety.

The Office of Safety and Security maintains a separate Campus Emergency Management Plan (CEMP) and associated Incident Action Plans and response protocols for identifying, responding to, and recovering from a declared disaster affecting the campus community. The following scenarios are outlined in the CEMP, and therefore are not addressed in this plan.

In the event of any of the following incidents, refer to the CEMP and call Campus Security at 207-725-3500 or 911 immediately:

- ***Active Shooter***
- ***Bomb Threats***
- ***Catastrophic Fire***
- ***Civil Disturbance***
- ***Hostage***
- ***International Crisis***
- ***Missing Person – Domestic***
- ***Power Outage***
- ***Public Health Emergency***
- ***Shelter Activation***
- ***Suspicious Package***

1.2.2 Definitions

Bloodborne Pathogens: means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Bulk Storage Containers: above ground storage tank (either shop-built or field-erected tanks); certain completely buried tanks; partially buried tanks; tanks in vaults; bunkered tanks; and mobile or portable containers such as drums, totes, non-transportation-related tank trucks, and mobile refuelers.

Emergency Conditions: conditions which present danger to personnel or equipment and which require immediate and decisive action to prevent the situation from becoming worse.

Emergency Coordinator: EPA requires all facilities subject to Oil SPCC Rules and Hazardous Waste Contingency Planning requirements to have a designated Emergency Coordinator and an alternate(s). The EC serves as the IC for small oil or chemical spills, or may serve as a resource to Command if the IC is an outside response agency. The EC may be an advisor to Command, or may serve as formal part of a Unified Command structure. The EC and Alternate(s) are designated in Section 1.3.5 of this plan, and their roles are defined in Section 1.6 and Section 2.

Health Hazard: The term *health hazard* includes chemicals that are classified in accordance with the Hazard Communication Standard, 29 CFR 1910.1200, as posing one of the following hazardous effects: Acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); aspiration toxicity or simple asphyxiant.

Incident Command ("Command" or "IC"): all emergency incidents must have a "Single Command" or a "Unified Command" clearly identified and designated as having overall incident management responsibility. It is essential that Command be established and defined for all incidents to ensure "unity of command."

Incidental Release: a release of a hazardous substance which does not pose a significant safety or health hazard to employees in the immediate vicinity or to the worker cleaning it up, nor does it have the potential to become an emergency.

Major Spill (also called "Spill Emergency"): defined as a spill that cannot be safely controlled or cleaned up without outside assistance. Characteristics include the following:

- The spill is large enough to spread beyond the immediate spill area;
- The spilled material enters surface water or groundwater (regardless of spill size);
- The spill requires special training or equipment to cleanup;
- The spilled material is dangerous to human health; and/or
- There is a danger of fire or explosion.

Minor Incident: an incident with limited potential impact to human health or the environment, and possibly within the abilities and training of employees of the College to address as first responders, including initial isolation, localized evacuations, and limited remediation.

Minor Spills: including hazardous materials smaller than the RQ or oil, may be cleaned up by trained facility personnel, provided that the spill meets the following:

- The spilled material is easily stopped or controlled at the time of the spill;

- The spill is localized;
- The spilled material is not likely to reach surface water or groundwater;
- There is little danger to human health; and
- There is little danger of fire or explosion.

Oil: means oil of any kind or in any form, including, but not limited to: fats, oils, or greases of animal, fish, or marine mammal origin; vegetable oils, including oils from seeds, nuts, fruits, or kernels; and, other oils and greases, including petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with wastes other than dredged spoil.

Oil-filled Operational Equipment: means equipment that includes an oil storage container (or multiple containers) in which the oil is present solely to support the function of the apparatus or the device. Oil-filled operational equipment is not considered a bulk storage container, and does not include oil-filled manufacturing equipment (flow-through process). Examples of oil-filled operational equipment include, but are not limited to, hydraulic systems, lubricating systems, gear boxes, machining coolant systems, heat transfer systems, transformers, circuit breakers, electrical switches, and other systems containing oil solely to enable the operation of the device.

Operating Conditions: conditions prevailing during normal operations of equipment whereby no danger to personnel or equipment exists.

Petroleum Oil: means petroleum in any form, including but not limited to crude oil, fuel oil, mineral oil, sludge, oil refuse, and refined products.

Sharps (a.k.a. Contaminated Sharps): any contaminated object that can penetrate the skin.

Storage Capacity: means the shell capacity of the container.

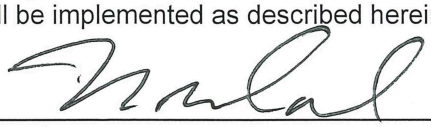
1.3 MANAGEMENT APPROVAL & REVIEW

1.3.1 Management Approval

Bowdoin College is committed to the continuous improvement and enhanced performance of environmental programs at the facility including plans for the prevention of discharges of oil, hazardous materials, or hazardous waste to the environment. Bowdoin College maintains the highest standards for spill prevention, control, and clean-up through periodic review and implementation of this Integrated Contingency Plan. This plan is maintained in accordance with existing Federal and State statutes. It will be tested, revised and updated as required. All recipients are requested to advise Bowdoin College regarding recommendations for improvements.

Bowdoin College is committed to providing the personnel, equipment, and materials required to establish precautionary measures to prevent a discharge and to expeditiously control and remove any quantity of oil, hazardous materials or hazardous waste discharged in the event of a spill or release.

By signature, I certify that I have reviewed and approve the Integrated Contingency Plan, and I further certify that I have the authority to commit the resources necessary to implement this plan, and that the plan will be implemented as described herein.



Signature

Matthew Orlando

Name

Senior Vice President of Finance and Administration & Treasurer

Title

1/18/2024

Date

1.3.2 Management Review

A review and evaluation of this plan is conducted periodically, as required by each applicable regulation, and as a result, Bowdoin College will amend the plan to include more effective prevention and control technology if applicable. Any amendment to the ICP shall be listed in Section 3.6 - Annex 6.

1.3.3 Professional Engineer's Review

The undersigned Registered Professional Engineer is familiar with the requirements of Title 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the facility. The undersigned Registered Professional Engineer attests that this Integrated Contingency Plan incorporates the requirements for an Oil Spill Prevention Control and Countermeasure Plan and has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of 40 CFR 112; that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility.

Professional Engineer Contact Information:

Karen Morrison, P.E., President
Morrison Environmental Engineering
16 Pine Meadow Lane
North Yarmouth, ME 04097
Phone: (207)846-9897
meeinc@morrisonenvironmental.com

Signature

1/9/2024
Date

9598
P.E. Registration Number

Maine
State of P.E. Registration

P.E. Stamp or Seal:

1.3.4 GENERAL FACILITY IDENTIFICATION INFORMATION

Facility Name, Owner, and Address

Bowdoin College
Trustees of Bowdoin College
82 Federal Street
Brunswick, Cumberland County, Maine 04011
Phone: 207-725-3000

Important Facility Information

Latitude/Longitude:	N 43° 54’ 30” / W 67° 57’50”
Elevation:	70+ feet above MSL
Facility:	200+ acres, 120+ buildings
Setting:	Residential/commercial
Operations:	Undergraduate residential liberal arts college
Population:	1,800+ students; 950+ staff/faculty

Dun & Bradstreet:	071749923
NAICS:	611310 (Colleges, Universities, and Professional Schools)
EPA ID#:	MED981062615

Insurers

Insurers providing coverage to the College includes:

General Liability:	United Educators 2 Wisconsin Circle 4th Floor Chevy Chase, Maryland 20915 301-907-4908
Property Damage:	Travelers Insurance Company of America 1 Tower Square Hartford, Connecticut 06183 800-238-6225
Indemnity:	MEMIC 261 Commercial Street PO Box 11409 Portland, Maine 04104 800-660-1306

Facility maps and drawings are included in Section 3.1, Annex 1 for more detail about the location and layout of the facility.

1.3.5 PRIMARY INTERNAL EMERGENCY CONTACTS

Associate VP for Facilities & Capital Projects (Primary Emergency Coordinator)*
Jeff Tuttle — (207) 725-3071 (w); (207) 314-7232 (c); e-mail: jtuttle@bowdoin.edu

Director of Environmental Health & Safety (Alternate Emergency Coordinator)*
Charly Wojtysiak — (207) 798-4132 (w); (207) 385-7993 (c); e-mail: cwojtysi@bowdoin.edu

Executive Director of Safety and Security (Alternate Emergency Coordinator)*
Randy Nichols — (207) 725-3458 (w); (207) 837-1151 (c); e-mail: rnichols@bowdoin.edu

Director of Facilities Operations & Maintenance (Alternate Emergency Coordinator)*
Emil Cuevas — (207) 725-3413 (w); (787) 214-8057 (c); e-mail: ecuevas@bowdoin.edu

Assistant Director of Schiller Coastal Studies, Harpswell (Schiller Emergency Coordinator)*
Holly Parker — (207) 208-2912 (w); (978) 683-2724 (c)

Schiller Coastal Studies Caretaker, Harpswell (Schiller Alternate Emergency Coordinator)*
Joe Tourtelotte — (207) 721-5900 (w); (207) 837-5422 (c)

Security Officer First Class, (Schiller Nights/Weekends Emergency Coordinator)*
Dan Matson — (207) 844-9206 (c)

Associate Director of Safety & Security
Bill Harwood — (207) 725-3793 (w); (207) 557-1432 (c)

Assistant Director for Security Operations
Adam Talbot — (207) 798-4352 (w); (207) 552-9762 (c)

Associate Director, Residential Life
Lisa Rendall — (207) 725-3589 (w); (207) 751-1098 (c)

Security Communications Center
Comm Center — (207) 725-3500

Health Services**
(207) 725-3770

Bowdoin College Science Center***
Rene Bernier — (207) 725-3162 (w); (207) 751-4863 (c)

Edwards Center for Art and Dance****
Colleen Kinsella — (207) 725-3075 (w); (207) 632-5283 (c)

* Emergency Coordinators (ECs) under the Integrated Contingency Plan, with authority to commit resources.
** The College's Health Center is designated solely to serve the student population, but it is capable of providing emergency medical care to the campus community on an as-needed basis.
***Contact for emergencies associated with laboratories, chemical storage rooms, or hazardous waste accumulation areas.
****Contact for emergencies associated with the Edwards Center for Art and Dance

1.4 GENERAL EMERGENCY CONTACTS

Emergency Services 911

CAMPUS SECURITY EMERGENCY .....(207) 725-3500

Campus Security (non-Emergency) .....(207) 725-3314

DEP Reporting

State Police (Chemical Spills) .....(800) 452-4664

State Police (Oil Spills).....(800) 482-0777

Portland Office .....(207) 822-6300

National Response Center (Federally Reportable Spill) .....(800) 424-8802

Maine Emergency Management Agency .....(800) 452-8735

Cumberland County Emergency Management Agency.....(207) 892-6785

Brunswick Police Department (non-emergency).....(207) 725-5521

Brunswick Fire Department (non-emergency) .....(207) 725-5541

Harpswell Sheriff (non-emergency) .....(800) 501-1111

Harpswell Fire Department (non-emergency).....(207) 833-5405

Maine State Police (non-emergency).....(207) 532-5400

Mid Coast Hospital .....(207) 373-6000

Mid Coast Primary Care (non-emergency) .....(207) 373-6848

Poison Control Center.....(800) 222-1222

Environmental Projects, Inc. (Chemical/Oil Spill Clean-up Contractor).....(877) 846-0447

Central Maine Power (CMP) (Power Outage).....(800) 696-1000

Maine Natural-Gas (Natural Gas Provider).....(877) 532-5636

Downeast Energy (Propane Gas and Fuel Oil Supplier) .....(207) 373-0465

1.5 PLAN DISTRIBUTION LIST

1. **Bowdoin College**
   Office of EHS
   3800 College Station
   Brunswick, ME 04011
   Facilities Management, Jeff Tuttle
   jtuttle@bowdoin.edu
   207-725-3071
   Safety & Security, Randy Nichols
   rnichols@bowdoin.edu
   207-725-3458

2. **Brunswick Fire Department**
   Chief Kenneth Brillant
   21 Town Hall Place
   Brunswick, ME 04011
   kbrillant@brunswickme.org
   207-725-5541

3. **Brunswick Police Department**
   Chief Scott Stewart
   85 Pleasant Street
   Brunswick, ME 04011
   sstewart@brunswickpd.org
   207-721-4317

4. **Mid Coast Hospital**
   Marissa Carmolli
   123 Medical Center Drive
   Brunswick, ME 04011
   mcarmolli@midcoasthealth.com
   207-373-6519

5. **EPI, Inc.**
   Brian Fons
   664 Washington Street North
   Auburn, ME 04210
   bfons@envprojects.com
   207-786-7390

6. **Local Emergency Planning Committee**
   Cumberland County EMA
   22 High Street
   Windham, ME 04062
   Christopher Wheeler, LEPC Coordinator
   wheeler@cumberlandcounty.org
   Michael Durkin, Director of CCEMA
   durkin@cumberlandcounty.org
   207-892-6785

7. **State Emergency Response Commission**
   Maine Emergency Management Agency
   Faith Staples
   72 State House Station
   Augusta, ME 04333
   faith.e.staples@maine.gov
   207-557-3675

8. **Maine DEP, Div. of Response Svcs.**
   Chris Hopper, Oil/Haz Matls Responder
   312 Canco Road
   Portland, ME 04103
   christopher.hopper@maine.gov
   207-816-0133

9. **Maine DEP Bureau of Remediation and Waste Management**
   Daniel Wehr
   17 State House Station
   Augusta, ME 04333-0017
   daniel.j.wehr@maine.gov
   **HAZMAT SPCC submittal under 38 MRSA §1318-C*

10. **Maine DEP Bureau of Remediation and Waste Management**
    Cherrie Plummer
    17 State House Station
    Augusta, ME 04333-0017
    cherrie.f.plummer@maine.gov
    **Hazardous Waste Contingency Plan submittal under DEP Chapter 851/854.*

In accordance with the Maine Statute Title 38, Waters and Navigation, Chapter 13, Waste Management, Subchapter 3, Hazardous Matter Control (38 MRSA §1318-C), a copy of this plan will be submitted to the commissioner and local responders in the event of a technical amendment, and Mutual Aid Agreements will be maintained with local responders and cleanup contractors. A copy of the signed Mutual Aid Agreements will be maintained in the facility's environmental compliance files as described in Annex 3.3.2.

1.6 PLAN ROLES AND RESPONSIBILITIES

Every type of imminent or actual emergency including fire, explosion, medical emergency, spill, or chemical incident, will require the Emergency Coordinators and facility management to proceed in accordance with the type and severity of the situation.

1.6.1 Roles

Emergency Coordinator: The emergency coordinator shall be available for response and is responsible for coordinating response measures. They must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In addition, this person must have the authority to commit the resources needed to carry out the contingency plan.

As specified in EPCRA, 40 CFR Part 355.20, a facility that has an EHS above the TPQ, must have an emergency coordinator that will participate in the local emergency planning process through the Local Emergency Planning Commission (LEPC). In addition, the EC must provide any information necessary for developing and implementing the Local Emergency Plan, if requested. If there are changes that affect the EHS emergency planning at Bowdoin College, the LEPC must be notified of the change within 30 days.

The emergency coordinator is responsible for reporting findings to the local authorities and/or regulatory officials, and coordinating response actions with internal and external parties. As emergency responders arrive, Incident Command will generally be relinquished to the most senior/qualified responder (i.e.: Police Officer or Fire Officer, depending on the nature of the incident). The Emergency Coordinator will then work under the direction of the Incident Commander, and coordinate facility activities and personnel as directed.

Alternate Emergency Coordinator(s) (AEC): Serve as Emergency Coordinator when the Primary EC is unavailable.

Plan Administrator: The Director of Environmental Health and Safety will be an alternate Emergency Coordinator and is responsible for the administration and distribution of this plan. The Plan Administrator may also be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1.6.2 Responsibilities

In the event of an emergency, the EC or AEC has the following responsibilities:

1. Ensure ICP is followed and used as a resource in guiding response actions.
2. Determine the type and level of response needed.
3. If necessary, evacuate all non-essential personnel from the area.
4. Ensure all personnel are accounted for or have designated personnel responsible for specific areas. This may be accomplished by maintaining a roster, personal knowledge of building occupants, building card access records, and Building Coordinator records.
5. Determine if additional resources are needed to support the response efforts. The determination is made through personal survey and interviews with area supervisors and personnel in the affected area.
6. Determine if equipment shutdown procedures are necessary, and direct the shutdown of equipment as needed. Consider that equipment can often be shut down more safely from a remote location.
7. Evaluate additional measures that can be safely taken to ensure that fires, explosions, and releases do not occur, recur, or spread to other materials or areas of the facility. These measures may include: stopping processes and operations, collecting or containing released material, and removing or isolating materials near the spill.
8. Notify proper authorities as needed.
9. Coordinate outside assistance as needed.

i. Ensure all necessary emergency access ways are open for emergency vehicles.

ii. Inform response personnel of the actual and possible hazards and ensure that appropriate precautions are taken, i.e., the need for special protective equipment, special firefighting instructions, etc. Have copies of Safety Data Sheets available for responders, if applicable.

10. Maintain records/spill report forms.
11. Ensure proper cleanup and disposal of any wastes or spill debris.
12. Arrange for disposal of waste materials that are generated by the incident.
13. Complete and submit any required follow-up reporting.
14. Incident review. Evaluate root causes and steps to prevent recurrence, evaluate need for ICP revisions and/or equipment changes.

The Plan Administrator has the following responsibilities:

1. Maintain the ICP and emergency action programs.
2. Act as the campus Fire Marshal under the Fire Prevention portion of this ICP.
3. Oversee environmental and safety training.
4. Conduct or designate someone to conduct inspections, and plan drills in accordance with the plan.
5. Prepare or designate someone to prepare and submit Mutual Aid Agreements in accordance with Section 3.3.2.

The titles and contact information of other persons knowledgeable of the ICP requirements, and/or having the authority to direct emergency response actions are listed in Section 1.3.5 and 1.4.

2 SECTION II - CORE PLAN ELEMENTS

2.1 EMERGENCY RECOGNITION

Emergencies may include fire, medical emergencies, adverse weather, hazardous material spills or releases, threats and/or acts of terror, utility emergencies, and bomb threats. These situations are categorized as non-emergency and emergency incidents. Emergency incidents are broken down into minor and major incidents depending on the potential impact to human health or the environment.

2.1.1 Non-Emergency Incident:

A routine occurrence, or a minor incident that does not pose an imminent threat to human health or the environment, or is unlikely to result in fire, explosion, or an uncontrolled release of oil, hazardous substances, or hazardous wastes, and does not require the attention of outside response agencies. College employees engaged in preventative maintenance work and trained to do so may address these incidents on an as-needed basis.

In addition, the Office of Facilities Management maintains a stand-alone document, designed to identify and address the after-hours procedures and levels of priority for issues that arise from special situations (i.e. electrical power interruptions, elevator malfunction, personal injury, natural gas/propane odor) and on-going construction projects.

2.1.2 Emergency Incident:

An event that poses a potential threat, and may require outside response agencies are classified as minor and major emergency incidents as defined below:

Minor Incident: An incident with limited potential impact to human health or the environment, and possibly within the abilities and training of employees of the College to address as first responders, including initial isolation, localized evacuations, and limited remediation. The EC will determine if the incident can be safely and effectively mitigated with on-site resources, or if notifications to response and regulatory agencies are necessary.

Major Incident: A qualified disaster, as defined by the College Emergency Management Plan (CEMP), that has or may result in mass casualties, significant property damage, and/or extensive environmental impact. A major incident may require evacuations of the entire facility and/or areas of the surrounding community, and will likely be addressed by response agencies acting under the Unified Command Model as outlined in the CEMP, and associated Incident Action Plans.

Upon determination of a hazardous materials release, fire, or explosion, posing a threat to human health or the environment, including the campus community and surrounding area, the EC is responsible for immediately making the following notifications:

1) To appropriate local authorities, if a general evacuation of the area is advisable; and
2) To appropriate regulatory authorities, to provide the EC's contact information, name and address of the facility, time and type of incident, name and quantity of oil or hazardous materials involved, extent of injuries if any, and potential threats to human health or the environment outside of the facility.

If there is uncertainty, as to whether an event is a qualified emergency and to what degree, the policy of the College is to err on the side of caution and conduct their response accordingly. If in responding to the situation, it is assessed to be of a lower degree than initially thought, it may be re-classified and the level of response downgraded accordingly.

2.2 EMERGENCY PROCEDURES

During emergencies outlined in Bowdoin's ICP, the EC will direct operations to resolve and control emergency situations. Employees will abide by these directions to avoid possible injury and damage to property. Employees will be knowledgeable as to their roles in the event of an emergency. No person shall respond beyond his or her level of training.

Personnel safety is the primary concern. Do not hesitate to initiate an evacuation if danger is thought to be imminent.

No person shall attempt any emergency action that will place them in a hazardous situation.

No person shall attempt any emergency action that is beyond their level of training.

Once an event is classified as an emergency, the following general procedures will be followed.

2.2.1 Immediate Notifications

Notifications will be made as follows:

1. Incoming notifications will be made to the Communications Center via radio, phone, or monitored alarm.
2. Other notifications will be made to the EC, other responsible persons, and response and regulatory agencies depending on the circumstances, as outlined in Section 1.6.
3. If warranted, outgoing notification to the campus community will be made as necessary via the means outlined in the *Crisis Communications Plan* component of the CEMP.

2.2.2 First Response

First responders will be responsible for the following:

1. Hazard recognition, isolating the scene, and possibly initial confinement of the release to prevent it from spreading beyond the immediate area, if this can be done safely and without entering the hazard area.
2. Provide specific details of the incident to the Communications Center, including type, location, time, size/quantity, duration, known hazards, mitigating factors, and corrective actions required.
3. Secure, isolate, and evacuate the hazard area to protect public safety.

First responders in the employ of the College are not trained higher than HAZWOPER awareness level, and are not expected to address a Major Incident as defined in Section 2.1.2, but instead await response by the College's mutual aid partners. Designation of an incident as Minor or downgrading to a non-emergency is the responsibility of the EC or the incident commander of the responding agency. The Office of Safety and Security maintains a Standard Operating Procedure for hazardous materials response as a first responder.

2.2.3 Recovery

Once contained and remediated, immediate follow-up to a release incident will include:

1. Cleanup of the release site, decontamination of persons and materials impacted by the release, and disposal of recovered product or impacted materials by response agencies and/or a licensed contractor.
2. Assessment of injuries and/or property damage caused by the release.
3. Notification of regulatory agencies and insurers if not already contacted.
4. Post-incident briefing, analysis, and critique of the response actions, and modifications to the ICP to address perceived deficiencies.

2.3 EVACUATION

Evacuation alarms may occur for numerous reasons including but not limited to, fire, hazardous material releases (chemicals, gases), and other threats. General evacuation procedures for any of the above mentioned emergencies are outlined below.

2.3.1 In Case of an Evacuation Alarm

1. Treat every alarm as an emergency. Do not assume the alarm is a drill.
2. Shut off critical equipment or possible sources of ignition.
3. Do not take time to gather personal items.
4. Do not take time to shutdown computers. Secure computers with sensitive information by setting the computer to auto lock when unattended.
5. Walk in an orderly manner to the nearest exit towards the rally point.
6. Close doors behind you.
7. Do not use elevators.
8. Follow instructions from emergency personnel.
9. If safe to do so, assist visitors and people with special needs.
10. Feel all doors before opening. If it is hot, do not open it and leave by an alternate exit.
11. If the hall between you and the fire exit is filled with smoke, crawl along the floor to the exit.
12. Proceed to designated assembly area.
13. Report missing persons to the Emergency Coordinator or on-scene commander.
14. If possible, Building Coordinators, instructors, faculty, or staff will determine by employee/student roster or personal knowledge whether anyone may still be in the building, and inform Security or first responders of same.
15. Remain at the assembly are until released by authorities.

2.3.2 If You Can't Evacuate

If you are injured or need assistance to evacuate:

1. Keep the door closed.
2. If there is a phone or cell phone, call 911, and report your exact location, including building name, floor, and room number. Follow any instructions given by the 911 operator.
3. Seal the bottom of your room door and any air vents with a rug, blanket, or towel.
4. If there is an exterior window, do not jump. Open the window and hang out a visible object (towel, bed sheet, shirt, etc.) and close the window down on it to attract the Fire Department's attention. Avoid opening any exterior windows as this may increase the spread of fire.
5. Wait for instructions from on-scene emergency responders.
6. If there is no phone and no exterior door or window, make noise, stay low, and shelter in place until help arrives.

2.3.3 Evacuation Guidelines for People with Physical Disabilities

The person with a physical disability(s) may be an employee, student, or visitor. Individuals may be mobility, visually, or hearing impaired or any combination of such. Supervisors, managers, instructors, and building coordinators must identify persons in the building with physical disabilities and, in coordination with the Emergency Coordinator, determine the appropriate evacuation procedure. Evacuating a person with a disability or an injury by yourself is the last resort. Consider your options and the risk of injuring yourself or others in an evacuation attempt. Do not attempt a rescue evacuation unless you have been properly trained or the person is in immediate danger and cannot wait for rescue. The evacuation method may be situational, meaning that it could vary depending on the incident. All incidents shall be considered when determining the appropriate emergency evacuation procedures for disabled persons.

2.3.4 Critical Operations

With the exception of the Central Heating Plant, when in operation (approximately October 1 – May 30), there are no critical operations that would necessitate having an area manned in the event of a campus emergency. All critical mechanical systems have manual or automatic shutoffs, many of the latter linked directly to the alarm systems.

Depending upon the emergency, the Central Heating Plant may have trained personnel remain in the building until the equipment can be safely shutdown to prevent any further danger.

2.4 MEDICAL EMERGENCY

In the event of a medical emergency, any personnel who discovers the situation or is acting as an attendant will follow these procedures:

1. **Do not risk becoming a second victim.** Assess the scene to determine if it is safe to enter the area before attempting first aid or other medical assistance.
2. **If it is unsafe** to enter the area, **call Security (x3500/207-725-3500) or 911**, if the latter also notify Security. Provide any information that you have, including: type of injury, whether an ambulance might be needed, exact location, and whether additional help from facility personnel is needed. Stay on the phone with the officer until advanced emergency personnel arrives or the dispatcher tells you it is okay to disconnect.
3. **Survey the scene** as you approach, attempt to locate the cause of the problem, such as electrical or chemical exposure or asphyxiation.
4. **De-energize equipment** as needed to stabilize the scene, or do so remotely.
5. **Ventilate area**, if necessary.
6. Assess the condition of the individual. **If the person requires emergency assistance, immediately call 911** for help and notify Security. Have someone meet EMS personnel and escort them to the victim.
7. Do not leave victim unattended, except to call for help.
8. Instruct first aid-trained personnel to report to the scene with appropriate first aid equipment. **If you suspect heart illness**, have the **AED** on hand as a precaution. Locations of campus-wide first aid supplies and AEDs are included in Annex 1.
9. **If the victim is conscious**, obtain consent to render first aid.
10. **If the victim is unconscious or loses consciousness**, apply an **AED** as soon as possible.
11. **Do not move the victim unless there is an immediate threat.** If you must move the victim, use caution to prevent spinal cord injury, especially if you suspect head, neck, or back injury.
12. Protective measures should be taken to avoid contact with blood or other bodily fluids. Universal precautions apply at all times.
13. **A trained person should render first aid or CPR or apply and operate an AED. Continue first aid/CPR until paramedics/EMTs arrive.**
14. If the situation is a non-emergency, another mode of transportation may be used to transport the injured person to a medical care facility. Mid Coast Hospital and the Mid-Coast Walk-In Clinic are the primary medical providers in the area.

Rescue and Medical Duties. Staff in the Office of EHS and Security personnel are trained in First Aid, CPR, and AED use. Local response agencies are under mutual aid agreement to provide emergency fire, rescue, and medical services to the College (see Sections 1.4 and 1.5).

2.4.1 Blood or Bodily Fluid Spill Cleanup Procedure

<u>In the Event of a Spill of Blood or Bodily Fluids:</u>

Determine PPE requirements based on size and type of spill.

Large spill of body fluids such as a sewage leak that has a high risk of splash potential, PPE requirements include chemical resistant gloves (vinyl, nitrile, etc.), shoe covers, disposable Tyvek coveralls or gown and mucous membrane protection that includes goggles and a mask.

Small spill of body fluids such as a small pool of blood that has a risk of splashing: PPE requirements at a minimum include waterproof gloves (rubber, nitrile, etc.) and mucous membrane protection with goggles and mask. Protective clothing such as boots and coveralls may be worn depending on the size and potential for splashing during clean-up.

Dried body fluids or a very small spill of body fluids such as dried blood or blood from a mild nose bleed that have a low risk of splashing: Wearing water-proof gloves (rubber, nitrile, etc.) at a minimum would be required for PPE in this type of spill cleanup. Other PPE may be worn depending on the situation.

Note: In the event of a crime scene or reportable incident, cleanup must not be conducted until after the scene is released by the Incident Commander or agency responsible for investigation.

Clean up Procedures:

1. Don necessary PPE to prevent contact with bodily fluids. Restrict access, and do not walk in the spill area. Be aware of the potential for "sharps" to puncture PPE and potential injection hazards. Pick up sharps with tongs or dustpan and broom before cleanup of liquids, if necessary. Place sharps in the appropriate container to prevent injury during handling and transportation.
2. Use absorbent material to soak up and contain spill, working from the edges. Place spill materials in a trash bag or biohazard bag.
3. Flood the surface with a disinfectant (i.e., 10% solution of bleach in water) rated efficacy against a broad spectrum of human infectious agents. Use as directed, and leave on surface for a minimum of ten (10) minutes.
4. Carefully clean up and absorb the body fluid material and disinfectant mixture and place all cleanup material into a trash bag or biohazard bag.
5. Properly disinfect or dispose of any items used in the cleanup, such as tongs, forceps, brooms, dustpans, mops, etc. in a trash bag or biohazard bag.

Basic Hygiene & Accidental Exposures:

- Employees should wash their hands with soap and warm water immediately after removal of gloves and other protective equipment.
- Disinfect all reusable equipment.
- Upon accidental skin contamination, wash the area with copious amounts of soap and water.
- If the eyes or mucous membranes are accidentally contaminated flush with copious amounts of water.
- Report exposures to the supervisor, and complete an Accident/Incident Report per the College's procedures.

Disposal Procedures:

Most body fluids and clean-up materials that have been disinfected and absorbed so there are no free liquids, can be double bagged in heavy-duty trash bags and disposed of as normal trash. Exceptions would be if the body fluid spill was large quantities (i.e. pooled blood). If clean up materials are soaked or dripping, use additional absorbent and call EHS for biohazard bags & boxes to package material for off-site medical waste incineration. The College's biohazardous waste storage area is located in Druckenmiller 55-C, and is managed by the Manager of the Bowdoin Science Center and Laboratory Safety.

For more information and complete Biomedical Waste Management Plan and Exposure Control Program, refer to the Office of EHS website.

2.5 FIRE/EXPLOSION

Small or incipient fire (i.e.: trash can, smoking panel, etc.):

1. If trained to do so, shut off any power, fuel control valves, and ignition sources. Use **a single fire extinguisher** to attempt to control fire, if comfortable and trained.

2. Notify Security of the incident, even if the fire was extinguished.

3. If fire cannot be controlled, activate the nearest fire alarm "pull station." Call Security (x3500/207-725-3500) or 911, after evacuating through the nearest exit. Note: A natural gas fire is always considered an uncontrolled fire.

Fire or Explosion Emergency

1. If you see a fire, shout "FIRE" and use "pull station" to activate the fire alarm. Call Security (x3500 or 207-725-3500) or 911 if it is safe to do so, or use cell phone after evacuating through the nearest exit.

2. Help confine the fire by closing the doors as you exit.

3. Evacuate the building following the evacuation procedures and meet at the designated rally point for the applicable area.

4. Security will initiate the Facilities Management call-in procedures, and as a result, the Emergency Coordinator will be notified.

5. Area supervisors or responsible person will conduct a "head count" and report to Emergency Coordinator.

Note: No person is to re-enter the building until given the "all-clear" by the Incident Commander or Emergency Coordinator.

The Emergency Coordinator or responsible person shall be available to the Incident Commander of the Fire Department (usually the Fire Chief), and shall assist, as necessary.

2.6 GAS LEAKS

This section summarizes immediate response procedures for gas leaks.

2.6.1 Anhydrous Ammonia Gas Leak

EMERGENCY OVERVIEW: DANGER! FLAMMABLE GAS UNDER PRESSURE. ACUTE INHALATION TOXICITY. SKIN CORROSION/IRRITATION, SERIOUS EYE DAMAGE/EYE IRRITATION, AQUATIC TOXICITY.

The refrigeration system room in Watson Ice Arena contains a closed-loop refrigeration system storing 1,530 pounds of anhydrous ammonia. A dedicated monitoring and alarm system is connected remotely to the Security Communications Center through Metasys, a building automation systems software. The monitoring system collects three samples per second at four points in the refrigeration system room, and arena personnel directly read and log the digital readout of airborne ammonia concentrations four times a day. Alarm 1 is activated when the ammonia concentration within the refrigeration room reaches 15 parts per million (ppm) or 5% of the IDLH (Immediately Dangerous to Life or Health) Concentration. Blinking yellow lights are activated to notify arena/athletics staff that there is an elevated level of airborne ammonia in the refrigeration room. Ventilation fans automatically start, and an alarm is sent to the Communications Center. There is currently no Alarm 2 programmed. **Alarm 3** sounds when the airborne ammonia concentration reaches **45 ppm or 15% of the IDLH concentration**. The general fire alarm in the arena is activated, and an alarm is sent to the Communications Center. The dispatcher will then notify the Brunswick Fire Department and send a Bowdoin patrol officer to the scene. Fire alarm lights and horn strobes are activated, and an automated public address system announcement begins stating that there is an emergency and directs occupants to evacuate the building. Whole building evacuation of Watson Ice Arena follows the procedures outlined in Section 2.3. Security will initiate the Facilities Management call-in procedures, and as a result, the Emergency Coordinator will be notified. Ventilation fans will automatically activate and ventilate the room out the roof and exterior.

Do not enter the spill/leak area. Evacuate the area and call 911 when it is safe to do so.

The area supervisor is responsible until relieved by the Emergency Coordinator or outside emergency responders establish Incident Command.

Isolate and evacuate the leak or spill area immediately for at least 500 feet in all directions and evacuate laterally and upwind. Keep area isolated until gas has dispersed and the Brunswick Fire Department On-Scene Commander (or designee) provides an all clear. To confirm wind direction, there is a wind direction flag visible from the parking lot on top of the 'Gray Building' between the parking lot and the athletic fields. Wind direction could alter the rally point location or result in sheltering-in-place. The Emergency Coordinator or Incident Commander will make this decision.

IN THE EVENT OF A VERIFIED RELEASE AS CONFIRMED BY SHOP STAFF, AND/OR THE ACTIVATION OF THE FIRE ALARM EITHER AUTOMATICALLY BY AMMONIA LEVELS OR MANUALLY AT THE RESPONDER'S DISCRETION, ALL BUILDING OCCUPANTS WILL EVACUATE THE SPACE REGARDLESS OF EVENTS IN SESSION.

In the event of a release, it is mandatory to promptly alert response agencies. The Emergency Coordinator or Safety & Security will notify local emergency response using 911. The Emergency Coordinator will be responsible for making the required notifications to other outside emergency management and regulatory agencies as outlined below:

Local Emergency Response 911
Maine DEP ..... (800) 452-4664
Maine Emergency Management Agency ..... (800) 452-8735
National Response Center ..... (800) 424-8802
OSHA ..... (207) 626-9160, (800) 321-6742 (if injuries involved[2])

The Incident Commander (likely the Brunswick Fire Department) will be in charge of the response and direct any evacuation of the building and outside area. Emergency evacuation routes are posted throughout the building. Security and Facilities staff working in the arena shall remain available to assist in directing the

[2] OSHA requires reporting within 8 hours for fatalities and within 24 hours for hospitalization.

evacuation by posting themselves at the exits of the building. Staff not on duty may be called in to assist in the event of a serious emergency. Fire Department response personnel shall be responsible for directing the overall evacuation, inside and outside, and shall conduct a thorough sweep of the building to insure that all occupants have departed. Decisions regarding larger-area evacuations or other response measures will be at the discretion of the Incident Commander.

The Watson Ice Arena - Ammonia Emergency Response Plan should be referred to for more details. The detailed Response Plan is maintained on the Office of EHS website.

2.6.2 Natural Gas/Propane (LPG) Leak

EMERGENCY OVERVIEW: DANGER! EXTREMELY FLAMMABLE GAS – MAY CAUSE FLASH FIRE OR EXPLOSION! KEEP AWAY FROM HEAT, SPARKS, FLAMES, OR OTHER SOURCES OF IGNITION (E.G. STATIC ELECTRICITY, PILOT LIGHTS, MECHANICAL/ELECTRICAL EQUIPMENT).

Natural gas and propane are used throughout the campus for heat and hot water, and/or as the primary fuel for the Heating Plant. Gas detection has been installed campus-wide in most buildings that utilize natural gas and propane. Monitoring and alarm systems are connected to the Security Communications Center through Digitize, the fire alarm system software. At the Coastal Studies Center, the gas detection system alarms locally.

In its native state, natural gas lacks odor, color, and taste. Mercaptan, a harmless chemical is added to natural gas for safety, and contains sulfur that is usually described as a rotten egg odor. Mercaptan is a very effective warning agent considering the omitted odor and extremely low odor threshold.

In the event of an uncontrolled gas leak, fire, or mercaptan-like odors, evacuate all personnel from the building immediately, following procedures outlined in Section 2.3, and call the Communications Center (x3500/207-725-3500) or 911. Be clear to specify that it is a natural gas leak and give the exact location. Security will initiate their notification procedures and deploy the appropriate response personnel.

Shut off any open flames and open operable windows, but do not turn any electrical switches on or off until the atmosphere has been proven to be below explosive levels (LEL to be less than 10%).

Natural gas to the building may be shut off prior to its entry into the building at the main gas feed to each building. ***Natural Gas pipes are painted high-visibility "Safety Yellow" for easy identification.***

Master room natural gas shut-offs are located at the primary doorway of instructional and research laboratories in the Science Center. As a standard operating procedure, the gas valve is shut-off by the last person exiting the laboratory when in use.

2.6.3 Welding/Compressed Gas Leak

EMERGENCY OVERVIEW: DANGER! EXTREMELY FLAMMABLE GAS!! MAY FORM EXPLOSIVE MIXTURES WITH AIR - MAY REACT EXPLOSIVELY EVEN IN THE ABSENCE OF AIR AT ELEVATED PRESSURE AND/OR TEMPERATURE. ASPHYXIANT. CONTAINS GAS UNDER PRESSURE; MAY EXPLODE IF HEATED.

Welding and other compressed gases are present in maintenance shops, the Central Heating Plant, Science Center, and work areas throughout campus. Welding fuel gases used at Bowdoin typically include acetylene and MAP welding gas that represent a potential explosive hazard if they should leak. The volume of gas available would not support a long-term high-volume leak, but in the event of a fire or other emergency, the hazard needs to be recognized.

Oxygen is used in combination with fuel gases and although it is not combustible itself, it can promote extreme acceleration of combustion in other materials in the event of a leak.

Nonflammable welding and other compressed gases, such as argon, nitrogen, carbon dioxide, and helium are used at the college, and are capable of displacing oxygen and pose an asphyxiation hazard especially in confined areas where ventilation is limited. Further, rapid depressurization of the containers in the event of a rupture can result in explosive release of pressure and cause injury.

The following accident prevention measures shall be followed for all gas cylinders:

- Do not stored near egress routes.
- Maintain a minimum of 20 feet or a one-hour fire barrier between oxygen and fuel gases.
- If gases are stored on a portable cart without a one-hour fire barrier, the gases must be stored separately when not in use.
- Store in a well-ventilated area.
- Store in an upright position.
- SECURE with a chain or appropriate strap above the midpoint, but below the shoulder. Laboratory cylinders less than 18 inches tall may be secured by approved stands or wall brackets.
- Cap when not in use or attached to a system.
- Store gases with the same hazard class in the same area.
- Remove regulators and secure valve caps during transportation, unless an approved safety cart is used.
- Store so that full cylinders remain separate from empty cylinders.
- Do not drag or physically carry cylinders. Transport cylinders with a hand truck designated for the transport of cylinders. Cylinder caps shall be secured during transport. Cylinders shall be secured to the hand truck during transport.
- Place where they will not be physically damaged by striking or falling objects, corrosion or damage from tampering.

2.7 OIL/CHEMICAL SPILL

This section is to be used for immediate response action in the event of a chemical or oil spill or release. These response actions apply to all types of oil despite their natural form including and not limited to mineral, biodegradable, and plant and animal-based oils.

Minor or incidental spills can typically be cleaned up by trained facility personnel and are described below. Examples of minor spills that could occur at Bowdoin College include oil, corrosive or flammable liquids, lab chemicals, mercury, or battery acid below the respective reportable quantity (RQ).

Major spills are spills that cannot be safely controlled or cleaned up and require outside agencies or contractors to perform the cleanup. A major spill should *not* be cleaned up by facility personnel and often poses a danger to people and/or the environment.

2.7.1 Minor or Incidental Spill

Minor or incidental spills, including hazardous materials smaller than the RQ or oil, may be cleaned up by trained facility personnel, provided that the spill meets the following:

- The spilled material is easily stopped or controlled at the time of the spill;
- The spill is localized;
- The spilled material is not likely to reach surface water or groundwater;
- There is little danger to human health; and
- There is little danger of fire or explosion.

In the event of a minor spill, the following guidelines shall apply:

1. Identify the material and the extent of the spill.
2. Evacuate persons not involved in the remedial efforts from the immediate area of the release.
3. If it's safe to do so, secure the source and release area if the spill is ongoing. Take measures to prevent migration of the oil or chemical into a drain, catch basin, or water body.
4. Report the spill to Security 207-725-3500 who will notify the Emergency Coordinator.
5. The Emergency Coordinator will call the Maine State Police/DEP, if necessary.
6. Under the direction of the Emergency Coordinator, contain and clean up the spill with spill response materials and equipment. *Note: If clean-up materials cannot safely prevent the spill from reaching floor drains, or foundation sumps, or reaching the environment, follow the Spill Emergency guidelines in Section 2.7.2.*
7. Place spill cleanup debris in properly labeled waste containers. Label with chemical content and date. In general, material used to clean up, or recovered from, an oil and hazardous materials release will be considered special waste and hazardous waste, respectively. Wastes will be transferred to the waste accumulation area in 014G Druckenmiller Hall, and managed according to Bowdoin College's *Hazardous Waste Management Plan*. The Emergency Coordinator will make the final determination as to the type of waste and proper disposal (i.e., general, special, hazardous).
8. Surfaces, equipment, and persons exposed to the release must be decontaminated as outlined in the SDS.
9. Complete the appropriate Spill Notification Form (Annex 4) and submit to the Emergency Coordinator.

2.7.1.1 *Clean-up Procedures for Minor Spills of Specific Materials:*

The college has a variety of chemicals that pose different hazards. Spills must be addressed based on the type of chemical. (Refer to SDS for precautions, personal protective equipment, and cleanup methods.) During a spill or the cleaning up of a spill, make sure that other chemicals do not mix with the spilled material. Spill response materials are positioned in strategic locations campus-wide as outlined in Annex 7, Section 3.7.8.

2.7.1.1.1 Oil

EMERGENCY OVERVIEW: AVOID CONTACT WITH SKIN, EYES AND CLOTHING. DO NOT SWALLOW. AVOID BREATHING VAPORS OR MISTS. USE GOOD PERSONAL HYGIENE PRACTICES. WASH THOROUGHLY AFTER HANDLING.

No person shall take action beyond their level of training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. Put on appropriate personal protective equipment. Floors may be slippery; use care to avoid falling.

a. Stop the spill if it is safe to do so, remotely if possible. If the source cannot be safely stopped, refer to procedures for “Major Spill.”

b. Isolate the spill area and remove unnecessary personnel.

c. Confine the spill to prevent it from spreading beyond the immediate area, using booms, socks, pads, loose absorbent, sand, or other materials, as appropriate.

d. Determine the most appropriate cleanup approach, absorbing, solidifying, cleanup of free liquid into suitable containers, etc. If absorbents or solidification are used, use sufficient quantities to prevent free liquids in waste

e. Clean up all free liquids and remove residues.

f. Place all cleanup materials in suitable containers. Heavy duty plastic bags can be used for solid debris. Remove excess air from bags, seal shut. Recovered liquids can be labeled “used oil” and managed for recycling, if appropriate.

2.7.1.1.2 Corrosive Liquids (acids or bases)

EMERGENCY OVERVIEW: CAUSES SEVERE SKIN BURNS AND EYE DAMAGE. CAUSES SKIN IRRITATION. CAUSES SERIOUS EYE IRRITATION. MAY BE CORROSIVE TO METALS.

a. Obtain an acid/base spill kit from nearest spill equipment location as outlined in Annex 7, Section 3.7.8.

b. All spills of concentrated corrosive materials (i.e.: “hazardous,” pH <2.0 or >12.5) should be neutralized using an appropriate compound.

c. Remaining liquids will be absorbed using a non-flammable absorbent.

d. Absorbed and neutralized waste will be collected as directed by the Environmental Coordinator, and managed under the appropriate waste rule.

   i. Cleanup debris from “hazardous” materials must be treated as “hazardous waste” even if the original hazardous characteristic has been neutralized or altered.

e. Spills of dilute corrosive materials (i.e.: “non-hazardous,” pH between 2.0 and 12.5) may be addressed using two methods:

   i. A “wet-vac” vacuum cleaner capable of handling dilute corrosives can be used to collect liquid.

      - Collected liquid will be transferred to a properly labeled waste receptacle and managed under the appropriate waste rule.

   ii. Non-flammable absorbent may be used to collect the liquid.

      - If this method is used, absorbed material will be collected and managed under the appropriate waste rule.

2.7.1.1.3 Broken or Leaking Battery

EMERGENCY OVERVIEW: MAY FORM EXPLOSIVE AIR/GAS MIXTURE DURING CHARGING. CONTACT WITH INTERNAL COMPONENTS MAY CAUSE IRRITATION OR SEVERE BURNS. IRRITATING TO EYES, RESPIRATORY SYSTEM, AND SKIN. PROLONGED INHALATION OR INGESTION MAY RESULT IN SERIOUS DAMAGE TO HEALTH. PREGNANT WOMEN EXPOSED TO INTERNAL COMPONENTS MAY EXPERIENCE REPRODUCTIVE DEVELOPMENTAL EFFECTS.

Caution: Broken or leaking batteries may still be electrically active. Use caution to prevent electric shock. Use appropriate PPE and/or cover battery terminals with non-conductive material to prevent shock. Use goggles with face shield and protective clothing and prevent splashing which could cause chemical burns.

a. Obtain a battery spill kit from nearest spill equipment location as outlined in Annex 7, Section 3.7.8.

b. Broken or leaking batteries shall be cleaned up based on the specific battery type involved.

c. Spilled battery electrolyte shall be neutralized using the appropriate absorbent media, and then placed in a sealable container. Leaking batteries shall be placed in a sealable container with adequate amounts of the appropriate absorbent to contain any additional free liquids which could continue to leak.

d. Broken batteries can be handled as Universal Waste if the casing is intact and no hazardous electrolyte is leaking. Leaking batteries will need to be addressed as a Hazardous Waste if the leaking electrolyte exhibits a characteristic of corrosivity (pH<2 or >12.5).

2.7.1.1.4 Flammable Liquids (i.e. gasoline, paint thinner, etc.)

EMERGENCY OVERVIEW: EXTREMELY FLAMMABLE LIQUID AND VAPOR! MAY ACCUMULATE ELECTROSTATIC CHARGE AND IGNITE OR EXPLODE. MAY BE FATAL IF SWALLOWED AND ENTERS AIRWAYS. CAUSES SKIN IRRITATION, MAY CAUSE RESPIRATORY IRRITATION. MAY CAUSE DROWSINESS OR DIZZINESS. MAY CAUSE GENETIC DEFECTS. MAY CAUSE CANCER. SUSPECTED OF DAMAGING FERTILITY OR THE UNBORN CHILD. TOXIC TO AQUATIC LIFE WITH LONG LASTING EFFECTS.

a. In the event of a flammable liquid spill, and as a precaution, evacuate non-essential personnel from the area even if no “emergency” exists.

b. In the event of a spill, the initial action is to evaluate the area to determine if an emergency situation exists. If concentrated vapors are present and there is the potential for ignition sources, the ignition sources must be eliminated immediately by de-energizing the equipment (remotely if possible). Ignition sources include open flames, spark-producing operations, ovens, pilot lights, etc.

c. Most flammable liquids evaporate quickly, and the vapors mix with air and migrate to other areas. Some vapors, such as those from isopropanol will concentrate and migrate near the floor, while others such as acetone will mix with air and migrate at all heights. High concentrations of vapors can result in an explosive situation.

d. Spills of flammable liquids will be addressed using one of two methods outlined below. First, obtain clean-up material from nearest spill equipment location as outlined in Annex 7, Section 3.7.8.

    i. Non-flammable absorbent material may be used to absorb the free liquid and in sufficient quantities to suppress vapors.

    ii. Paper towels may be used in sufficient quantity to absorb all free liquids.

e. After all the liquid has been absorbed, the towels or absorbent material will immediately be collected in a heavy garbage bag, the bag closed (removing as much air as reasonably possible).

    i. Absorbed material will be collected and managed under the appropriate waste rule.

    ii. Cleanup debris from “hazardous” materials should be treated as “Hazardous Waste” even if the original hazardous characteristic has been neutralized or altered.

2.7.1.1.5 Metallic Mercury (thermometers, thermostats or fluorescent lamps)

EMERGENCY OVERVIEW: VERY TOXIC BY INHALATION, IN CONTACT WITH SKIN AND IF SWALLOWED. CAUSES SEVERE BURNS. DANGER OF VERY SERIOUS IRREVERSIBLE EFFECTS. MAY CAUSE SENSITIZATION BY SKIN CONTACT. DANGER OF SERIOUS DAMAGE TO HEALTH BY PROLONGED EXPOSURE. VERY TOXIC TO AQUATIC ORGANISMS, MAY CAUSE LONG-TERM ADVERSE AFFECTS IN THE AQUATIC ENVIRONMENT. MAY IMPAIR FERTILITY.

1. **Stop the spill** if it is ongoing, and only if safe to do so. Call the Emergency Coordinator. Evacuate non-essential personnel from the area until the Emergency Coordinator gives the all-clear after cleanup. Prevent tracking mercury to other areas by instructing that no one walks through the spill area upon exiting.

   If possible, **ventilate the area** by opening windows and doors to the outside. Use a fan to facilitate the movement of mercury-contaminated air to the outside for 24-48 hours before resuming normal use. If possible, heat the area (for example, a space heater) while still ventilating to the outdoors. Close all doors between the room where the mercury spill occurred and the rest of the building. Shutdown HVAC system, if present, to prevent mercury vapor from migrating to other areas.

2. Prior to cleanup, remove metal items like jewelry and watches since metal can bind with mercury.

3. Obtain a mercury spill kit from nearest spill equipment location as outlined in Annex 7, Section 3.7.8.

4. **Put on PPE: Shoe covers, disposable lab coat or apron, DOUBLE-GLOVE with nitrile or vinyl gloves.** If you suspect your clothing or shoes may have been contaminated during the spill, you will need to change out of your old clothes and shoes and put them in the trash bag at the end of the cleanup.

5. **Identify items in the spill area that can be cleaned and those that cannot.** Non-porous surfaces can be cleaned following this guidance. Porous surfaces, clothing, or fabric-covered items are difficult to clean because mercury beads or visible powder (from CFLs) may be trapped in these materials. Items that cannot be cleaned should be placed in plastic trash bags or wrapped in a double layer of plastic and carefully sealed with tape. Consult with EHS about how to decontaminate or dispose of these items. They should be handled as hazardous waste unless they are proven to be safe for continued use.

6. **Wear two layers of gloves and use tweezers to carefully pick up the larger pieces of broken glass and what remains of the broken device and place them on a paper towel.** Gently fold the paper towel around these pieces so you can pick the bundle up and place it in a zipper-type plastic bag.

7. **Use index cards or stiff cardboard** to push smaller pieces of glass and mercury beads or powder together into a pile. **Shine a flashlight** at an angle to locate beads of mercury. The beads will reflect light from the flashlight. Check for mercury in cracks or in hard-to-reach areas where beads may be hidden or trapped. Check a wide area beyond the spill.

8. **Use an eyedropper to collect mercury beads and place them in the container or plastic bag.** Hold the eyedropper at an angle to draw the mercury into the tip. Keep the eyedropper at an angle to stop the mercury from rolling back out until you can put the mercury into the plastic bag.

9. **Make a tape ball (sticky side out) and carefully use it to pick up any remaining glass or beads.** Check again with the flashlight to be sure that no beads of mercury remain.

10. At this point, mercury beads may still be trapped in cracks or crevices on irregular surfaces. **Sprinkle sulfur powder over the contaminated area** and rub it gently all over the surface and into the cracks with a paper towel. Sulfur powder binds with mercury, and alters the color of the powder. Use a paper towel slightly dampened with water followed by wiping with another damp paper towel to clean up the powder and mercury. Place the used paper towels in a zipper-type plastic bag.

11. **Put all the items that were used to pick up the mercury, including index cards or cardboard, eyedropper, contaminated tape, paper towels, and zipper-type bags into the trash bag.** Carefully remove first layer of gloves by grabbing them at the heel of the hand (not the wrist) and pulling them inside out as they come off. Place the used gloves in the trash bag.
12. **With gloved hands,** carefully **seal the trash bag that contains the mercury contaminated waste** and put it in a hazardous waste container until it can be disposed of safely, and label properly.
13. **Clothes or shoes that did not come in direct contact with liquid mercury may have absorbed mercury vapor. These items should be removed and put into the trash bag** that was left outside the contaminated area at the beginning of the cleanup. Close the trash bag and take it outdoors. Carefully remove the shoes and or clothing from the trash bag and air them out thoroughly outdoors for 24 to 48 hours. After the outdoor airing, items that are washable can then be laundered.
14. **Dispose of contaminated items properly.** Mercury-contaminated items and spill cleanup debris is considered "Hazardous Waste" or "Universal Waste," and will not be placed in the regular trash. The Emergency Coordinator will provide appropriate disposal guidance.

WARNINGS:

NEVER use a vacuum cleaner, mop or broom to clean up a mercury spill. Heat from the motor will increase the amount of mercury vapor in the air. Mops and brooms will spread the mercury, making proper clean up more difficult. The vacuum cleaner, mop or broom will become contaminated with mercury.

NEVER use a washer or dryer to clean clothing that became contaminated with liquid mercury. The washer and dryer can become contaminated with mercury. If these items are contaminated with mercury, they are very difficult to clean and may have to be disposed as hazardous waste.

PRACTICAL INFORMATION ABOUT MERCURY:

A mercury spill usually forms several pools and many beads of mercury. Mercury does not stick to most materials other than some metals. Mercury beads roll very easily, often scattering long distances from the original location of the spill and getting into cracks and crevices where it can be very difficult to remove them. Cleaning up a mercury spill requires patience and attention to detail to recover the mercury and to limit your exposure to toxic mercury vapors.

2.7.2 Major Spill Response (Spill Emergency)

A “Spill Emergency” is defined as a spill that cannot be safely controlled or cleaned up. Characteristics include the following:

- The spill is large enough to spread beyond the immediate spill area;
- The spilled material enters land, surface water, or groundwater (regardless of spill size);
- The spill requires special training or equipment to cleanup;
- The spilled material is dangerous to human health; and/or
- There is a danger of fire or explosion.

In the event of a SPILL EMERGENCY, the following guidelines shall apply:

1. The discoverer shall identify the material and the extent of the spill.
2. If safe to do so, the discoverer shall stop the source if the spill is ongoing and protect sensitive environments (for example drains, groundwater, ponds).
3. Notify Security at **x3500 or (207) 725-3500** or call 911.
4. The discoverer shall not attempt to clean-up the spill unless specifically trained to do so.
5. Security will initiate their notification procedures, and deploy the appropriate response personnel, including the Emergency Coordinator.
6. Assess the need for building-wide or localized evacuation of the affected area, and in the event of an injury, provide first aid, if trained to do so, and notify Security or call 911 for medical assistance.
7. The Emergency Coordinator will notify the appropriate outside assistance, as outlined in Section 3.3, Annex 3, such as the State Police/DEP, National Response Center, Brunswick Emergency Services, and/or Cumberland County Emergency Management.
8. The Emergency Coordinator will coordinate cleanup and seek assistance from a cleanup contractor as necessary.

2.8 EMERGENCY PROCEDURES FOR SCIENCE CENTER LABORATORY FACILITIES

2.8.1 Laboratory Safety Training Including Faculty, Students & Staff

At the beginning of each semester, classes will be given brief fire safety training by the instructor to include location of the fire and gas alarms, room egress doors, evacuation route(s) to the nearest building exit(s), and outside rally points. Emphasis will be placed on the students properly reporting to the rally point, or they will be presumed to be missing in the building and may necessitate a search by the first responders. The instructor will be the last person to leave the room to ensure all students have exited.

All laboratory personnel including faculty, students, and staff are provided training in basic chemical hygiene, safety instructions, emergency procedures, and hazardous waste handling procedures. Personnel will be trained prior to their first use of the laboratory, and on an as-needed basis. Training will include location and function of emergency equipment in the lab (fire extinguishers, safety showers and eyewash stations), gas shutoff valves and gas detectors, electrical power kill button, first aid kit, fire blanket, emergency phone, evacuation map and informational postings. The training instructor will demonstrate the location-specific evacuation procedures. This training will be documented to record participation.

2.8.2 Evacuation Maps

Evacuation maps showing escape routes and outside rallying points will be posted prominently in the building hallways. Simplified, room-specific evacuation maps will also be posted at the egress doors of each laboratory. Lab instructors may at their discretion choose an alternative rally point, so long as it: is at a safe distance from the building; will not interfere with the approach or access of first responders (i.e., away from roads and entrances); and is not in a location presenting its own hazards (i.e., near an electrical transformer, traffic intersection, etc.). This alternative rally point will be documented on the room-specific evacuation map, and included in the students' safety training.

2.8.3 Emergency Procedures

Upon the sounding of a building alarm:

- All work will immediately cease.
- If safe to do so, shut off open flames and secure open chemicals.
- Do **not** turn switches on or off if a gas leak is suspected.
- Students, faculty and staff should not delay evacuation to collect personal belongings (coat, bag, etc.) and should immediately exit the room and proceed to the designated meeting area under the instructor's supervision and direction.
- Turn off master gas shut-off valve at the primary doorway upon exiting the laboratory.

2.8.4 Fire Drills

Regular drills for students, faculty and staff of the laboratory facility will be conducted as training exercises, and under the supervision of Bowdoin Offices of Safety and Security and Environmental Health and Safety. Where possible, these drills will be conducted at prearranged dates and unannounced times for each building.

3 SECTION III – ANNEXES

3.1 ANNEX 1: FACILITY AND LOCALITY INFORMATION

3.1.1 Facility Description

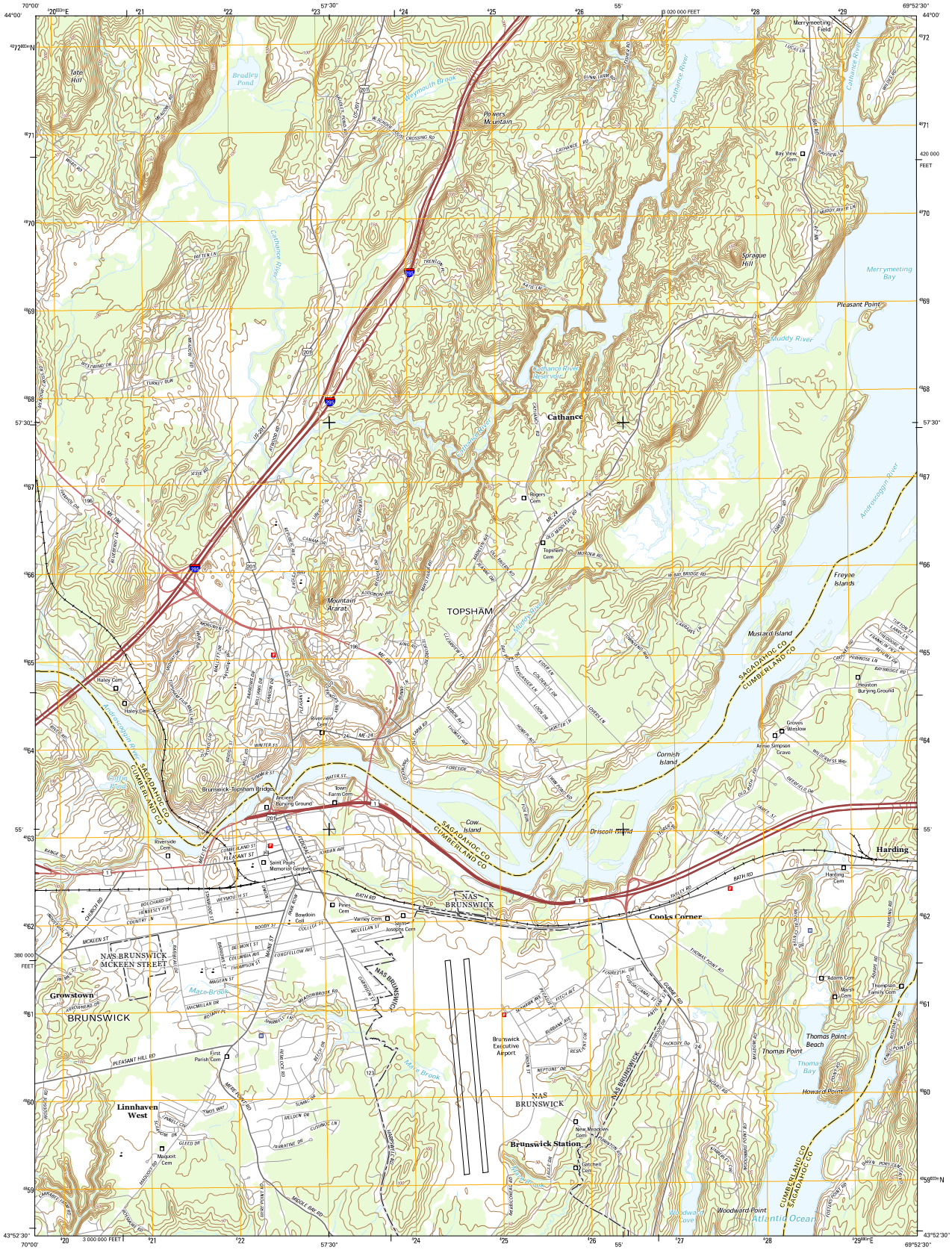
Bowdoin College is a liberal arts college, founded in 1794, serving approximately 1,800 students located in downtown Brunswick, Maine. The facility is about 3.5 miles from Interstate 295, by way of Route 201 through Topsham or 7.6 miles from Interstate 295, by way of Route 1 through Brunswick. Section 3.1.2 contains a United States Geological Survey (USGS) Topographic Map, designated as Figure 1, showing the location of the facility.

Bowdoin College is composed of approximately 200 acres consisting of over 120 buildings including dormitories, classroom facilities, athletic complexes, and administration buildings. The surfaces include landscaped areas, parking lots, roadways, and forested grounds. In general, the areas adjacent to the facility primarily include transportation routes, residences, light commercial buildings, and recreational areas.

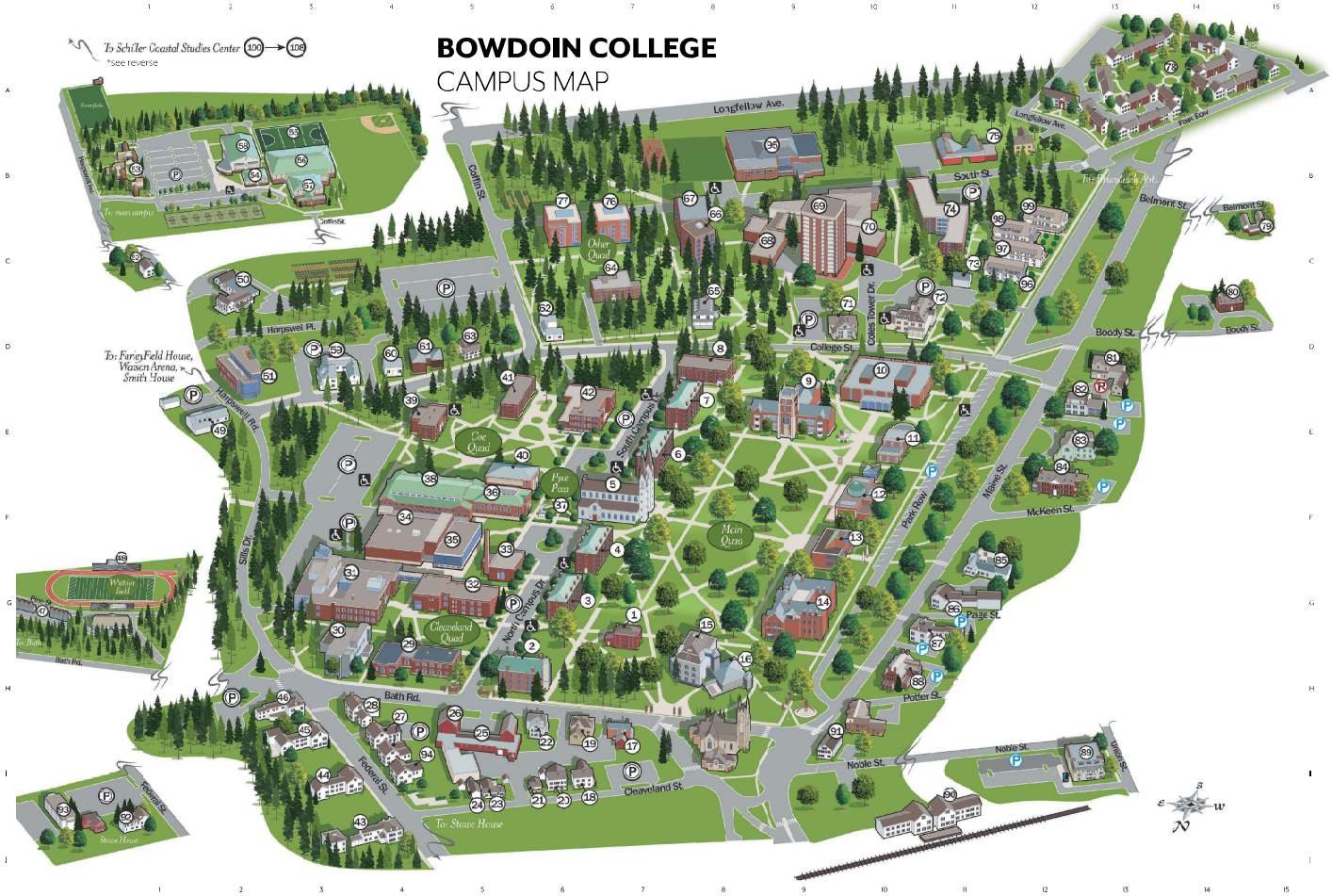
A site plan of the campus, noting buildings by name, is included in Section 3.1.3 as Figure 2. Each building is posted with interior egress signage and emergency lighting directing occupants to the nearest fire exit, per NFPA 101. Buildings are clearly posted with street address number and campus name.

Employee and Student Information: Detailed contact information on all employees and students is maintained electronically by Human Resources and the Registrar's Office, respectively, and is updated regularly through online access. This information is also synced daily with the College's web-based Emergency Notification System (ENS), which is tested at the beginning of each semester.

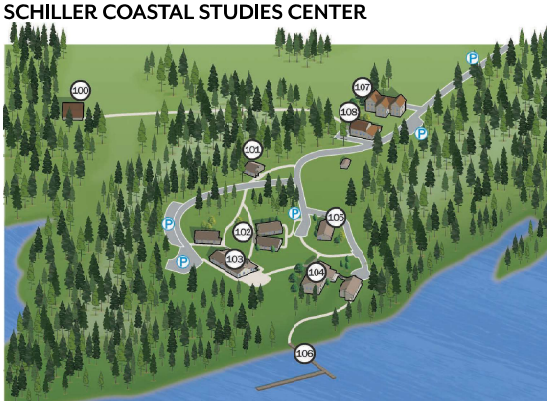
Security Measures: The Bowdoin College Department of Safety and Security maintains a 24-7-365 presence through its Communications Center, located in Rhodes Hall. With few exceptions, access to campus buildings is by electronic key-card. Closed-circuit camera coverage is provided in key locations. While the College maintains an open campus with respect to the public, all potentially sensitive areas and equipment are secured. Blue light emergency phones linking directly to the Security Communications Center are located in all elevators and in more than 60 strategic locations throughout campus, as indicated on the Security website.


BRUNSWICK QUADRANGLE
MAINE
7.5-MINUTE SERIES
U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY
USGS
science for a changing world
The National Map
US Topo
Cathance
TOPSHAM
BRUNSWICK
Cooks Corner
Harding
Growstown
Linnhaven West
Brunswick Station
NAS BRUNSWICK
NAS BRUNSWICK MCKEEN STREET
Brunswick Executive Airport
Merrymeeting Bay
Pleasant Point
Freeye Islands
Mustard Island
Cornish Island
Driscoll Island
Thomas Point
Thomas Point Beach
Howard Point
Woodward Point
Atlantic Ocean
Androscoggin River
Muddy River
Cathance River
Merrymeeting Field
Bay View Cem
Sprague Hill
Power's Mountain
Tate Hill
Bradley Pond
Weymouth Brook
Cathance River Reservoir
Mountain Ararat
Rogers Cem
Topsham Cem
Haley Cem
Riverside Cem
Brunswick-Topsham Bridge
Ancient Burying Ground
Town Farm Cem
Saint Paul's Memorial Garden
Pine Cem
Bowdoin Coll
Varney Cem
Saint Joseph Cem
First Parish Cem
Marquoit Cem
New Meadows Cem
Gethsemane Cem
Grows Winslow
Arnie Simpson Grave
Cleaveland Burying Ground
Harding Cem
Adams Cem
Thompson Family Cem
Marsh Cem
Mace Brook
Maquoit Bay
Woodward Cove
SAGADAHOC CO
CUMBERLAND CO
ROAD CLASSIFICATION
Expressway
Secondary Hwy
Ramp
Local Connector
Local Road
4WD
Interstate Route
US Route
State Route
Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84). Projection and
1 000-meter grid: Universal Transverse Mercator, Zone 19T
10 000-foot ticks: Maine Coordinate System of 1983 (west zone)
This map is not a legal document. Boundaries may be
generalized for this map scale. Private lands within government
reservations may not be shown. Obtain permission before
entering private lands.
Imagery.....NAIP, October 2013
Roads.....HERE, ©2013
Names.....GNIS, 2013
Hydrography.....National Hydrography Dataset, 2013
Contours.....National Elevation Dataset, 2012
Boundaries.....Multiple sources; see metadata file 1072 - 2013
UTM GRID AND 2014 MAGNETIC NORTH
DECLINATION AT CENTER OF SHEET
U.S. National Grid
100,000-m Square ID
DJ
Grid Zone Designation
19T
SCALE 1:24 000
KILOMETERS
METERS
MILES
FEET
CONTOUR INTERVAL 10 FEET
NORTH AMERICAN VERTICAL DATUM OF 1988
This map was produced to conform with the
National Geospatial Program US Topo Product Standard, 2011.
A metadata file associated with this product is draft version 0.6.16
QUADRANGLE LOCATION
ADJOINING QUADRANGLES
1 Lisbon Falls North
2 Bowdoinham
3 Richmond
4 Lisbon Falls South
5 Bath
6 Freeport
7 Orrs Island
8 Phippsburg
BRUNSWICK, ME
2014

BOWDOIN COLLEGE
CAMPUS MAP



SCHILLER COASTAL STUDIES CENTER



240 Bayview Road
Orr's Island, ME 04066

Recently expanded, the 118-acre Schiller Coastal Studies Center on the shore of Harpswell Sound consists of dry and marine laboratories; a 4,350-square-foot Living and Learning Building for classes, conferences, and dining; residential facilities; a shared-use dock and pier; terrestrial laboratory and art studio; a renovated farmhouse; the Leighton Sailing Center; and walking trails.

Directions from campus
(approximately 12.6 miles):

Take Sills Drive/ME-123 Harpswell Road for 6.3 miles.
Turn left onto Mountain Road.
Turn right onto ME-24 S.
Turn right onto Bayview Road.

For a map of the walking trails, use your phone's camera to click here.

MAP KEY~NUMERICAL

1 Massachusetts Hall G7
2 Adams Hall H6
3 Winthrop Hall G7
4 Maine Hall F7
5 Chapel/Banister Hall/Joseph McKeen Center for the Common Good/THRIVE F7
6 Appleton Hall E8
7 Hyde Hall D8
8 Coleman Hall D8
9 Hubbard Hall/Peary-MacMillan Arctic Museum D10
10 Hawthorne-Longfellow Library/Hall D11
11 Gibson Hall E11
12 Bowdoin College Museum of Art E10
13 Visual Arts Center/Kresge Auditorium F10
14 Searles Science Building G9
15 Memorial Hall/Pickard Theater G8
16 Wish Theater G9
17 Ham House H7
18 8 Cleaveland Street I7
19 Edward Pols House (5 Bath Road) H7
20 10 Cleaveland Street I7
21 12 Cleaveland Street/Bowdoin Orient Office/I6
22 Matilda White Riley House (7 Bath Road) H6
23 16 Cleaveland Street I6
24 18 Cleaveland Street I6
25 Facilities Management H6
26 Rhodes Hall/Security/Facilities Management H5
27 82, 84, 86 Federal Street (Treasurer's Office, Upward Bound) H4
28 Copeland House/Development Offices (88 Federal Street) H4
29 Sills Hall/Smith Auditorium G5
30 Kanbar Hall G4
31 Cleaveland Hall/Druckenmiller Hall F4
32 Hatch Science Library F5
33 Heating Plant F6
34 Morrell Gymnasium F5
35 Peter Buck Center for Health and Fitness F5
36 Sargent Gymnasium F6
37 Hyde Plaza F6
38 David Saul Smith Union/Bookstore E4
39 Dudley Coe Building E4
40 Studzinski Recital Hall/Kanbar Auditorium E6
41 Moore Hall D6
42 Moulton Union (CXO, Dean of Students) D7
43 Parker Cleaveland House (75 Federal Street) I4
44 79 Federal Street H4
45 Cram Alumni House (83 Federal Street) H4
46 Office of Development and Alumni Relations (85 Federal Street) G3
47 Pine Street Apartments (1 Pine Street) G1
48 Whittier Field/Hubbard Grandstand F1
49 Schwartz Outdoor Leadership Center D3
50 52 Harpswell Road C2
51 Roux Center for the Environment E3
52 Smith House (59 Harpswell Road) C1
53 Harpswell Apartments (80 Harpswell Road) A2
54 Lubin Family Squash Center B4
55 Howard F. Ryan Field A4
56 Farley Field House/Greason Swimming Pool A4
57 Pickard Field House B4
58 Sidney J. Watson Arena A3
59 Asian Studies Program Offices (38 College Street) D4
60 Herbert Ross Brown House/Counseling Service Offices (32 College Street) D5
61 30 College Street D5
62 Sexuality, Women, and Gender Center (24 College Street) D6
63 28 College Street, D4
64 Samuel A. Ladd Jr. House (14 College Street) C7
65 Baxter House (10 College Street) C8
66 Stowe Hall B8
67 Howard Hall B8
68 Sarah Orne Jewett Hall (Registrar and Corporate and Foundation Relations) C9
69 Coles Tower B10
70 Thorne Hall/Daggett Lounge B10
71 John Brown Russwurm African American Center C10
72 Burton-Little House/Admissions Office C11
73 Craft Center C11
74 Chamberlain Hall B11
75 Children's Center (6 South Street) A12
76 West Hall B7
77 Osher Hall B7
78 Brunswick Apartments (279 Maine Street) A13
79 Reed House (formerly 7 Boody Street) C14
80 Mayflower Apartments (14 Belmont Street) B15
81 Boody-Johnson House/Chase Barn Chamber (256 Maine Street) D13
82 Ashby House/Student Aid Office (254 Maine Street) D13
83 George H. Quinby House (250 Maine Street) E13
84 Donald B. MacMillan House (5 McKeen Street) E13
85 Ernst C. Helmreich House (238 Maine Street) F12
86 Mustard House/234 Maine Street/Faculty-Staff Residence G11
87 Burnett House (232 Maine Street) G11
88 Roger Howell Jr. House (228 Maine Street) G10
89 85 Union Street (3rd floor offices only) H13
90 16 Station Avenue (2nd floor offices only) I11
91 216 Maine Street/Human Resources, Bursar's Office, Investments I10
92 Stowe House (63 Federal Street) I2
93 Stowe House Apartments (63 Federal Street) I2
94 Controller's Office (80 Federal Street) H5
95 Edwards Center for Art and Dance A9
96 MacAllen House C12
97 Park Row Residence Hall C12
98 Park Row Residence Hall C12
99 Park Row Residence Hall C12
100 Schiller Coastal Studies Center (SCSC), terrestrial lab inset
101 SCSC, apartment inset
102 SCSC, cabins inset
103 SCSC, Living and Learning Center inset
104 SCSC, marine biology lab inset
105 SCSC, Leighton Sailing Center inset
106 SCSC, boat dock inset
107 SCSC, farmhouse inset
108 SCSC, barn inset

MAP KEY~ALPHABETICAL

Adams Hall 2, H6
Admissions Office/Burton-Little House 70, C11
African American Center (6–8 College Street) 69, D10
Appleton Hall 6, E8
Ashby House/Student Aid Office (254 Maine Street) 82, D13
Asian Studies Program Offices (38 College Street) 59, D4
Banister Hall 5, F7
Baxter House (10 College Street) 65, C8
Boody-Johnson House/Chase Barn Chamber (256 Maine Street) 81, D13
Bookstore/David Saul Smith Union 38, E5
Herbert Ross Brown House/Counseling Service (32 College Street) 60, D5
Brunswick Apartments (279 Maine Street) 78, A13
Peter Buck Center for Health and Fitness 35, F5
Burnett House (232 Maine Street) 87, G11
Burton-Little House/Admissions Office 72, C11
Chamberlain Hall 74, B11
Chapel/Banister Hall/Joseph McKeen Center for the Common Good/THRIVE 5, F7
Children's Center (6 South Street) 75, A12
Cleaveland Hall 31, F4
Parker Cleaveland House (75 Federal Street) 43, J4
8 Cleaveland Street 18, I7
10 Cleaveland Street 20, I7
12 Cleaveland Street/Bowdoin Orient Office 21, I6
16 Cleaveland Street 23, I6
18 Cleaveland Street 24, I6
Dudley Coe Building 39, E4
Coleman Hall 8, D8
Coles Tower 69, B10
30 College Street 61, D5
Controller's Office (80 Federal Street), 94, H5
28 College Street, 63, D4
Copeland House/Development Offices (88 Federal Street) 28, H4
Counseling Service 59, D5
Craft Center 73, C11
Cram Alumni House (83 Federal Street) 45, H4
David Saul Smith Union/Bookstore 38, D5
Office of Development and Alumni Relations (85 Federal Street) 46, G3
Druckenmiller Hall 31, F4
Edwards Center for Art and Dance 95, A9
Facilities Management 25, H6
Farley Field House/Greason Swimming Pool 56, A4
75 Federal Street (Parker Cleaveland House) 43, I4
79 Federal Street 44, H4
82, 84, 86 Federal Street 27, H4
Gibson Hall 11, E11
Ham House 17, H7
52 Harpswell Road 50, C2
Harpswell Apartments (80 Harpswell Road) 53, A2
Hatch Science Library 32, F5
Hawthorne-Longfellow Library/Hall 10, D11
Heating Plant 33, F6
Ernst C. Helmreich House (238 Maine Street) 86, F12
Howard Hall 67, B8
Roger Howell Jr. House (228 Maine Street) 88, G10
Hubbard Hall/Peary-MacMillan Arctic Museum 9, D10
Hyde Hall 7, D8
Hyde Plaza 37, F6
Investments Office (80 Federal Street) 91, H5
Sarah Orne Jewett Hall (Registrar and Corporate and Foundation Relations) 68, C9
Kanbar Auditorium/Studzinski Recital Hall 40, E6
Kanbar Hall 30, G4
Kresge Auditorium/Visual Arts Center 13, F10
Samuel A. Ladd Jr. House (14 College Street) 64, C7
Library/Hawthorne-Longfellow Hall 10, D11
Lubin Family Squash Center 54, B4
MacAllen House, 96, A9
Donald B. MacMillan House (5 McKeen Street) 84, E13
216 Maine Street/Human Resources 91, I10
Maine Hall 4, F7
Massachusetts Hall 1, G7
Mayflower Apartments (14 Belmont Street) 80, B15
Joseph McKeen Center for the Common Good 5, F7
Memorial Hall/Pickard Theater 15, G8
Moore Hall 41, D6
Morrell Gymnasium 34, F5
Moulton Union 42, D7
Bowdoin College Museum of Art 12, E10
Mustard House/234 Maine Street/Faculty-Staff Residence 86, G11
Osher Hall 77, B7
Park Row Residence Halls 97-99, C12
Peary-MacMillan Arctic Museum/Hubbard Hall 9, D10
Pickard Field House 57, B4
Pickard Theater/Memorial Hall 15, G8
Pine Street Apartments (1 Pine Street) 47, G1
Edward Pols House (5 Bath Road) 19, H7
George H. Quinby House (250 Maine Street) 83, E13
Reed House (formerly 7 Boody Street) 79, C14
Rhodes Hall/Security/Facilities Management Offices 26, H5
Matilda White Riley House (7 Bath Road) 22, H6
Roux Center for the Environment 51, E3
John Brown Russwurm African American Center (6–8 College Street) 71, C10
Howard F. Ryan Field 55, A4
Sargent Gymnasium 36, F6
Schiller Coastal Studies Center 100-108, inset
Schwartz Outdoor Leadership Center 49, D3
Searles Science Building 14, G9
Sexuality, Women, and Gender Center 62, C6
Sills Hall/Smith Auditorium 29, G5
Smith House (59 Harpswell Road) 52, C1
David Saul Smith Union 38, E4
16 Station Avenue (2nd floor offices only) 90, I11
Stowe Hall 66, B8
Stowe House (63 Federal Street) 90, I2
Stowe House Apartments 93, I2
Student Aid Office/Ashby House 80, D13
Studzinski Recital Hall/Kanbar Auditorium 40, E6
Thorne Hall/Daggett Lounge 70, B10
THRIVE 5, F7
Treasurer's Office/82 Federal 27, H4
85 Union Street (3rd floor offices only) 89, H13
Upward Bound/82 Federal 27, H4
Visual Arts Center/Kresge Auditorium 13, F10
Sidney J. Watson Arena 58, A3
West Hall 76, B7
Whittier Field/Hubbard Grandstand 48, F1
Winthrop Hall 3, G7
Wish Theater 16, G9

5000 College Station
Brunswick, ME 04011
Tel: 207-725-3000
bowdoin.edu

To learn more about our campus, use your phone's camera to click here.

The Bowdoin College campus map is produced annually by the Office of Communications and Public Affairs.

For more information, to download maps, or to take a virtual tour, go to bowdoin.edu/about/campus-location.

Updated July 2021.

Bowdoin

3.1.4 Evacuation Maps

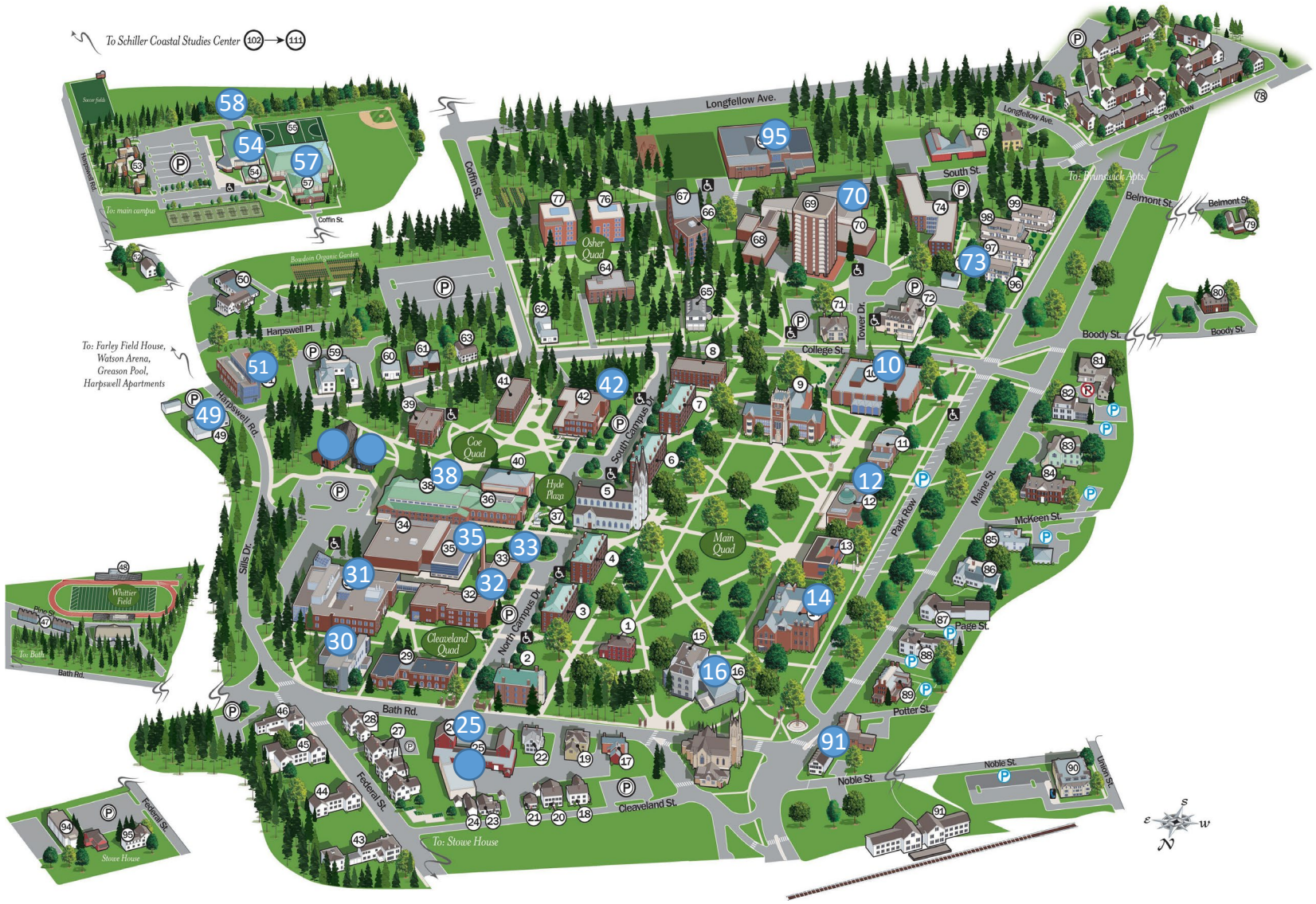
Each building is posted with interior egress signage and lighting directing occupants to the nearest fire exit, per National Fire Protection Association (NFPA) 101 Life Safety Code. Each non-residential building is administered by a Building Coordinator (as each residential building is administered by a Proctor) who for the purposes of the Emergency Action Plan and this ICP acts as Building Fire Warden and maintains a roster of the building's assigned occupants. Evacuation maps are maintained by the Office of EHS and are readily available as needed.

Note: Electronic copies of the evacuation maps will be provided to the Brunswick Fire and Police Departments along with updates to this plan.

3.1.5 First Aid and AED Kits

Bowdoin College has several first aid kits and automated external defibrillators (AEDs) strategically placed around campus. The following maps show the location of these items. A complete list is also maintained by the Office of EHS and is readily available as needed.

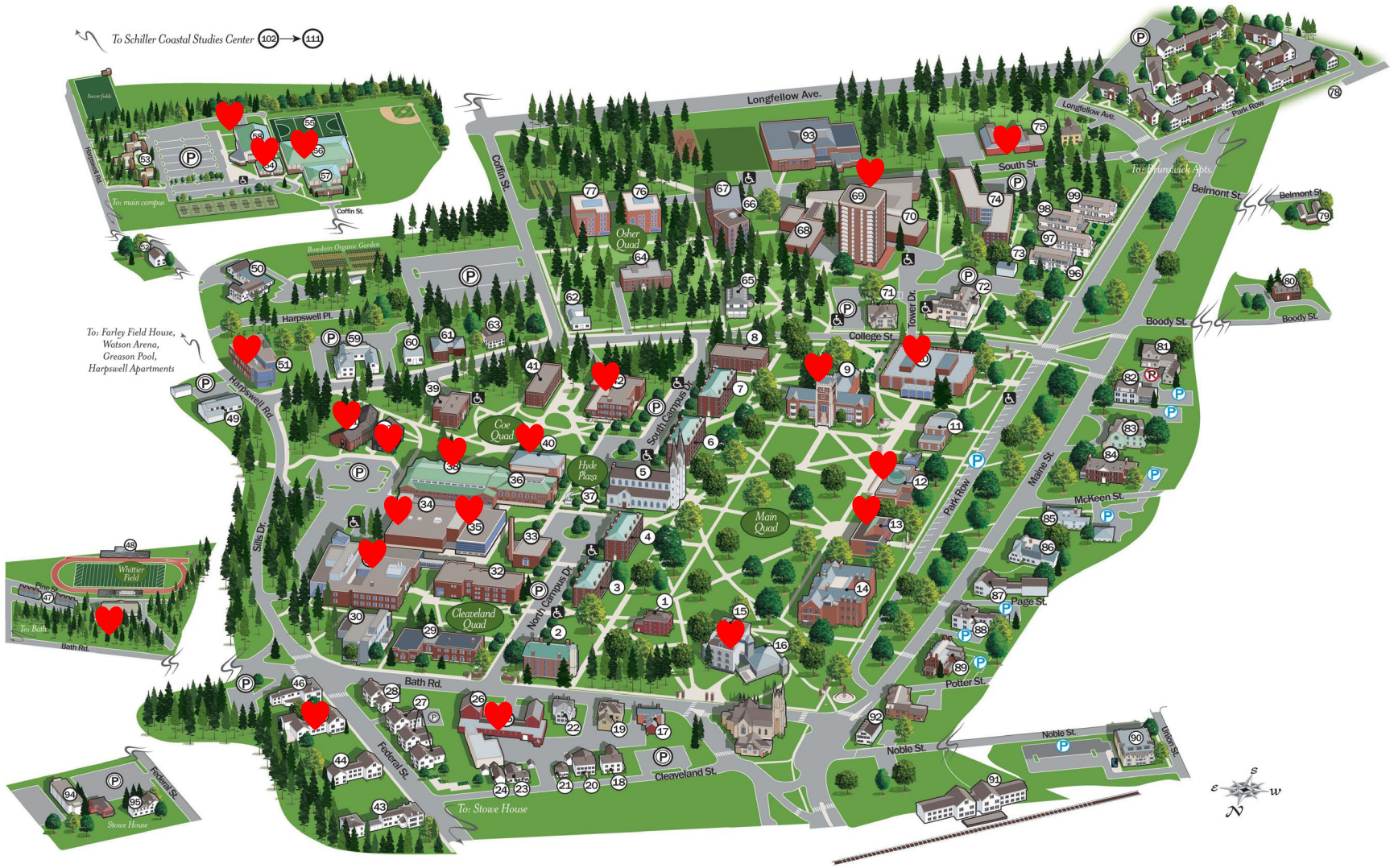
Bowdoin College First Aid Cabinet Locations



Map # Building Name and Location

Map #	Building Name and Location	
10	**H&L Library:**	Behind service desk
12	**Museum of Art:**	Inside frame shop ste.103
14	**Searles Hall:**	Basement center corridor
15	**Pickard Theater:**	In Scene Shop
26	**Rhodes Hall:**	Carpentry Shop
26	**Rhodes Hall:**	Motor Pool Garage
26	**Rhodes Hall:**	Mechanical Services
26	**Rhodes Hall:**	Electric Shop
30	**Kanbar Hall:**	Room 001, prep -lab area
31	**Druckenmiller Hall:**	Ground Floor at Stockroom
31	**Druckenmiller Hall:**	First Floor, outside mailroom
31	**Druckenmiller Hall:**	Ground Floor outside vivarium
31	**Cleaveland Hall:**	Outside room 253, near elevator
32	**Hatch Science Library:**	Behind circulation desk
33	**Heat Plant:**	In office
35	**Peter Buck Fitness:**	Behind monitor desk
38	**Smith Union:**	Mail Room
38	**Smith Union:**	McGees Office
42	**Moulton Union:**	Dining back hallway @ changing
49	**Outdoor Leadership:**	Outside kitchen
51	**Roux Center:**	1st floor mail room
51	**Roux Center:**	2nd floor
51	**Roux Center:**	3rd floor
54	**Lubin Squash Center:**	In squash lounge
56	**Farley Fieldhouse:**	Duffle behind service desk
57	**Farley Fieldhouse:**	In Greason Pool at lifeguard stand
58	**Watson Area:**	In Zamboni Garage
68	**Thorne Hall:**	In kitchen near walk-in fridge
68	**Thorne Hall:**	In room 135
68	**Thorne Hall:**	Mobile duffle for catering
73	**Craft Center:**	2nd Floor
91	**216 Maine St:**	3rd Floor Hallway
95	**Edwards Arts Center:**	In hallway at NW entry
off	**3 Business Parkway:**	Hallway near restrooms
100	**Mills Hall:**	Kitchen
101	**Gibbons Hall:**	Basement hallway

Bowdoin College Automated External Defibrillators (AEDs) ❤



Map #	Building Name and Location
9	Hubbard Hall: 1st Floor, Main Lobby
10	H&L Library: 1st Floor, Circulation Desk
12	Bowdoin College Museum of Art: Pavillion, east wall
13	Visual Arts Center: Basement level, SW corner lobby
15	Memorial Hall: 1st floor at ticket booth
26	Rhodes Hall: EHS Office 110
31	Druckenmiller Hall" 1st Floor, SW entry
34	Morrell Gymnasium: West wall
35	Buck Center for Health and Fitness: Monitors desk
38	David Saul Smith Union: Monitors desk
40	Studzinski Recital Hall: Lobby
42	Moulton Union: 1st Floor, east entrance
45	Cram Alumni House: Cram Barn
51	Roux Center for the Environmnent: Lobby
54	Lubin family Squash Center: Lobby
56	Farley Fieldhouse: Lobby
58	Sidney J.Watson Arena: Lobby
70	Thorne Dining Hall: Between restrooms
79	Childrens Center: Main office
100	Gibbons- Arctic Museum: Lobby hallway
101	Mills Hall: Lobby
	Revers Support Building: Lobby

3.1.6 Chemical Storage

In the State of Maine, hazardous matter is designated as both listed hazardous substances and unlisted hazardous substances. The following defines each type of substance for the purpose of this plan:

Listed Hazardous Substances. The elements and compounds appearing in 40 CFR Part 302.4, Table 302.4, are designated as hazardous substances.

Unlisted Hazardous Substances. Maine DEP Rules Chapter 801 identifies that any hazardous waste is considered hazardous matter. Hazardous wastes are defined in Maine DEP Rules Chapter 851 *Standards for Generators of Hazardous Waste.*

3.1.6.1 Subject Chemicals

Table 1 below provides a list of the non-petroleum hazardous substances stored/used at Bowdoin College, a description of the type of material, the maximum storage at any one time, and their location on-site. This table also provides the reportable quantities (RQ) of the hazardous constituents in each substance. Bowdoin's chemical inventory is reviewed at least annually or upon purchase of any new material and compared to the most recent version of the "Consolidated List of Lists" for emergency planning and reporting requirements. Refer to the "Consolidated List of Lists" for more information.

If a facility has filed a conforming plan with the DEP as specified under 38 MRSA §1318-C(2), then only spills exceeding the reportable quantity for that particular hazardous matter are required to be reported. Bowdoin College will meet this requirement by filing this plan with the DEP. It should be noted that Bowdoin uses other products which are stored in small quantities such that if the entire container were spilled, the RQ would not be exceeded. In the event of a spill of these other products, Bowdoin will confirm the RQ of the hazardous constituent and take the appropriate corrective actions for clean-up and reporting.

3.1.6.2 Safety Data Sheets

Safety Data Sheets (SDSs) are maintained by each department or group using MSDSonline, an on-line, electronic system for hazardous materials in use at the facility. Access directly at MSDSonline or through the Office of Environmental Health and Safety website where instructions on navigating MSDSonline are outlined.

Table 1 - Hazardous Material Storage

		BULK STORAGE (Pounds)												
Building Name	**Address**	**Sodium Hydroxide ***	**Sulfuric Acid**	**Ethylene Glycol****	**Anhydrous Ammonia**	**Calcium Hypochlorite**	**Calcium Chloride**	**Sodium Bicarbonate**	**Sodium Bisulfate**	**Sodium Sulfite**	**Sand/Salt Mix lbs**	**Storage/Location**	**SPCC Measures**	**Product Use**
		1310-73-2	**7664-93-9**	**107-21-1**	**7664-41-7**	**7778-54-3**	**NOL**	**NOL**	**NOL**	**NOL**				
		12.8 lb/gal	11.7 lb/gal	9.2 lb/gal	5 lb/gal									
Druckenmiller Science Center	2 Polar Loop	128 *	117 *									20 gal in process (10 gal ea)	Monthly inspection, concrete floor	Lab wastewater pre-treatment
Roux Hall	38 Harpswell Rd	128 *	117 *									20 gal in process	Monthly	Lab
Dining Warehouse			284											Forklift Batteries
Watson Ice Arena	27 Watson Dr		472	23,258								Ice Arena	Regular inspections, alarm system	Zamboni batteries, Ice rink coolant
Watson Ice Arena	27 Watson Dr				1,530							Rink cooling system (2 skids @ 765 lbs each)	Regular inspections, alarm system	Refrigerant
Farley Field House	35 Watson Dr					700	300	50	50	50		50-lb pails and/or bags	Visual observation,	Poolwater treatment
Warehouse	104 Harpswell Rd										30,000-54,000	10-18 cuyds Bulk storage, loose in concrete berms	Visual observation, concrete floor	Seasonal ground treatment

PRODUCT STORAGE TOTALS (lbs):	256	990	23,258	1,530	700	300	50	50	50
EHS TPQ	NA	1,000	NA	500	NA	NA	NA	NA	NA
RMP TQ	NA	NA (only	NA	10,000	NA	NA	NA	NA	NA
CERCLA RQ	1,000	1,000	5,000	100	10	NA	NA	NA	NA
Tier 2 Applicability* **	10,000	500	10,000	10,000	10,000	10,000	10,000	10,000	10,000

NOTES:

*50% solutions only, used in wastewater neutralization system. Solution contains NaOH = 10 gal/128 lbs ; H2SO4 = 10 gal/117 lbs

**40% solutions only, used in ice arena refrigeration. Solution = 6,320 gal or 58,144 lbs. Ethylene glycol @ 40% = 23,258 lbs

***Tier 2 applicability is 10,000 lbs or for EHS, TPQ or 500 lbs which ever is lower

NOL - not on EPA's List of Lists

3.1.7 Oil Storage

Storage of liquid petroleum products, equal to or greater than 55-gallons are subject to Oil Pollution Prevention rules under 40 CFR Part 112 including No. 2 fuel oil for heating, diesel fuel and gasoline for vehicles and generators, transformer oil, hydraulic and lubrication oil within equipment such as elevators, dumpsters, and compactors, vegetable-based cooking oil from Dining Services, and used oils from Dining Services, vehicles and the ammonia system. The total volume of liquid petroleum products applicable to 40 CFR Part 112.1 and stored at Bowdoin is approximately 55,500 gallons.[3]

The tanks, containers, equipment, and secondary containment structures are manufactured with materials suitable to contain oil and suitable to prevent oil from reaching navigable waters in the event of an unplanned discharge from its container.

Piping supports are properly designed to minimize abrasion and corrosion and allow for expansion and contraction. Piping is located in areas not exposed to vehicular traffic.

Table 2A below lists the oil storage tanks and containers, Table 2B includes a listing of the elevators containing hydraulic oil and Table 2C lists the transformers around campus. The tables also provide the type of oil, storage capacities, secondary containment and spill control features.

[3] 40 CFR 112.1(d)(5) notes the exemption for oil storage containers 55 gallons or less.

Table 2A - Oil and Propane Storage Tanks

Building Name	E911 Building Address	Manufacture Date	# AST	# UST	Tank Size	Total Volume of Containers (gallons) #2 Oil	Diesel	Gasoline	Propane*	Used Oil	Tank Location(s)	SPCC Measures
Main Campus - Brunswick												
Bowdoin Warehouse	3 Business Parkway	2019	1		555		555				Generator subbase tank	DW
Central Heating Plant	9 North Campus Dr	2017		2	20,000	40,000					Exterior northwest side of plant	DW, FG, IM, OFA, OFD
Central Heating Plant	9 North Campus Dr	2016	1		850		850				Generator subbase tank	DWS, FG, IM, OFA
Central Heating Plant	9 North Campus Dr		1		120				120		Exterior northeast corner of building	N/A
Chamberlain Hall	9 South Street	1999	1		398		398				Generator subbase tank	FG, IM, SC (open top doublewall), OFA
Craft Center	257 Maine St		2		120				240		West exterior side of building	N/A
Druckenmiller (Cleaveland) Hall	2 Polar Loop	1996	1		500		500				Mechanical room in loading dock area	FG, IM, OFA, SC (567 gal)
Druckenmiller (Cleaveland) Hall	2 Polar Loop	1996	1		50		50				Mechanical room in penthouse (day tank)	FG, IM, SC (79 gal)
Facilities Management	14 Cleaveland St	N/A	2		55					110	Interior east side of Motor Pool	SC (drum pallet), funnel usage
Facilities Management (Motor Pool)	14 Cleaveland St	2016	1		750		750				Exterior north side of Motor Pool	DWS, FG, IM, OFA
Harpswell Apts	78-82 Harpswell Rd	2020	1		944		944				Generator subbase tank	DWS, FG, leak detection
Ladd House	14 College St	2023	1		546		546				Generator subbase tank	DWS, FG, IM
Memorial Hall-Wish Theater	4 Bath Rd	1999	1		150		150				Generator subbase tank	DWS, FG, IM, OFA
Barry Mills Hall	12 Polar Loop	2021	1		1,038		1,038				Generator subbase tank	DW, IM
Moulton Union	9 South Campus Dr	2009	1		366		366				Generator subbase tank	DWS, FG, IM, SC
Park Row	259 Maine St	2019	1		298		298				Generator subbase tank	DWS, FG, IM
President's Residence	79 Federal St		1		57				57		Generator subbase tank	N/A
President's Residence	79 Federal St		2		120				240		Exterior east side of garage	N/A
Residence	13 Longfellow St		1		120				120		Exterior of building	N/A
Residence	15 Coffin St		1		24				24		Exterior of Building	N/A
Residence	15 Coffin St		1		275	275					Basement of Building	FG, FL, SC (sealed concrete floor), OFA (fill whistle)
Residence	42 Longfellow St		1		24				24		Exterior of building	N/A
Residence	50 Harpswell Rd	OOS	1		275						Garage	FG, FL, OFA (fill whistle)
Residence	74 Harpswell Rd		1		275	275					Basement of Building	FG, FL, OFA (fill whistle), DW (plastic interior, steel exterior)
Storage	104 Harpswell Rd	2000	1		180		180				Generator Sub-base Tank	
Storage	104 Harpswell Rd	2007	1		400		400				Generator Sub-base Tank	
Storage	104 Harpswell Rd	2014	1		300		300				Generator Sub-base Tank	
Thorne Hall	12 South St	2018	1		750		750				Service building	DWS Fireguard, FG, OFA, OFD
Thorne Hall	12 South St	2017	1		240					240	Service building	DWS, FG
Tin Building	27 Watson Drive	2018	1		2,000		500	1,500			Exterior Tin Building	DW Split Tank, OFA, OFD
Visual Arts Center (Kresge Auditoriu	239 Maine Street	1992	1		128		128				Generator subbase tank	FG, SC
Watson Arena	27 Watson Dr		1		35					35	Ammonia Machine Room	SC (drum pallet), funnel usage
Watson Arena	27 Watson Dr	2008	1		366		366				Generator subbase tank	DWS, FG, IM, OFA
Schiller Coastal Studies Center (SCSC)- Harpswell												
SCSC Marine Lab	281 Bayview Rd		2		1,000				2,000		Adjacent to lab	N/A
SCSC Marine Lab	281 Bayview Rd	2020	1		1,517							
SCSC Terrestrial Lab	252 Bayview Rd			1	1,000				1,000		Adjacent to lab	N/A
SCSC Apartment	4 Orchard Way	2019	1		120				120			N/A
SCSC Cabins A	4 Wyer Drive	2019	1		120				120			N/A
SCSC Cabins B	17 Orchard Way	2019	1		120				120			
SCSC Cabins C	6 Wyer Drive	2019	1		120				120			
SCSC Cabins	240 Bayview Rd	2022	1		165		165				Generator subbase tank	
SCSC - Living & Learning Ctr	240 Bayview Rd	2020	1		1,517		1,517				Generator subbase tank	DW
SCSC - Living & Learning Ctr	240 Bayview Rd	2019	2		1,000				2,000			N/A
SCSC - Wet Lab	240 Bayview Rd	2020	1		1,517		1,517				Generator subbase tank	DW
SCSC Thalheimer Farmhouse	240 Bayview Rd	2008	2		275	550					Basement of building	FL, FG, OFA, DW (plastic interior, steel exterior)
SCSC Thalheimer Farmhouse	240 Bayview Rd		3		120				360		Exterior west side of building	N/A
			Total Product (gal)			41,100	12,268	1,500	6,665	385		

FL = fusible link; OFA = overfill alarm; OFD = overfill protection device; IM = interstitial monitoring alarm; DW = double-walled (S=steel, F=fiberglass); SC = secondary containment; FG = fuel gauge; OOS = out of service

Table 2B - Elevator/Compactor Inventory

Building Name	Building Address	State ID	Hydraulic Oil	SPCC Measures
Adams Hall	2 North Campus Dr	EL36735	140	Reservoir in Elevator Room
Appleton Hall	11 South Campus Dr	EL36532	80	Reservoir in Elevator Room
Boody Johnson	256 Main Street	VL5047	N/A	
Buck Fitness Center	11 North Campus Dr	EL36872	250	Reservoir in Elevator Room
Burton-Little House	4 College St	EL35834	90	Reservoir in Elevator Rm w/berm
Gibbons Center for Arctic Studies	10 Polar Loop		285	Reservoir in Elevator Room
Chamberlain Hall	8 Highrise Row	EL35576	150	Reservoir in Elevator Room
Cleaveland Hall	2 Polar Loop	EL3782	90	Reservoir in Elevator Room
Coffin West	27 South St	EL36452	187	Reservoir in Elevator Room
Coleman Hall	1 South Campus Dr	EL36582	80	Reservoir in Elevator Room
Coles Tower N	1 Tower Drive	EL1907	N/A	
Coles Tower S	1 Tower Drive	EL1918	N/A	
Druckenmiller Hall	2 Polar Loop	EL4372	150	Reservoir in Elevator Room
Druckenmiller Hall	2 Polar Loop	VL4400	N/A	
Edward Arts	14 South Street	EL37217	140	Reservoir in Elevator Room
Farley Field House	35 Watson Dr	EL3229	65	Reservoir in Elevator Room
Harpswell Apts - 1North	80 Harpswell Road	EL37772	97	Reservoir in Elevator Room
Harpswell Apts - 2East	80 Harpswell Road	EL37826	97	Reservoir in Elevator Room
Harpswell Apts - 3South	80 Harpswell Road	EL37820	97	Reservoir in Elevator Room
Hatch Science Library	7 North Campus Dr	EL3586	58	Reservoir in Elevator Room
Hatch Science Library	7 North Campus Dr	VL4391	N/A	
Hawthorne-Longfellow Library	5 College St	EL35925	145	Reservoir in Elevator Room
Hawthorne-Longfellow Library	5 College St	VL3836	N/A	
Howard Hall	19 South St	EL4268	75	Reservoir in Elevator Rm w/berm
Howell House	228 Main Street	IL9982494	N/A	
Hubbard Hall	9 South Campus Dr	EL2921	80	Reservoir in Elevator Room
Hyde Hall	7 South Campus Dr	EL36533	140	Reservoir in Elevator Room
Kanbar Hall	12 Bath Rd	EL36329	150	Reservoir in Elevator Room
Ladd House	14 College St	EL35965	90	Reservoir in Elevator Room
MacMillan House	5 McKeen St	EL35947	75	Reservoir in Elevator Rm w/berm
Maine Hall	10 North Campus Dr	EL36646	80	Reservoir in Elevator Room
216 Maine Street/HR	216 Maine St	EL37347	185	Reservoir in Elevator Room
Memorial Hall (Pickard Theater)	4 Bath Rd	EL35741	230	Reservoir in Elevator Room
Memorial Hall (Pickard Theater)	4 Bath Rd	C02072	N/A	
Moore Hall	25 College St	EL36566	80	Reservoir in Elevator Room
Morrell Gym		VL4842	N/A	
Moulton Union	6 South Campus Drive	EL4206	80	Reservoir in Elevator Room
Moulton Union	6 South Campus Drive	C02073	N/A	
Moulton Union	6 South Campus Drive	Compactor	10	
Osher Hall	29 South St	EL36451	187	Reservoir in Elevator Room
Park Row Apt 1	Park Row	EL37708	N/A	
Park Row Apt 2	Park Row	EL37705	N/A	
Park Row Apt 3	Park Row	EL37737	N/A	
Park Row Apt 4	Park Row	EL37728	N/A	
Quinby House	250 Maine St	EL35708	30	Reservoir in Elevator Room
Roux Center	38 Harpswell Road	EL37589	N/A	
Searles Science Building	233 Maine St	EL35607	225	Reservoir in Elevator Room
Smith Union	8 Polar Loop	EL4152	90	Reservoir in Elevator Room
Smith Union	8 Polar Loop	Compactor	10	
Stowe Hall	17 South St	EL4267	165	Reservoir in Elevator Rm w/berm
Stowe House Dorm	63 Federal St	EL3693	136	Reservoir in Elevator Room
Studzinski Recital Hall	12 South Campus Dr	EL36565	140	Reservoir in Elevator Room
Thorne Hall	13 South St	EL35756	90	Reservoir in Elevator Rm w/berm
Thorne Hall	13 South St	EL1910	75	Reservoir in Elevator Rm w/berm
Thorne Hall	13 South St	Compactor	15	
Thorne Hall	13 South St	Compactor	50	
Visual Arts	239 Maine St	VL4709	N/A	Reservoir in Elevator Room
Visual Arts	239 Maine St	VL4855	N/A	
Walker Art Museum (PAV PE1)	245 Maine St	EL36626	75	Reservoir in Elevator Room
Walker Art Museum (freight)	245 Maine St	EL36631	150	Reservoir in Elevator Room
Watson Ice Arena	27 Watson Dr	EL36820	165	Reservoir in Elevator Room
Winthrop Hall	6 North Campus Dr	EL36638	140	Reservoir in Elevator Room
Elevators - TOTAL Oil in gals			5,219	

Table 2C - Transformers

TRANSFORMER # Serial Number	TRANS SIZE (KVA)	BUILDING/AREA	OIL CAPACITY (Gal)	Manufacturer Date
T-2.1 SN0337003138	150	RHODES HALL	217	1/2003
T-4.1 SN72011930839	500	SMITH UNION INFIRMARY CONCERT PANEL PARKING LOT PANEL PDP	206	7/2020
T-5.1	1000	HATCH MORRELL GYM BUCK FITNESS (480V) STUDZINSKI RECITAL HALL	291	2006
T-5.2	1000	HEATING PLANT SARGENT BUCK FITNESS (480V) WINTHROP HALL MAINE HALL BANISTER CHAPEL CHAPEL	313	2004
T-5.3	1000	COGEN	461	2011
T-6.1 SN98J673278	1000	PICKARD (MEMORIAL HALL) SEARLES MASS HALL	310	9/1998
T-8.1	1500	SILLS HALL/SMITH AUDITORIUM ADAMS DRUCKENMILLER/CLEVELAND	589	2002
T-11.3	500	WHITTIER FIELD HOUSE	239	2017
T-13.2	500	FARLEY FIELD HOUSE	267	1994
T-13.21	150	SQUASH COURTS	135	2018
T-13.3	500	COFFIN DORM-WEST COFFIN DORM-OSHER	196	2004
T-13.31 SN20111132687	1000	EDWARDS ART	314	1/2012
T-13.4	150	STOWE HALL HOWARD HALL	112	1992
T-13.5 SN99F81424	1000	THORNE HALL COLES JEWETT	279	10/1999
T-13.6 SN98J674061	1000	CHAMBERLAIN BURTON LITTLE	310	9/1998
T-13.7	500	H&L LIBRARY	~225	
T-13.8	1000	WALKER ART VISUAL ARTS CENTER HUBBARD HALL (GIBSON) FROM HUBBARD	~312	
T-13.9	1000	MOULTON APPLETON HYDE MOORE COLEMAN HUBBARD HALL (IT ONLY)	478	2001
T-612.3	1000	WATSON ARENA	524	2008
SNCP1950002208		CHAMBERLAND HALL	272	2019
SNCP1950013779		HARPSWELL APTS	315	2019
SNA1710842131	300	ROUX	199	10/2017
	25	ROUX	21	2016
	750	PARK ROW	282	2019
	300	SCHILLER COASTAL STUDIES (Wet Lab, Dry Lab, Sailing)	157	2021
	500	SCHILLER COASTAL STUDIES (LLC, Cabins, Apartment)	215	2021
		Total Oil Capacity (gal)	**7,239**	

3.1.8 Substantial Harm Criteria Checklist

CERTIFICATION OF THE APPLICABILITY OF SUBSTANTIAL HARM CRITERIA

FACILITY NAME: **Bowdoin College**
FACILITY ADDRESS: **Brunswick, Maine**

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?
Yes ____ No ✓

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?
Yes ____ No ✓

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?
Yes ____ No ✓

4. Does the facilities have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?
Yes ____ No ✓

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?
Yes ____ No ✓

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Matthew Orlando _____ _____
Name (please type or print) *Signature*

Senior Vice President of Finance and Administration & Treasurer 1/18/24
Title *Date*

3.2 ANNEX 2: RESPONSE MANAGEMENT SYSTEMS

3.2.1 Emergency Communications and Warning Systems

Communication Systems

Security Communications Center. The Communications Center is staffed 24-7-365, and is the first point of contact for College emergencies [Telephone 207-725-3500/x3500]. The Communications Center is serviced by an emergency generator, and is capable of managing multiple streams of radio, telephone, and video traffic, which are logged and recorded for reference. The Communication Center Dispatcher on duty is responsible for initiating notification procedures and deploying the appropriate response personnel per the *Emergency Notification System in the Campus Emergency Management Plan* in the event of a disaster being declared.

Emergency Operations Center (EOC). The College maintains a designated Emergency Operations Center [Telephone 798-4300] for disaster events as outlined in the Campus Emergency Management Plan (CEMP). The Office of Safety and Security will inspect the EOC supplies and equipment at least semiannually for status and function, in coordination with the regularly scheduled Team meetings. In the event of the designated EOC not being accessible or suitable, one of several alternate sites will be established; no setup tasks are defined for the secondary EOCs.

Emergency Notification System. The College has contracted with a web-based notification system that stores up to six contact numbers, two email addresses, and one SMS texting address for all faculty, staff and students currently on file with the College. This information is updated automatically every 24-hours through vendor interfaces with the Registrar's Office and Human Resources. Selected Campus Emergency Management Team (CEMT) Members have passcoded accounts with the system, and may log in online or connect by telephone from any location to access pre-recorded messages, or to create an original message in their own voice to address a specific emergency, as described in the *Crisis Management* section below. This system is currently the primary emergency contact mechanism for the College.

Automated Telephone Systems. The College's internal telephone system is capable of autodialing on-campus contact lists of specific persons [Distribution Lists] or populations [Broadcast Voicemail], and delivering impromptu, scripted or pre-recorded messages. In an emergency, this system may be accessed by authorized persons or their designees as a non-time-critical option for providing ongoing information to on-campus populations. Concerned parties calling the main campus number [Telephone 207-725-3000] may also access the *Alerts and Announcements* menu [Option 3] to receive updated information and instructions in an emergency, whose content may also be updated by authorized persons as needed in an emergency.

Blue Light Emergency Phones/Emergency Call Boxes. Emergency telephones are located throughout the campus, inside and outside of buildings. The emergency call boxes have blue lights that make them easily visible at night. The person using the phone either may dial 207-725-3500/x3500, or press the red emergency button to be connected directly with the Communications Center; an indicator light on the panel at the Communications Center identifies the location of the caller. Emergency phones may also be used for non-emergency calls to Security by dialing 207-725-3314/x3314. In addition, 911 may be dialed from any call box in an emergency. The locations of these call boxes are listed on the Security website.

Emergency Information Portal. The college has established web systems for three emergency scenarios:

- **Announcement** - An announcement box is place on the Bowdoin home page. An example is a snow closure or other campus-wide announcement.

- **Emergency** - The Bowdoin home page is changed to a new "emergency format" that removes the standard links and offers time-stamped emergency updates, as well as a passcoded access point for in-house emergency information and documents. The Bowdoin website and tools such as the directory remain online, only the home page is changed.

- **Catastrophic Failure** - The Bowdoin home page is automatically redirected to the offsite server [www.emergency.bowdoin.edu] by IT staff through DNS re-routing. This scenario is only to be used in the event of a catastrophic systems failure where the Bowdoin network, phones, and web have been rendered inoperable. Examples would include sustained electrical failures or other catastrophic physical damage to our infrastructure.

In all cases, the public should be referred to the Bowdoin homepage at www.bowdoin.edu. Only authorized persons may publish to the home page or the emergency web portal.

Email Notifications. In an extended emergency, general email notices may be issued to provide information and instructions. IT manages multiple moderated listserves to address specific departments, groups, or entire populations which may be accessed by authorized persons as described in the *Crisis Management* section below. In addition, via the internal phone system as noted above, voicemail messages are also automatically delivered as internal emails containing an audio file for playback.

Radio Communications. The Offices of Safety and Security, Facilities Management, Dining Services, Events, and Athletics routinely use hand-held two-way radios. Security, Facilities Management, and Dining Services have their own repeater systems, which transmit on one frequency and receive on another; if the repeater goes off-line, the simplex output frequency may be used directly. The Communications Center has its own antenna and can generally reach all radios directly within a five-mile radius. Interoperability between the various on-campus radio frequencies, as well as those being used by responders, may be managed by Security using a portable ICOM system, to be set up in the EOC as necessary.

Public Address Systems. There are fixed public address (PA) systems in Watson Ice Arena, Farley Field House, and Pickard Theater; if there is an emergency during an event at any of these locations, the public can be notified directly via the PA system. The College's VoIP telephone system also has a built-in public address function, which certain authorized persons can access to broadcast live emergency messages simultaneously through every telephone speaker on campus. In addition, the Events Office and Athletic Department each maintain portable PA systems for location- specific use.

Public Broadcasts. Radio stations WBOR-FM (91.1) and WGAN-AM (560) are regularly utilized to make public announcements, including cancellations and closures, and would be contacted as necessary to provide disaster notifications and instructions to the general public. In addition, the Bowdoin Cable Network may be accessed for the posting of emergency bulletins on the campus network, and/or as a tickertape on the Smith Union vidscreen.

NOTE: Wherever possible, the Vice President of Communications and Public Affairs (the designated Public Information Officer, or PIO) must first approve all fact sheets, news releases, web postings, broadcast radio transmissions, or any other types of public communications.

Alarm Systems and Reporting

Campus buildings are equipped selectively with fire/gas detectors and alarms. Except as noted, campus detection systems report back automatically to the Communications Center, staffed 24/7/365. Upon confirmation of an alarm, local response services are notified. Individual alarms may also be reported through building pull stations, campus emergency call boxes, or by calling the Communications Center emergency line at 207-725-3500/x3500. The building inventory, shown below, outlines the building name, coordinator, contact information, primary and secondary rally points, and associated alarm systems per building. Emergency numbers for EAPs are located with EHS and Security.

Directions for a larger scale or disaster incident will be disseminated to the campus community using the Immediate Mass Communication systems such as Blackboard Connect®, Cistera® Rapid Broadcast, Automated Telephone Systems, and Public Address Systems as detailed in the Campus Emergency Management Plan.

BOWDOIN COLLEGE
INTEGRATED CONTINGENCY PLAN
NON-RESIDENTIAL BUILDINGS

Building Name	E-911	Department/Program	Building Coordinator(s)	EC	Ext.	email	Primary Rallying Point	Secondary Rallying Point	SA	RB	NG	CO	LP	SPR	HAZ
16 Station Avenue (2nd Fl)	16 Station Avenue	Information Technology	Jeff Doring	x	3091	jdoring@bowdoin.edu	Park area across Station Ave.	Back corner of parking lot by Credit Union (trackside)		X				X	
16 Station Avenue (2nd Fl)	16 Station Avenue	Information Technology	Steven Blanc	x	3471	sblanc@bowdoin.edu	Park area across Station Ave.	Back corner of parking lot by Credit Union (trackside)		X				X	
216 Maine Street	216 Maine Street	Controller's Office	Brittany Geiger		3394	bgeiger@bowdoin.edu	Brunsiwck Hotel Porch	Howell House		X				X	
216 Maine Street	216 Maine Street	Bursar's Office	Rachel Allen		4341	r.allen@bowdoin.edu	Brunsiwck Hotel Porch	Howell House		X				X	
216 Maine Street	216 Maine Street	Human Resources	Ann Michaud		3850	amichaud@bowdoin.edu	Brunsiwck Hotel Porch	Howell House		X				X	
216 Maine Street	216 Maine Street	Investments	Megan Millar		3284	mmillar2@bowdoin.edu	Brunsiwck Hotel Porch	Howell House		X				X	
85 Union 3rd fl*	85 Union Street	Communications	Sara Smith		3306	ssmith@bowdoin.edu	East parking lot	Parking lot across Union St		X				X	
85 Union 3rd fl*	85 Union Street	Communications	Scott Hood		3256	shood@bowdoin.edu	East parking lot	Parking lot across Union St		X				X	
85 Union 3rd fl*	85 Union Street	Stewardship	Jim Adolf		3038	jadolf@bowdoin.edu	East parking lot	Parking lot across Union St		X				X	
Adams Hall	2 North Campus Drive	History	Jen Conner		3046	j.conner@bowdoin.edu	Lawn behind Mass Hall	Cleaveland quad		X				X	
Adams Hall	2 North Campus Drive	Sociology & Anthropology	Lori Brackett		3651	lbracket@bowdoin.edu	Lawn behind Mass Hall	Cleaveland quad		X				X	
Ashby House	254 Maine Street	Student Aid	Alyson Magian	x	3768	amagian@bowdoin.edu	North parking lot	Lawn in front of Boody-Johnson		X				X	
Ashby House	254 Maine Street	Student Aid	Mike Albano	x	3146	malbano@bowdoin.edu	North parking lot	Lawn in front of Boody-Johnson		X				X	
Bannister Hall	14 North Campus Drive	Common Good Center/THRIVE	Avery Friend		4133	afriend@bowdoin.edu	Traffic circle, South Campus Drive	Traffic circle, North Campus Dr		X					
Bowdoin Warehouse	3 Business Parkway	Arctic Studies	Susan Kaplan	x	3289	skaplan@bowdoin.edu	South West corner of employee parking lot	End of Business Parkway loop		X		X		X	
Bowdoin Warehouse	3 Business Parkway	Bowdoin College Library	Peter Bae	x	3529	p.bae@bowdoin.edu	South West corner of employee parking lot	End of Business Parkway loop		X		X		X	
Bowdoin Warehouse	3 Business Parkway	Bowdoin Collegel Museium of Al	Laura Latman		3121	llatman@bowdoin.edu	South West corner of employee parking lot	End of Business Parkway loop		X		X		X	
Bowdoin Warehouse	3 Business Parkway	Facilities Management	Teri Derosier		3309	tderosie@bowdoin.edu	South West corner of employee parking lot	End of Business Parkway loop		X		X		X	
Buck Fitness Center 2nd fl	11 North Campus Drive	Athletics	Alice Wiercinski		4342	awiercin@bowdoin.edu	Cleaveland Quad	North Campus Drive		X				X	
Buck Fitness Center 2nd fl	11 North Campus Drive	Athletics	Tim Ryan	x	3327	tryan@bowdoin.edu	Cleaveland Quad	North Campus Drive		X				X	
Buck Fitness Center 3rd fl	11 North Campus Drive	Health Services	Courtney Lowe		3770	clowe@bowdoin.edu	Cleaveland Quad	North Campus Drive		X	X			X	
Burton-Little House	255 Maine Street	Admissions	Claudia Marroquin		3066	cmarroqu@bowdoin.edu	Front lawn	South side parking lot		X	X		X	X	
Burton-Little House	255 Maine Street	Admissions	Melissa Kapocius		3878	mkapociu@bowdoin.edu	Front lawn	South side parking lot		X	X		X	X	
Burton-Little House	255 Maine Street	Admissions	Emily Almas		4197	e.almas@bowdoin.edu	Front lawn	South side parking lot		X	X		X	X	
Children's Center	6 South Street	Daycare Center	Martha Eshoo	x	3700	meshoo@bowdoin.edu	Chamberlain parking lot or lobby in incliment weather	NA		X	X	X		X	X
Children's Center Offices	4 South Street	Daycare Center Offices	Martha Eshoo	x	3700	meshoo@bowdoin.edu	Chamberlain parking lot or lobby in incliment weather	NA		X	X	X		X	
Cleaveland Street 10	10 Cleaveland Street	Housekeeping Offices	Kim Bibber		3685	kbibber@bowdoin.edu	Edward Pols back lawn	Parking lot across Cleaveland Street	X						
Cleaveland Street 12	12 Cleaveland Street	Bowdoin Orient	Nate Hintze		4244	nhintze@bowdoin.edu	Parking lot across Cleavland St	Back lawn of Riley House	X						
Coles Tower 1st fl	5 Coles Tower Drive	Events & Summer Pgms	Joe Anderson		4208	janders2@bowdoin.edu	Lawn between Coles and Craft Center	Front lawn of Baxter House		X				X	
College Street-24	24 College Street	Residence Life	Lisa Rendall		3589	lrendall@bowdoin.edu	Front lawn of Ladd House	Lawn behind Ladd House		X	X			X	
College Street-30	30 College Street	Under Renovation	Sharron Ames		4196	s.ames@bowdoin.edu	Front Lawn of 32 College	South side parking lot	X	X	X	X		X	
College Street-38	38 College Street	Inclusion and Diversity	Karen Shea		7083	kshea@bowdoin.edu	Lawn Across College Street	Rear parking lot		X	X	X			
Copeland House	88 Federal Sreet	Africana Studies and LACLSP	Elizabeth Hernandez Palmer		3227	epalmer@bowdoin.edu	Front lawn	Rear parking lot		X	X				
Craft Center	257 Maine Street	Student Activities	Emma Gould		3491	e.gould@bowdoin.edu	Lawn between Craft Center and Chamberlain	Lawn between Chamberlain and Thorne Halls		X			X		
Cram Alumni House	83 Federal Street	Alumni Relations	Holly Rogers		7065	hrogers@bowdoin.edu	Parking Lot off Kitchen	North side lawn		X					
Cram Alumni House	83 Federal Street	Alumni Relations	Tuyet Matthews	x	3118	tmatthew@bowdoin.edu	Parking Lot off Kitchen	North side lawn		X					X
Dining Services Warehouse	3 Business Parkway	Dining	Jesse Jones		3081	jjones@bowdoin.edu	South West corner of employee parking lot	End of Business Parkway loop		X		X		X	
Dining Services Warehouse	3 Business Parkway	Dining	Daran Poulin		3431	dpoulin@bowdoin.edu	South West corner of employee parking lot	End of Business Parkway loop		X		X		X	
Druckenmiller Hall	2 Polar Loop	Animals	Marko Melendy	x	3517	mmelendy@bowdoin.edu	East side parking lot	Cleaveland quad		X	X			X	X
Druckenmiller Hall	2 Polar Loop	Biology/Neurosciences	Manuel Diaz-Rios		5821	mdiazrio@bowdoin.edu	East side parking lot	Cleaveland quad		X	X			X	X
Druckenmiller Hall	2 Polar Loop	Chemistry/Biochenistry	Sylvia Bosco		2910	s.bosco@bowdoin.edu	East side parking lot	Cleaveland quad		X	X			X	X
Druckenmiller Hall	2 Polar Loop	Biology Labs	Rachel Reuling		2684	r.reuling@bowdoin.edu	East side parking lot	Cleaveland quad		X	X			X	X
Druckenmiller Hall	2 Polar Loop	Science Labs	Rene Bernier		3162	rbernier@bowdoin.edu	East side parking lot	Cleaveland quad		X	X			X	X
Dudley Coe House	29 College Street						Coe quad	East side lawn		X					
Edward Pols House	5 Bath Road	Latin American/Philosophy	Marybeth Bergquist		3675	mbergqui@bowdoin.edu	Rhodes rear parking lot	Lawn across Bath Rd		X	X				
Edwards Arts Center	14 South Street	Visual Arts, Theater & Dance	Colleen Kinsella		3075	ckinsell@bowdoin.edu	East side parking lot	Across South Street		X		X		X	
Edwards Arts Center	14 South Street	Visual Arts, Theater & Dance	Laurie Holland		3552	lholland@bowdoin.edu	East side parking lot	Across South Street		X		X		X	
Elm Street Warehouse	36 Elm Street	Facilities Management	Jeff Tuttle		3071	jtuttle@bowdoin.edu	Hannaford's parking lot	NA							
Farley Fieldhouse	35 Watson Drive	Athletics	Kevin Loney		3492	kloney@bowdoin.edu	Main parking lot at corner of tennis courts	Turf field via south exits		X	X	X		X	X

BOWDOIN COLLEGE
INTEGRATED CONTINGENCY PLAN
NON-RESIDENTIAL BUILDINGS

Building Name	E-911	Department/Program	Building Coordinator(s)	EC	Ext.	email	Primary Rallying Point	Secondary Rallying Point	SA	RB	NG	CO	LP	SPR	HAZ
Federal Street-80	80 Federal Street	Annual/Planned/Parent Giving	Marian Skinner		3910	mskinner@bowdoin.edu	Rear parking lot	Lawn across Federal St		X	X				
Federal Street-80	80 Federal Street	Annual/Planned/Parent Giving	Tuyet Matthews	x	3118	tmatthew@bowdoin.edu	Rear parking lot	Lawn across Federal St		X	X				
Federal Street-82	82 Federal Street	Treasurer	Amy Dionne		3243	adionne@bowdoin.edu	Rhodes rear parking lot	West side lawn		X	X				
Federal Street-85	85 Federal Street	Development/Alumni Relations	Tuyet Matthews		3118	tmatthew@bowdoin.edu	Rear parking lot	North side lawn		X					
Gibson Hall	251 Maine Street	Music	Jason Bascom Holmes		3534	j.holmes@bowdoin.edu	Main quad in front of Hubbard	Lawn across Park Row		X					
Gibbons Center for Arctic Studies	10 Polar Loop	Arctic Studies	Susan Kaplan		3289	skaplan@bowdoin.edu	Coe parking lot	Walkway between Morrell Gym and Druckenmiller		X		X		X	
H & L Library	5 College Street	Library	Amy Heggie		3173	aheggie@bowdoin.edu	Quad behind Hubbard Hall	Quad in front of Hubbard Hall		X				X	
H & L Library	5 College Street	Library	Helen Hill		3155	hhill@bowdoin.edu	Quad behind Hubbard Hall	Quad in front of Hubbard Hall		X				X	
H & L Library	5 College Street	Library	Peter Bae	x	3529	p.bae@bowdoin.edu	Quad behind Hubbard Hall	Quad in front of Hubbard Hall		X				X	
H & L Library	5 College Street	Learning Center	Logan Arrowood		2930	l.arrowood@bowdoin.edu	Quad behind Hubbard Hall	Quad in front of Hubbard Hall		X				X	
H & L Library (admin)	253 Maine Street	Academic Dean's Office	Janice Staples		4387	jstaples@bowdoin.edu	Lawn across Park Row	Lawn across College St		X				X	
H & L Library (admin)	253 Maine Street	Academic Dean's Office	Jeanne Bamforth		3523	jbamfort@bowdoin.edu	Lawn across Park Row	Lawn across College St		X				X	
H & L Library (admin)	253 Maine Street	Academic Dean's Office	Claire Jacques Bogan		3978	cjaquesb@bowdoin.edu	Lawn across Park Row	Lawn across College St		X				X	
H & L Library (admin)	253 Maine Street	President's Office	Monica Brennan	x	3918	m.brennan@bowdoin.edu	Lawn across Park Row	Lawn across College St		X				X	
Ham House	3 Bath Road	Gender/Women's Studies	Keona Ervin		2927	k.ervin@bowdoin.edu	Rhodes rear parking lot	West side lawn, toward Church		X	X				
Harpswell Street Warehouse	104 Harpswell Street	Grounds	Shawn Gepfert		3446	sgepfert@bowdoin.edu	Rear storage yard	Front parking lot							
Hatch Science Library	7 North Campus Drive	Library	Sue O'Dell		3265	sodell@bowdoin.edu	Cleaveland quad	Lawn across North Campus Dr		X	X		X	X	X
Heating Plant	9 North Campus Drive	Facilities Management	Charles Blier		3345	cblier@bowdoin.edu	Traffic circle, North Campus Drive	Lawn across North Campus Dr		X	X		X	X	X
Herbert Ross Brown House	32 College Street	Counseling Services	Lindsay Jacobs		3145	ljacobs@bowdoin.edu	Front lawn of 30 College	Rear parking lot		X	X				
Hubbard Hall	9 South Campus Drive	Economics	Susan Kohorn	x	3340	skohorn@bowdoin.edu	Main quad	Quad in front of H&L Library		X					
Hubbard Hall	9 South Campus Drive	Government	Lynne Atkinson		3295	latkinso@bowdoin.edu	Main quad	Quad in front of H&L Library		X					
Hubbard Hall	9 South Campus Drive	IT Data Center	Steven Blanc	x	3471	sblanc@bowdoin.edu	Main quad	Quad in front of H&L Library		X					X
Hubbard Hall	9 South Campus Drive	Susan Bliss Room	Kat Stefko	x	7142	kstefko@bowdoin.edu	Main quad	Quad in front of H&L Library		X					
Jewett Hall	15 South Street	Academic Technology	Stephen Houser		3525	houser@bowdoin.edu	Front lawn of Baxter House	West side lawn of Stowe hall		X	X			X	
Kanbar Hall	12 Bath Road	Asian Studies	Jen Conner		3046	j.conner@bowdoin.edu	Cleaveland quad	North side lawn of Sills Hall		X	X			X	
Kanbar Hall	12 Bath Road	Animal Care	Marko Melendy	x	3517	mmelendy@bowdoin.edu	Cleaveland quad	North side lawn of Sills Hall		X	X			X	
Kanbar Hall	12 Bath Road	Psychology	Donna Trout		3339	dtrout@bowdoin.edu	Cleaveland quad	North side lawn of Sills Hall		X	X			X	
Ladd	14 College Street	THRIVE	Rachel Lloyd		2771	r.lloyd@bowdoin.edu	Front lawn	Rear lawn		X		X		X	X
Ladd	14 College Street	Center for Multicultural Life	Eduardo Pazos Palma		4196	epazos@bowdoin.edu	Front lawn	Rear lawn		X		X		X	X
Leighton Sailing Center	270 Bayview Road, Orr's Island	Athletics	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	Marine lab parking lot	Southeast field, up the hill	X			X	X		
Lubin Squash Center	31 Watson Drive	Athletics	Theo Woodard		3984	twoodwar@bowdoin.edu	Main parking lot at corner of tennis courts	Watson parking lot blue light		X	X			X	
Maine St- 240	240 Maine Street	Registrar Office	Julie Grossi		3872	jgrossi@bowdoin.edu	Corner of parking lot, past garage	Helmreich House front yard		X					
Maine St- 240	240 Maine Street	Institutional Research	Sarah Grobe		208-2695	s.grobe@bowdoin.edu	Corner of parking lot, past garage	Helmreich House front yard		X					
Massachusetts Hall	6 Bath Road	English/Cinema Studies	Sarah Lawless		4236	s.lawless@bowdoin.edu	Main quad	North side lawn		X				X	
Memorial Hall	4 Bath Road	Theater & Dance	Deborah Puhl		3502	dpuhl@bowdoin.edu	Main quad behind Searles	North side lawn		X				X	
Memorial Hall	4 Bath Road	Theater & Dance	Rani Long		2884	r.long@bowdoin.edu	Main quad behind Searles	North side lawn		X				X	
Mills Hall	12 Polar Loop	Anthropology, Digital & Computational Studies	Monica Gallego		208-2738	m.gallego@bowdoin.edu	Coe parking lot	Walkway between Morrell Gym and Druckenmiller		X		X		X	
Morrell Gym	6 Polar Loop	Athletics	Alice Wiercinski		4342	awiercin@bowdoin.edu	Cleaveland quad	North Campus Drive		X	X				
Moulton Dining Hall	6 South Campus Drive	Dining	Daran Poulin		3431	dpoulin@bowdoin.edu	Coe quad	Traffic circle, South Campus Dr		X	X			X	X
Moulton Dining Hall	6 South Campus Drive	Dining	Susan D'Angelo-Cooley		3542	sdangelo@bowdoin.edu	Coe quad	Traffic circle, South Campus Dr		X	X			X	X
Moulton Union 1st fl	6 South Campus Drive	Career Planning Center	Kristin Brennan		3716	kbrennan@bowdoin.edu	Coe quad	Traffic circle, South Campus Dr		X	X			X	X
Moulton Union 1st fl	6 South Campus Drive	Ctr for Co-Curr Opportunities	Cindy Stocks		3607	cstocks@bowdoin.edu	Coe quad	Traffic circle, South Campus Dr		X	X			X	X
Moulton Union-2nd fl	6 South Campus Drive	Student Affairs	Khoa Khuong		7026	kkhuong@bowdoin.edu	Coe quad	Traffic circle, South Campus Dr		X	X			X	X
Observatory	1 Watson Drive	Facilities Management	Shawn Gepfert		3446	sgepfert@bowdoin.edu	Arena parking lot	Turf field							
Outdoor Leadership Center	39 Harpswell Street	Outing Club	D. Michael Woodruff		3346	mwoodruf@bowdoin.edu	South side parking lot	Parking area across Sills Dr		X	X				X
Pickard Field House	37 Watson Drive	Athletics	Chap Nelson		3954	cnelson@bowdoin.edu	Baseball field	Main parking lot at corner of tennis courts		X	X				
Rhodes Hall	9 Bath Road	Facilities Management	Emily Brochu	x	2889	e.brochu@bowdoin.edu	Front parking lot	Rear parking lot		X			X		
Rhodes Hall	9 Bath Road	Safety & Security	Kelly Irving		3458	kirving@bowdoin.edu	Front parking lot	Rear parking lot		X			X		
Riley House	7 Bath Road	Religion/Education	Lynn Brettler		3465	lbrettle@bowdoin.edu	Rhodes rear parking lot	Lawn across Bath Rd		X	X				
Roux Center for the Env	59 Harpswell Road	Earth & Oceanographic Science	Bridget Spaeth		3628	bspaeth@bowdoin.edu	Back of Building	Across street from entry		x	x	x		x	
Roux Center for the Env	59 Harpswell Road	Environmental Studies	Rosie Armstrong		3396	rarmstro@bowdoin.edu	Back of Building	Across street from entry		x	x	x		x	
Russwurm House	6 College Street	African American Studies	Eduardo Pazoa Palma		4196	epazos@bowdoin.edu	East parking lot	Front lawn of Baxter House		X				X	X
Sargent Gym	15 North Campus Drive	Campus Drive	Alice Wiercinski		4342	awiercin@bowdoin.edu	Coe quad	Polar Bear quad		X				X	
Sawyer Park Crew House	1 Sawyer Park Road	Crew Team	Doug Welling		3862	dwelling@bowdoin.edu	Parking lot	Access road	X						
Schiller Coastal Studies Center - Marine Lab	281 Bayview Road, Orr's Island	Coastal Studies Center	Heidi Franklin		5153	hfrankli@bowdoin.edu	West side of Leighton Sailing Center	LLC front entry		X		X	X		

BOWDOIN COLLEGE
INTEGRATED CONTINGENCY PLAN
NON-RESIDENTIAL BUILDINGS

Building Name	E-911	Department/Program	Building Coordinator(s)	EC	Ext.	email	Primary Rallying Point	Secondary Rallying Point	SA	RB	NG	CO	LP	SPR	HAZ
Schiller Coastal Studies Center - Marine Lab	282 Bayview Road, Orr's Island	Coastal Studies Center	Holly Parker		2912	h.parker@bowdoin.edu	West side of Leighton Sailing Center	LLC front entry		X		X	X		
Schiller Coastal Studies Center - Terrestrial Lab	252 Bayview Road, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	Field, south side of building	Field, west side of building							
Schiller Coastal Studies Center - Thalheimer Farmhouse	240 Bayview Road, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	Farmhouse parking lot	East side field	X	X		X			
Schiller Coastal Studies Center- Apartment	4 Orchard Way, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	Back parking lot	Across the street at orchard		X		X	X	X	
Schiller Coastal Studies Center- Cabin C	6 Wyer Drive, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	LLC Front Entry Porch	Parking lot at Sailing Center		X		X	X	X	
Schiller Coastal Studies Center- Dry Lab	283 Bayview Road, Orr's Island	Coastal Studies Center	Heidi Franklin		5153	hfrankli@bowdoin.edu	Parking lot at Sailing Center	Central green space at student cabins		X		X*	X		
Schiller Coastal Studies Center- Living Learning Center	25 Orchard Way, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	Parking lot at Sailing Center	Central green space at student cabins		X		X*	X		X
Schiller Coastal Studies Center- Cabin A	4 Wyer Drive, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	LLC Front Entry Porch	Parking lot at Sailing Center		X		X	X	X	
Schiller Coastal Studies Center- Cabin B	17 Orchard Way, Orr's Island	Facilities Management	Joe Tourtelotte		721-5900	jtourtel@bowdoin.edu	LLC Front Entry Porch	Back parking lot		X		X	X	X	
Searles Hall	233 Maine Street	Math/Computer Science	Sue Theberge		3567	theberge@bowdoin.edu	Main quad	Lawn across Park Row		X				X	
Searles Hall	233 Maine Street	Physic & Astronomy	Dale Syphers	x	3606	dsyphers@bowdoin.edu	Main quad	Lawn across Park Row		X				X	
Searles Hall	233 Maine Street	Physic & Astronomy	Emily Green		3308	egreen@bowdoin.edu	Main quad	Lawn across Park Row		X				X	
Sills Hall	1 North Campus Drive	Classics	Sandy Kauffman		3782	skauffma@bowdoin.edu	Cleaveland quad	North side lawn		X					
Sills Hall	1 North Campus Drive	Romance Language	Kate Flaherty		3357	kflahert@bowdoin.edu	Cleaveland quad	North side lawn		X					
Smith Union	8 Polar Loop	Bookstore	Cindy Breton	x	3205	cbreton@bowdoin.edu	Coe quad	Polar Bear quad		X	X	X		X	
Smith Union	8 Polar Loop	Dining	Isaac Aldrich		3203	ialdrich@bowdoin.edu	Coe quad	Polar Bear quad		X	X	X	X	X	X
Smith Union	8 Polar Loop	Dining	Richard Escorsio		4157	rescorsi@bowdoin.edu	Coe quad	Polar Bear quad		X	X	X	X	X	X
Smith Union	8 Polar Loop	Mail Center	Joe Anderson	x	4208	janders2@bowdoin.edu	Coe quad	Polar Bear quad		X	X	X		X	
Smith Union	8 Polar Loop	Student Activities	Karla Nerdahl		4262	knerdahl@bowdoin.edu	Coe quad	Polar Bear quad		X	X	X		X	
Smith Union	8 Polar Loop	Student Activities	Nate Hintze	x	3536	nhintze@bowdoin.edu	Coe quad	Polar Bear quad		X	X	X		X	
Studzinski Hall	12 South Campus Drive	Music	Delmar Small		3747	dsmall@bowdoin.edu	Coe quad	Traffic circle, South Campus Dr		X				X	
Thorne Hall	12 South Street	Dining	Mark Dickey		3935	mdickey@bowdoin.edu	Lawn between Thorne and Chamberlain Halls	Lawn between Thorne and Craft Center		X	X			X	X
Thorne Hall	12 South Street	Dining	Ryan Miller		2835	r.miller@bowdoin.edu	Lawn between Thorne and Chamberlain Halls	Lawn between Thorne and Craft Center		X	X			X	X
Visual Arts Center	239 Maine Street	Art	Tammis Donovan		3006	tdonovan@bowdoin.edu	Main quad	Lawn across Park Row		X				X	
Walker Art Museum	245 Maine Street	Art	Amy Morin		2770	a.morin@bowdoin.edu	Main quad	Lawn across Park Row		X	X	X		X	X
Walker Art Museum	245 Maine Street	Museum Security	Steve Perkins	x	4358	sperkin2@bowdoin.edu	Main quad	Lawn across Park Row		X	X	X		X	X
Watson Ice Arena	27 Watson Drive	Athletics	Alice Wiercinski		4342	awiercin@bowdoin.edu	Arena parking lot at blue light	Turf field		X	X			X	
Whittier Field Grandstand	31 Bowker Street	Athletics	Alice Wiercinski		4342	awiercin@bowdoin.edu	Football field	Across Whittier St		X	X				
Whittier Street Warehouse	19 Whittier Street	Dining	Ryan Miller		2835	r.miller@bowdoin.edu	Parking lot	Access road	X	X					
Whittier Support Building	3 Pine Street	Athletics	Alice Wiercinski		4342	awiercin@bowdoin.edu	Scoreboard end of the field	First access road to cemetery off Pine Street		X	X	X		X	
NOTES															
SA = Stand-alone smoke detectors present															
RB = 24-hour report-back detectors present, automatic alarm															
NG = Natural gas detectors present															
CO = Carbon monoxide detectors present															
LP = Propane detectors present															
SPR = Sprinklers present															
HAZ = High-hazard suppression systems present (Commercial Kitchens, Chemical Storage, Electronics)															

BOWDOIN COLLEGE
INTEGRATED CONTINGENCY PLAN
RESIDENTIAL BUILDINGS

Building Name	E-911	Department/ Program	Building Coordinator	Extension	email	Primary Rallying Point	Secondary Rallying Point	SA	RB	NG	LP	CO	SPR	HAZ
Appleton Hall	11 South Campus Drive	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Main quad in front of Hubbard Hall	Traffic circle, South Campus Drive		X	X		X	X	X
Baxter House	10 College Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Side Lawn between Baxter and Stowe	Front lawn		X			X	X	
Boody-Johnson	265 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Front lawn of Ashby House	Rear Parking Lot of Ashby House		X	X		X	X	X
Brunswick Apartments Bldg 1 (A-B)	4 Longfellow Avenue	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St	X	X			X	X	
Brunswick Apartments Bldg 2 (C-D)	2 Longfellow Avenue	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St	X	X			X	X	
Brunswick Apartments Bldg 6 (E-J)	279 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St		X			X	X	
Brunswick Apartments Bldg 3 (K-L)	279R Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St		X			X	X	
Brunswick Apartments Bldg 4 (M-O)	281 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St	X	X			X	X	
Brunswick Apartments Bldg 5 (P-Q)	283R Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St	X	X			X	X	
Brunswick Apartments Bldg 7 (R-X)	283 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Brunswick quad	Front lawns across Longfellow St	X	X			X	X	
Burnett House	232 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Page St parking lot	Acrosss page St, behind Mustard House		X	X		X	X	
Chamberlain Hall	9 South Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn between Chamberlain and Craft Center	Lawn between Chamberlain and Thorne Halls	X	X	X		X	X	
Cleaveland Street-10*	10 Cleaveland Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Rhodes rear parking lot	Lawns across Cleaveland St	X	X			X	X	
Coleman Hall	1 South Campus Drive	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	H&L Library quad	Traffic circle, South Campus Drive		X	X		X	X	
Coles Tower	5 Coles Tower Drive	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn between Coles and Craft Center	Front lawn of Baxter House	X		X		X	X	
Harpswell Apartments	80 Harpswell Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Watson Arena parking lot	Soccer fields		X			X	X	
Helmreich House	238 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Rear parking lot	Parking lot between Helmreich and Mustard Houses		X	X		X	X	X
Howard Hall	19 South Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn behind Ladd House	Front lawn of Baxter House	X	X				X	X
Howell House	228 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Rear parking lot	South side yard		X	X		X	X	X
Hyde Hall	7 South Campus Drive	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Main quad in from of Hubbard Hall	South Campus Drive		X	X		X	X	
MacMillan House	5 McKeen Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Front lawn of Quinby House	West side lawn		X	X		X	X	X
Maine Hall	10 North Campus Drive	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Main quad in front of the Chapel	North Campus Drive		X	X		X	X	
Mayflower Apartments	14 Belmont Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Sidewalk across Belmont St	Down Belmont St towards campus		X	X		X	X	
Moore Hall	25 College Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Coe quad	East side parking area		X	X		X	X	
Osher Hall	29 South Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn behind Ladd House	Parking lot across Coffin St		X			X	X	X
Pine Street Apartments	1 Pine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Main parking lot	Cemetary across Pine St		X	X		X	X	
Federal-84 B&D,86 A&C*	84-86 Federal Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Parking lot at rear of builidng by Rhodes Hall	82 Federal front lawn		X			X		
Park Row Apartments 1 ,2	259 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn between Chamberlain and Craft Center	Yard between Chaimberlain and Thorne		X	X		X	X	
Park Row Apartments 3, 4	259 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Chaimberlain Parking Lot near Childrens Center	Yard between Chaimberlain and Thorne		X	X		X	X	
Quinby House	250 Maine Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Front lawn	Ashby House parking lot		X	X		X	X	X
Reed House	7 Boody Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	East parkling lot	West side lawn		X	X		X	X	
Russwurm House	6 College Street	Student Residence	Eduardo Pazoa	4196	epazos@bowdoin.edu	East parking lot	Front lawn of Baxter House		X			X	X	X
Smith House	59 Harpswell Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	In backyard near tree	Convenience store parking lot		X	X		X	X	
Stowe Hall	17 South Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn behind Ladd House	Playground across Longfellow St		X	X		X	X	X
Stowe House Inn	63 Federal Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Main parking lot	Rear parking lot		X	X	X	X	X	
West Hall	27 South Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn behind Ladd House	Playground across Longfellow St		X	X		X	X	
Winthrop Hall	6 North Campus Drive	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn in front of Adams Hall	Main quad in front of Mass Hall		X	X		X	X	
52 Harpswell Street	52 Harpswell Street	Student Residence	Lisa Rendall	3589	lrendall@bowdoin.edu	Lawn on west side, adjacent to the Organic Garden	East side parking area		X	X		X	X	X

NOTES
SA = Stand-alone smoke detectors present
RB = 24-hour report-back detectors present, automatic alarm
NG = Natural gas detectors present
CO = Carbon monoxide detectors present
LP = Propane detectors present
SPR = Sprinklers present
HAZ = High-hazard supression systems present (Commercial Kitchens, Chemical Storage, Electronics)
*Residence currently offline

BOWDOIN COLLEGE
INTEGRATED CONTINGENCY PLAN
RENTAL BUILDINGS

Building Name	E-911	Department/ Program	Building Coordinator(s)	Extension	Email	Primary Rallying Point	SA	RB	NG	CO	LP	SPR	HAZ
10 South Street	10 South Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
13 Longfellow Avenue	13 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
14 Longfellow Avenue	14 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
15 Coffin Street	15 Coffin Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
16 Cleaveland Street	16 Cleaveland Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
18 Cleaveland Street	18 Cleaveland Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
234 Maine Street (Mustard House)	234 Maine Street (Mustard House)	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
25 Coffin Street	25 Coffin Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
271 Maine Street	271 Maine Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
30 Longfellow Avenue	30 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
31 Longfellow Avenue	31 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
32 Longfellow Avenue	32 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
37 Longfellow Avenue	37 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
42 Longfellow Avenue	42 Longfellow Avenue	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
44 Harpswell Street	44 Harpswell Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
48 Harpswell Street	48 Harpswell Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
50 Harpswell Street	50 Harpswell Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
66 Harpswell Street	66 Harpswell Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
74 Harpswell Street	74 Harpswell Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
75 Federal Street (Cleaveland House)	75 Federal Street	President's House	Denise Zavitz	3222	dzavitz@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			
79 Federal Street	79 Federal Street	President's House	Denise Zavitz	3222	dzavitz@bowdoin.edu	Safe place away from house, sidewalk or yard	X	X	X	X			
79 Federal Street	79 Federal Street	President's House	Denise Zavitz	3222	dzavitz@bowdoin.edu	Safe place away from house, sidewalk or yard	X	X	X	X			
8 Cleaveland Street	8 Cleaveland Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X			X			
84-86 Federal Street	84-86 Federal Street	Rental Housing	Michele Cyr	3421	m.cyr@bowdoin.edu	Safe place away from house, sidewalk or yard	X		X	X			

NOTES
SA = Stand-alone smoke detectors present
RB = 24-hour report-back detectors present, automatic alarm
NG = Natural gas detectors present
CO = Carbon monoxide detectors present
LP = Propane detectors present
SPR = Sprinklers present
HAZ = High-hazard supression systems present (Commercial Kitchens, Chemical Storage, Electronics)

3.3 ANNEX 3: NOTIFICATION

3.3.1 Notification Requirements

Upon discovery of any spill, personnel should notify the Emergency Coordinator and/or Security. Phone numbers and contact information for Bowdoin's Emergency Contacts are listed in Section 1.3.5 and General Emergency Phone Numbers are included in Section 1.4.

In the case of an emergency or injury requiring medical assistance, notify Security at x3500 or 207-725-3500 or call 911.

3.3.1.1 Hazardous Matter Spill

Any hazardous matter spill above the applicable reportable quantity (RQ) requires immediate notification to the Maine State Police – Hazardous Matter Reporting Number and the National Response Center, and requires implementation of this plan.

3.3.1.2 Oil Spill

The spilling or other discharge of oil to the environment in any amount is a violation of Maine law; however, if a spill is reported within 2 hours, promptly cleaned up and the oil contaminated material disposed of properly, the College cannot be fined for the violation. To report an oil spill, call the DEP's 24-hour emergency spill hotline. During regular business hours, the call will go to DEP. During nights, weekends and holidays, the call will be routed through a Maine State Police dispatcher who will forward the call to DEP on-call staff.

Bowdoin College will comply with all of the following requirements:

a) All oil spills, regardless of the quantity will be reported to the Office of EHS.
b) The discharge must be cleaned up within 24 hours of discovery.
c) A written log or document must be maintained recording each discharge the date of discovery, its source, the general location of the discharge on the facility, the date and method of cleanup, and the signature of the facility owner or operator certifying the accuracy of the log.
d) The log must be readily available for inspection upon request by personnel and authorized agents of the commissioner within 24 hours.

It is encouraged to report a spill if there is any question. The Maine DEP Oil and Hazardous Materials Response Teams can help clean up the spill to keep you safe and protect your property and Maine's environment.

An oil discharge must be reported to the National Response Center if a harmful quantity is spilled. A harmful quantity is any quantity of discharged oil that violates state water quality standards, causes a film or sheen on the water's surface, or leaves sludge or emulsion beneath the surface.

A discharge must be reported to the EPA Regional Administrator when there is a discharge of more than 1,000 gallons of oil in a single discharge to navigable waters or adjoining shorelines or more than 42 U.S. gallons of oil in each of two discharges to navigable waters or adjoining shorelines occurring within any twelve-month period.

3.3.2 Mutual Aid Agreements

The College maintains mutual aid agreements with Local and State emergency response services to specify each organization's duties in the event of an emergency. These agencies are provided with updated copies of the College's emergency planning documents, as specified below. The agencies are also invited to meet with the Office of EHS at least annually to review operations.

The Plan Administrator or designee will prepare and submit Mutual Aid Agreements including the following:

- Submit a copy of the Contingency Plan or revised pages, with a cover letter to the local fire department, police department, nearby hospital, and emergency response contractors.
- The cover letter must request that the agency provide support to campus in the case of fire, explosion or release of hazardous matter. A copy of this letter must be included in your Contingency Plan to document that assistance has been requested from each agency. The agreements must be renewed, in writing, annually or sooner if your Contingency Plan is amended.
- Include copies of the responses from the local fire department, police department, and hospital. If an agency declines to enter into such an arrangement, document their refusal. If you receive no response to your request of support, document that a letter was sent to the agency. These Aid Agreements must be updated annually to keep your Contingency Plan current.
- The Plan may be required to be updated based on the responses from Mutual Aid partners.

A complete list of the detailed contact information for the mutual aid partners is provided in Section 1.5, Plan Distribution List.

3.4 ANNEX 4: INCIDENT DOCUMENTATION

3.4.1 Reporting Requirements

All documentation for an incident, including reports from response agencies and remediation contractors, invoices, briefing notes, and regulatory notifications will be maintained on file in the Office of EHS, and form the basis for written reports composed for necessary submission.

3.4.1.1 Hazardous Matter Spill

The *Hazardous Waste & Hazardous Material Spill or Discharge Report Form* will be filled out by the spiller/discoverer and provided to the Bowdoin Emergency Coordinator. The form is included in this annex for quick access. The Emergency Coordinator will maintain one copy in the Environmental Compliance Files, and if required or deemed appropriate, submit the form to the Maine DEP at the address below.

Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
17 State House Station
Augusta, ME 04333

Hazardous waste spills must be reported in writing to the Maine DEP within 15 days and hazardous material spills must be reported in writing to the DEP within 30 days. The report includes date, time, location, chemical, and quantity of the spill, circumstances or cause of the spill, clean up details, injuries, and actions taken to prevent a similar event.

HAZARDOUS WASTE & HAZARDOUS MATERIAL
SPILL OR DISCHARGE REPORT FORM

All "Major" spills should be reported to the Department of Public Safety (State Police) immediately at 800-452-4664. Additionally, hazardous waste spills must be reported in writing to the DEP within 15 days. Hazardous material spills must be logged, and reported in writing to the DEP within 30 days if greater than the RQ. This form should be filled out by the spiller and be submitted to the Emergency Coordinator. It will then be filed, and if required or deemed appropriate, submitted to the DEP at the following address: Maine DEP, BRWM, 17 State House Station, Augusta, ME 04333.

DATE & TIME OF CHEMICAL RELEASED: _____

NAME & ADDRESS OF COMPANY: _____
_____
_____

EXACT LOCATION OF SPILL: _____
_____
_____

CHEMICAL SPILLED: _____

AMOUNT: _____

CIRCUMSTANCES CAUSING RELEASE: _____
_____
_____
_____

AMOUNT OF CHEMICAL RECOVERED: _____

METHOD OF RECOVERY: _____

METHOD & LOCATION OF DISPOSAL: _____

WERE THERE ANY PERSONAL INJURIES, HOSPITALIZATIONS OR DEATHS?
_____
_____
_____

ACTIONS TAKEN TO PREVENT SIMILAR INCIDENT FROM RECURRING: _____
_____
_____
_____

WAS THIS INCIDENT REPORTED IMMEDIATELY? DATE: _____ TIME: _____

CONTACT'S NAME: _____ PHONE# _____

REPORT PREPARED BY: _____ DATE: _____

3.4.1.2 Oil Spill

For oil spills, a *Spill Notification Form* shall be completed by the spiller/discoverer and submitted to the Emergency Coordinator. The Oil Spill Notification Form is included below. The form includes a checklist for documenting the proper notification of state and federal agencies and general information about the spill. The form shall be filed by Bowdoin and maintained as long as Bowdoin owns and/or operates this facility.

If a single spill greater than 1,000 gallons occurs, or two spills each greater than 42 gallons occur within any 12-month period, the Emergency Coordinator shall, in addition to the notification procedures above, provide written information to the EPA Regional Administrator as required by the federal SPCC rules. A copy of this information must also be provided to the Maine Department of Environmental Protection.

OIL SPILL NOTIFICATION FORM

The "spiller," regardless of the quantity spilled shall complete this form. The Emergency Coordinator will determine whether the Maine Department of Environmental Protection shall be notified for incidental spills. Part A of this form should be completed immediately following the spill. The form shall be returned to and retained by the Office of Environmental Health and Safety for as long as Bowdoin owns and/or operates the facility where the spill occurred.

Part A: Basic Spill Data	
Type of Spilled Substance:	**Notification Person:**
Quantity Released:	**Spill Date and Time:**
Location of Spill:	**Discovery Date and Time:**
	Spill Duration:
Facility Name & Location:	**Release to**: [ ]air [ ]water [ ]ocean [ ]well [ ]soil [ ]sewer [ ]containment [ ]other_____
Owner / Company Name: Bowdoin College Brunswick, ME 04011	**Telephone:** Security – General: (207) 725-3314 Security – Emergency: (207) 725-3500
Cause of spill and any environmental or health effects: [ ]Injuries [ ]Fatalities	
Corrective Actions:	

Part B: Notification Checklist (TO BE COMPLETED BY THE EMERGENCY COORDINATOR (EC)		
Spill Type	**Notification Date and Time**	**Name of Person that Received Call**
Maine Department of Environmental Protection 1-800-482-0777		
Spill reaches groundwater or surface water:		
Maine Department of Environmental Protection 1-800-482-0777		
National Response Center 1-800-424-8802		

3.5 ANNEX 5: PREPAREDNESS, TRAINING, AND EXERCISES/DRILLS

3.5.1 Emergency Preparedness

All facility employees must be prepared to take the appropriate action in the event of an emergency. Facility employees have roles during emergencies which need to be understood and reviewed periodically. All employees should be trained and understand their roles pertaining to the following aspects of this plan.

- Emergency Notification Procedures and/or Activation of Alarm Systems
- Evacuation Procedures and Rally Points
- Spill Response and Clean-Up Procedures, if applicable
- On-Site Emergency First Responders, if applicable

Employees who have been assigned a specific work area or areas, have been instructed on the identification of any possible hazards in that work area, including any hazardous chemicals used in that area. In the event of an incidental release or minor spill, security or the EC is to be notified immediately. The employee will perform required procedures to shut down any affected equipment, if necessary, and proceed to control, confine and clean up the incidental release. An incidental release is defined as a release of a hazardous substance which does not pose a significant safety or health hazard to employees in the immediate vicinity or to the employee cleaning it up, nor does it have the potential to become an emergency within a short time frame, and is limited in quantity, exposure potential, or toxicity.

In the event of an emergency including a chemical spill or release, fire, explosion, and natural disaster, the primary objective of Bowdoin employees is to:

1. Protect the safety of personnel on-site and the general public.
2. Protect the environment.
3. Protect the facilities and equipment.

Any spill that poses a significant risk to health or the environment, that has the potential to move beyond the immediate spill area, or that requires specialized training or equipment to clean up is considered a "Major Spill" or "Spill Emergency" by OSHA rules and requires cleanup by properly trained individuals pursuant to 29 CFR 1910.120, "*Hazardous Waste Operations and Emergency Response*" (HAZWOPER). Emergency spill response for major spills or spill emergencies is beyond the scope of Bowdon's Integrated Contingency Plan and therefore requires the services of an outside agency or cleanup contractor.

The following page(s) contain a description of the training and exercise program conducted at the facility. Training logs, rosters, agendas and/or other appropriate training records are maintained by the Office of Environmental Health and Safety.

3.5.2 Training Requirements

3.5.2.1 General Emergency Response and Safety Training

Bowdoin provides training on the contents of this plan for all personnel, as follows:

a. When the plan is developed or the employee is initially assigned to the job;
b. When the employee's responsibilities under the plan change; and
c. When the plan is changed.

The Director of Environmental Health & Safety shall coordinate the training programs for Bowdoin College personnel. Training under the ICP will be conducted through initial training and periodic refreshers. Topics covered include the following:

- Hazard Communication Training: chemical hazards in the workplace and the use and location of Safety Data Sheets.
- Evacuation Training: Emergency alarm systems, evacuation procedures, exit routes, specific roles in the event of an emergency. Fire/Emergency drills will be conducted and documented on an annual basis.
- Personal Protective Equipment: Proper use of PPE including gloves, safety glasses/goggles, hard hat, hearing protection, thermal protection, etc. Varies by job description.
- Fire Extinguisher Training: Use, location, types, capability, policies.
- First Aid Kits: Location, contents, use.
- First Aid Training/AED: Provided every two years for required personnel (i.e., Security officers, EHS staff, Electricians, Health Center, and Children's Center employees) and other non-mandatory personnel at their discretion. *Employees are not required to perform first aid if they choose not to.*

3.5.2.2 Oil SPCC Training

All personnel involved with oil handling require initial and annual training on SPCC Compliance including the topics listed below and as detailed in **Section 3.1.7.**

- An introduction to pollution control laws;
- Rules and regulations pertaining to the use and storage of petroleum products;
- Inspection, operation and maintenance of spill equipment, and petroleum storage and dispensing equipment;
- Spill response and cleanup;
- Spill notification and record keeping; and
- Spill prevention practices.

The annual SPCC training shall be documented to include the instructor's name, course outline, date and duration of training, and names and signatures of attendees. This information shall be filed and maintained for at least 3 years at the office of the Director of Environmental Health & Safety.

3.5.2.3 Hazardous Waste Awareness Training

All personnel responsible for hazardous waste handling receive routine training on their specific roles as it applies to the following subject areas:

- Rules and regulations pertaining to the use and storage of hazardous materials and hazardous waste management;
- Inspection, operation and maintenance of spill equipment;
- Spill response and cleanup;
- Spill notification and record keeping; and
- Spill prevention practices.

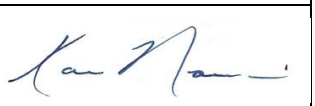
Records of attendance at training and topics covered shall be maintained by the maintained by the Office of Environmental Health and Safety.

3.6 ANNEX 6: RESPONSE CRITIQUE, PLAN REVIEW/MODIFICATION PROCESS

BOWDOIN COLLEGE
INTEGRATED CONTINGENCY PLAN

REVISION SHEET

This Integrated Contingency Plan has been reviewed and revised in accordance with the attached pages. These revised pages have a new date in the lower right corner. The modified pages have been removed and discarded. This list is retained as the Revision Log to the plan.

Plan Component	Revision Description	Pages Changed	Technical Amendment ?	Revision Date	Signature
Entire Plan	Pre-existing plans incorporated into EPA "One Plan" based format.	All	Yes	5/25/2018	
Update	Update personnel, bldg contacts, spill response equip, add Roux & assoc chemicals	1-10, 1-12, 3-9, 3-18 to 3-22, 3-44 to 3-46, 3-31	No	5/23/2019	Michael G. Halko
Update	Update Ammonia Plan, oil storage lists, AEDs & First Aid, EAP List	1.3, 2.9, 2.10, 3.11, 3.31	Yes	4/15/2020	
Update	Update personnel, equipment lists, and include SPCC features for Schiller Coastal Studies		Yes	4/30/2021	
Update	Update personnel, campus maps, oil storage list, spill response equip, and rental bldg contacts	1-4, 1-7 to 1-10, 1-12, 3-1, 3-3, 3-6, 3-7, 3-9, 3-18 to 3-22, 3-30, 3-31, 3-35, 3-39, 3-44 to 3-46	Yes	5/25/2022	
5-year Review	Update contacts and distribution lists, tank list, AEDs & FA Kits, EAP bldg Inventory	Complete review	Yes	1/9/2024	

Technical revisions require P.E. signature.

3.7 ANNEX 7: PREVENTION

3.7.1 Fire Prevention

Scope: This document describes the policies and procedures of the Bowdoin Fire Prevention Plan.

Responsibilities: All employees are responsible for minimizing the chance of fire throughout the facility.

Any adverse conditions shall be reported to the Area Supervisor and the Emergency Coordinator, and shall be corrected immediately.

The Office of EHS shall coordinate periodic inspections and maintenance of fire extinguishers, suppression systems, sprinkler systems, and other abatement equipment. Fire extinguishers are checked monthly with a complete maintenance inspection annually per OSHA Rules, 29 CFR 1910.157. The sprinkler systems are inspected quarterly as required by NFPA. Fire dampers are inspected upon commissioning and every four years thereafter.

Building Supervisors are responsible for controlling fuel source hazards by assuring that materials are used correctly, with proper containers, in minimal amounts.

Procedures:

1. Employee Training: All employees are informed of the general EAP procedures upon hiring, are given location-specific instructions by their Building Coordinator, and receive updated information through notices at least annually or when plans are revised. Emergency instructions are posted in all administrative/academic buildings and residences, are available online, and are revised as necessary. While no employee or student of the College is under any direction or obligation to use a portable extinguisher in the event of a fire, training is provided on request as part of the fire prevention program. While more detailed Awareness-level First Responder training is also provided to Security and certain Facilities Management personnel, initially upon hiring and annually thereafter, it is understood that local response agencies will provide all emergency services per our mutual aid agreements.

2. Employees shall receive Hazard Communication Training for their work area prior to initial assignment. This training emphasizes the fire hazards inherent in the work area and the precautions to be taken with flammable materials.

3. Employees shall receive information on General Housekeeping Policies prior to initial assignment (Section 3.7.2).

4. All employees shall receive training in accordance with this Integrated Contingency Plan prior to initial assignment.

5. Operating equipment shall be monitored in accordance with procedures. Equipment malfunctions shall be brought to the Supervisor's attention promptly and corrected as soon as possible, or entered into the work order system. Unsafe equipment is to be taken out of service until the situation is corrected.

6. Expended and partially expended fire extinguishers shall be taken out of service and reported to the Office of EHS for immediate replacement.

7. Fire drills are conducted in the student residences and administrative/academic buildings annually.

This plan shall be made available to all affected employees in the Office of Environmental Health and Safety and on the Environmental Health and Safety website.

Further employee training will be conducted whenever the duties or responsibilities change for an employee, and/or upon the introduction of new materials into the workplace.

Fire extinguishers are to be used only by trained individuals in the event of a small or incipient stage fire, if it is safe to do so. A summary of the fire extinguisher locations is maintained by the Facilities Management Mechanical Services Shop.

Bowdoin College has approximately 15 fire hydrants throughout the campus to provide water for firefighting activities. These hydrants are tested periodically and maintained to ensure proper performance. Bowdoin's Facilities Management keeps all hydrants clear of snow and accessible for immediate use. During the testing performed in 2017, hydrant static pressures ranged from 63 to 90 pounds per square inch (psi) and flow rates ranged from approximately 1,650 to nearly 2,500 gallons per minute with a minimum of 20 psi residual pressure in the adjacent hydrant.

Bowdoin College maintains sprinkler systems throughout the campus. The majority of the buildings at Bowdoin are equipped with water sprinkler systems for general fire suppression. There are carbon dioxide (CO2)/clean agent systems in the IT Rooms and Chemical Storage Areas, and wet chemical systems in the kitchen areas as the table details below. The pressures range from 55 to 70 psi in the chemical systems.

CHEMICAL SPRINKLER SYSTEMS

WET CHEMICAL (TYPE K)	**SIZE**	**MFG / MAKE**
6 SOUTH CHILD CTR W. HOOD	1 TANK / 3 GAL	PYRO CHEM
6 SOUTH CHILD CTR E. HOOD	1 TANK / 3 GAL	PYRO CHEM
30 COLLEGE - HOOD #1	1 TANK / 1.25 GAL	KIDDE
30 COLLEGE - HOOD #2	1 TANK / 1.25 GAL	KIDDE
30 COLLEGE - HOOD #3	1 TANK / 1.25 GAL	KIDDE
52 HARPSWELL STREET	1 TANK / 2.6 GAL	KIDDE
BOODY-JOHNSON HOUSE	D1000-30"	DENLAR
CRAM ALUMNI HOUSE	1 TANK / 1.25 GAL	RANGE GUARD
HELMRICH	D1000	DENLAR
HOWELL HOUSE	1 TANK / 1.5 GAL	ANSUL
HOWARD HALL	D1000	DENLAR
LADD (LARGE HOOD)	1 TANK/ 2.6 GAL	KIDDE
LADD (SMALL HOOD)	1 TANK/ 1.5 GAL	ANSUL
MACMILLAN HOUSE	1 TANK / 1.5 GAL	ANSUL
MOULTON UNION	2 TANKS/ 6 GAL	RANGE GUARD
OSHER HALL	1 TANK / 2.75 GAL	AMEREX
OUTDOOR LEADERSHIP	1 TANK / 3 GAL	ANSUL
QUINBY HOUSE	D1000-36"	DENLAR
RUSSWORM HOUSE	1 TANK / 1.25	RANGE GUARD
SMITH UNION	1 TANK / 6 GAL	RANGE GUARD
STOWE HALL	D1000	DENLAR
THORNE - HOOD #1	3 TANKS / 3 GAL	ANSUL
THORNE - HOOD #2	4 TANKS / 3 GAL	ANSUL
FM200 CO2 / CLEAN AGENT SYSTEMS		
APPLETON BOIP ROOM	79 LBS	AMEREX CPS
APPLETON TELE COMM ROOM	98 LBS	KIDDE ECS
HUBBARD SMALL CPU ROOM	68 LBS	KIDDE ECS
HUBBARD MAIN SRV ROOM	150 LBS	KIDDE ECS
HUBBARD MAIN SRV ROOM	28 LBS	KIDDE ECS
DRUCKENMILLER CHEM STORAGE	51 LBS	KIDDE ECS

3.7.2 General Housekeeping Policy

Responsibilities: All employees are responsible for the implementation and enforcement of this policy.

Requirements:

1. All walkways shall be maintained clean and free of obstacles.
2. Access to electrical panels, exits and other doorways, emergency equipment, and machinery shall be maintained clean and free of obstructions.
3. Refuse shall be disposed of in the appropriate containers. Containers shall be removed from the building and emptied into the appropriate dumpster immediately upon being filled.
4. Material spills shall be contained and corrected immediately upon recognition. The SDS and Emergency Coordinator shall be consulted as necessary. This ICP shall be implemented.
5. Equipment and materials shall be handled in such a manner as to preclude spillage and/or other adverse conditions.
6. Tools, fixtures, and equipment shall be returned to and stored in their proper locations.
7. Flammable liquids are to be kept in the appropriate flammable storage cabinets. Grounding procedures are to be followed when filling containers.
8. During operation of any equipment, the operator shall insure that the area is clean and free of any debris and foreign matter.
9. Personnel are responsible for maintaining facilities in a clean and neat manner.
10. All precautions shall be taken to prevent the unnecessary soiling of equipment, building structure, and common areas. Each employee shall be held responsible for cleaning up after himself, as well as insuring that co-workers do the same.
11. Soiled and oily rags shall be kept in approved metal containers to preclude spontaneous combustion and/or flammable or toxic fumes.
12. Employees shall use common sense and rely on spill prevention practices at all times to minimize the potential for a release of oil or other liquid.

    For example, the following “common sense” practices are recommended:

    - Keep container lids securely fastened at all times;
    - Do not leave portable sources unattended (outside);
    - Return portable sources to their storage location after use;
    - Use pads, drip pans, and funnels when transferring products from a portable container;
    - Protect containers from damage by moving equipment;
    - Do not store materials near catch basins or floor drains; and
    - Loading and unloading of shall be attended at all times.
13. Bowdoin should ensure that suppliers follow proper spill prevention practices during deliveries, such as securing delivery vehicles, and using appropriate material handling equipment to minimize spills. (Note: spill prevention is primarily the responsibility of the supplier until the delivery is complete.)

Inspection: The Office of Environmental Health & Safety conducts regular building inspections for recognized hazards, including blocked egress ways, discharged extinguishers, malfunctioning signage or lighting, impaired detectors or sprinklers, flammable materials, and improper storage. Violations are brought to the immediate attention of the Building Coordinator or responsible group or department and corrected through the Facilities workorder system as a priority.

Program Review: The ICP will be audited by the Director of Environmental Health & Safety at least annually. The information contained in the Plan and its attachments will be updated as needed to accurately reflect the status and location of equipment, addition or changes to campus buildings, and emergency contacts.

3.7.3 Emergency Prevention

Prevention of emergency situations is the responsibility of all college employees. Strict adherence to Safety and Environmental Procedures is the primary method for preventing an emergency situation. Any issue pertaining to safety, health, environmental protection or emergency response should be brought to the attention of the Office of Environmental Health and Safety.

The Emergency Coordinator is knowledgeable in the general operations of the college and is trained in emergency procedures for personnel evacuation, college-related educational and business activities, and the handling of hazardous materials.

As a means of ensuring that the effectiveness and efficiency of any emergency response, Bowdoin will periodically review the following:

1. Chemicals and hazardous materials found in each of the work areas and storage areas at the facility.
2. Identification of the chemical, electrical, mechanical, and thermal hazards of each area throughout the facility. Section 3.1.6 lists the chemicals stored and/or used, the maximum quantity on-site at any one time, and their applicable reportable quantity. Section 3.1.7 lists the regulated above ground oil storage containers and equipment.
3. Identification of emergencies that could occur in areas throughout the College.
4. Procedures and responsibilities in each of the work areas throughout the College.
5. Procedures and responsibilities of each of the “responding emergency agencies” at the time an incident occurs.
6. Possible injuries that could occur from an incident and determination of the best practical procedures to minimize risks.

Regulations that primarily address prevention of chemical accidents include elements that relate to contingency planning (e.g., Oil Spill Prevention, Control, and Countermeasures, Hazardous Matter Spill Prevention Control and Clean-up, Hazardous Waste Contingency Planning). Annex 7 is designed to allow facilities to include prevention-based requirements (e.g., maintenance, testing, in-house inspections, release detection, site security, containment, fail safe engineering) that are required in contingency planning regulations or that have the potential to impact response activities covered in a contingency plan. The modular nature of the suggested plan outline provides planners with necessary flexibility to include prevention requirements in the plan.

Note: A review of the Chemical Facility Anti-Terrorism Standards was completed, and it was determined the Bowdoin College does not have any chemicals of interest (COI) at or above the quantities or concentrations specified in the regulations. Therefore, Bowdoin College is not considered a “High- Risk” facility and does not need to take further planning action for these standards.

3.7.4 Inspection and Maintenance Procedures

Bowdoin College is required to inspect specific areas and equipment at routine times to ensure that chemicals are stored properly, containers and monitors are in good/working condition, and any issues are resolved as soon as possible.

Bowdoin conducts inspections of universal waste and hazardous waste storage areas at least weekly. These inspections are required by the DEP and include storage, labeling, and shipping requirements. The inspection forms are included below and completed forms are maintained by the Office of Environmental Health and Safety.

All above-ground oil storage containers of 55 gallons or greater, including the emergency generator fuel tanks, oil-filled operational equipment, drums, and electrical transformers are inspected at least monthly for signs of leakage, corrosion, or physical damage. These inspections include items noted on the applicable inspection log sheets included below. Spill response kits are also checked during the monthly AST inspection, and restocked as necessary. The results are recorded electronically on the Monthly AST Inspection Report utilizing the College's Preventative Maintenance System, TMA. The monthly inspection reports will be retained for at least three years in TMA.

These inspections are based on the Steel Tank Institute (STI) Standard Procedure SP-0001. Whereas SP-0001 references monthly and annual inspections, these inspection items are consolidated to include all inspection points on a monthly basis.

Tanks used to store heating oil for the sole purposes of heating a single family residence are exempt from the SPCC Rule under 112.1(d)(9) and thus, are exempt from the monthly inspection requirement. However, Bowdoin College routinely checks these tanks for signs of corrosion or leaking and to make sure the equipment is operating properly.

All transformers and elevator hydraulic service rooms and containers are inspected at least monthly for signs of leakage or corrosion that could lead to a leak or spill.

In addition to these monthly inspections, the College verifies the integrity of each above ground oil storage tank every ten years, or more often as deemed necessary by the inspection results. Integrity testing will be conducted in accordance with an industry standard procedure such as STI-SP001 (Standard for the Inspection of Aboveground Storage Tanks) or API 653. This standard does not require formal certified inspections for elevated tanks 5,000 gallons or less if complete visual inspection is possible and the tank has secondary containment.

All petroleum tank, equipment, or container problems shall be immediately reported to the Office of Environmental Health & Safety. Visible oil spills (leaks) that cause a loss of oil from tanks or other components shall be repaired and faulty equipment replaced as soon as possible to prevent the potential for a major spill. This is especially important for sources located outside or near drains or catch basins that discharge to the environment. Repairs and maintenance are initiated with a Work Order and documented using TMA.

For reference, a sample of each inspection log sheet is included on the following pages. The actual log sheets to be used are kept on-file by EHS and/or other responsible persons.

3.7.4.1 Hazardous Waste Storage Area Inspection Logs

Weekly Inspection Log - Hazardous Waste Storage Area

Bowdoin College:

Responsible Person: *Phone:*

Date	Time	containers securely closed	containers labeled "Hazardous Waste" and legible	accumulation start date indicated on containers*	containers dated less than 90 days ago	incompatible waste separated	no dented, rusting, bulging, or leaking containers	storage area has the proper signage**	min. of 36" aisle space; containers stacked two high max.	storage area is locked	sufficient secondary containment***	containers on firm working surface	authorized inspector's initials and printed last name

*Or, if from SAA the date the container became full

***Danger Hazardous Waste Storage Area. Unauthorized Personnel Keep Out*

***20% of all waste or 110% of the largest container OR 110% OF THE LARGEST CONTAINER?

Weekly Inspection Log-Hazardous Waste Satellite Accumulation Area

Bowdoin College *Building:* *Room:*

Responsible Person: *Phone:*

Date	Time	number of containers at SAA	container less than 55 g in size	two containers of the same waste	containers securely closed	containers labeled, "Hazardous Waste"	containers dated when full and transferred to _____ within 72 hrs	incompatible wastes separated	no dented, rusting, bulging, or leaking containers	waste collection area clear and unobstructed	sufficient secondary containment*	containers on firm working surface	authorized inspector's initials and printed last name

*20% of all waste or 110% of the largest container

IF ANY PROBLEMS ARE ENCOUNTERED WITH THIS WASTE OR THERE ARE ANY QUESTIONS CONCERNING THIS INSPECTION SHEET, NOTIFY THE MANAGER OF THE BOWDOIN SCIENCE CENTER OR DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY IMMEDIATELY

3.7.4.2 Universal Waste Storage Area Inspection Log

WEEKLY CHECKLIST FOR
UNIVERSAL WASTE STORAGE AREA

Location (Building and Room): _____

Directions: Use this form to conduct weekly inspections of the universal waste storage area. If the answer to any of the questions is "no", document the actions taken to resolve the issue.

STORAGE AREA CONDITIONS

Is universal waste stored in a secured area and locked prior to inspection?
Is the universal waste storage areas labeled "Universal Hazardous Waste Storage Area"?
Is the universal waste area protected from exposure to weather?
Is the universal waste storage area inspected weekly?
Are all containers closed?
Are the containers free of leakage or damage that could lead to leakage?
Is each container labeled with the accumulation start date and full date (if applicable)?
Is the accumulation start date less than 365 days and, if applicable, full date less than 90 days old? *Note: Universal waste cannot be stored onsite for more than 365 days of start date or 90 days of full date.*
Is each container labeled "Universal Waste" and include the type and amount of waste?
Does each container provide adequate protection from breakage?
Are full containers sealed securely? *Note: boxes should be sealed with tape*
Are the containers accessible and labels visible?
Are boxes of universal waste stacked less than 5 feet high?

Date	Name	Compliant Y/N	Total # of Items	Comments

3.7.4.3 Oil Storage SPCC Inspection Log

MONTHLY ABOVEGROUND TANK INSPECTION CHECKLIST (Note: Separate Annual Inspections are not required as the form includes monthly and annual requirements.)

INSPECTOR'S NAME: _____ ADDRESS: _____

INSPECTOR'S SIGNATURE: _____ LOCATION: _____

INSPECTOR'S TITLE: _____ SIZE OF TANK(S): _____

DATE: _____ TYPE OF FUEL/OIL: _____

COMPLIANCE REQUIREMENT			NOTES
TANK CONDITION:			
Any evidence of paint failure, corrosion, deformations, etc.	o Yes	o No	
TANK FOUNDATION AND SUPPORTS:			
Evidence of tank settlement or foundation washout?	o Yes	o No	
Cracking or spalling of concrete pad or ring wall?	o Yes	o No	
Tank supports in satisfactory condition?	o Yes	o No	
Water able to drain away from tank?	o Yes	o No	
TANK CONTAINMENT:			
Containment structure in satisfactory condition?	o Yes	o No	
Water in primary tank, secondary containment, interstice, or spill container?	o Yes	o No	
Debris or fire hazard in containment?	o Yes	o No	
Drain valves operable, good condition, and in a closed position?	o Yes	o No	
Containment egress pathways clear and gates/doors operable?	o Yes	o No	
LEAK DETECTION:			
Visible signs of leakage around tank, concrete pad, containment, or ground?	o Yes	o No	
TANK ATTACHMENTS AND APPURTANCES:			
Ladder and platform structure secure with no sign of corrosion or damage:	o Yes	o No	
Tank liquid level gauge operable, readable and in good condition?	o Yes	o No	
Overfill prevention devices in proper working condition?	o Yes	o No	
Vents free of obstructions?	o Yes	o No	
Emergency vent operable? Lift as required?	o Yes	o No	
Tank openings properly sealed?	o Yes	o No	
OTHER:			
Are there other conditions that should be addressed for continued safe operation or that may affect the SPCC Plan?	o Yes	o No	
Fire Extinguisher Nearby?	o Yes	o No	
Spill Equipment Nearby and sufficiently stocked?	o Yes	o No	

MONTHLY ABOVEGROUND PORTABLE CONTAINER INSPECTION CHECKLIST

INSPECTOR'S NAME:		ADDRESS:	
INSPECTOR'S SIGNATURE:		LOCATION:	
INSPECTOR'S TITLE:		SIZE OF TANK(S):	
DATE:		TYPE OF FUEL/OIL:	

PORTABLE CONTAINERS:			
In designated storage area?	o Yes	o No	
Debris, spill, or other fire hazards in containment or storage area?	o Yes	o No	
Water in outdoor secondary containment?	o Yes	o No	
Drain valves operable and in a closed position?	o Yes	o No	
Egress pathways clear and gates/doors operable?	o Yes	o No	
Visible signs of leakage around the container or storage area?	o Yes	o No	
Container distorting, buckling, denting, or bulging?	o Yes	o No	

3.7.5 Security

The majority of the tanks on the Bowdoin Campus are under video surveillance, fenced, or inside buildings that are locked when not attended. Lighting is appropriate for the nature of the facility, and is used to promote general safety and site security.

3.7.6 Conformance with State of Maine and Local Requirements

Bowdoin maintains tank registrations from the Maine DEP for the current underground storage tanks and tank permits from the State Fire Marshal's Office for the applicable above ground diesel and gasoline storage tanks. The above ground storage tanks that supply the boilers are regulated by the Maine Oil and Solid Fuels Board, and do not require a permit from the Maine DEP or Fire Marshall's Office.

3.7.7 Area Specific SPCC Procedures

The following section can be used to describe features and risk considerations for specific areas at the College, as needed.

Hazardous Virgin Material/Hazardous Waste Storage (HAZ-MAT)

The HazMat area is a restricted access area maintained under lock and key. It is equipped with a fire extinguisher and a telephone for emergency communication.

Hazardous Waste Storage - This area contains flammable, combustible, and/or toxic waste materials that are regulated by EPA/DEP as hazardous wastes. The area is kept locked to prevent unauthorized access. The area is labeled with a sign reading "Hazardous Waste Storage Area - Unauthorized Personnel Keep Out." Electrical service is classified as explosion proof. This is a 90-day storage area. This room also contains non-hazardous regulated waste materials such as used oil, used coolant, etc.

Virgin Material Storage - Storage of flammable, reactive, and combustible materials shall be kept neat and organized. Incompatible materials shall be adequately separated, and flammable and combustible liquids are to be stored in approved storage lockers designated for this purpose. Storage areas are to be inspected routinely, and stock should be rotated to prevent expiration of materials. Unusable, unwanted, or leaking materials are to be managed following the appropriate procedures for the type of material involved. Contact EHS with questions regarding proper storage or disposal.

Combustible Gases - Combustible such as propane and welding gases are not to be stored indoors except in containers of one pound or less, or as provided by OSHA standard 1926, *"Gas Welding and Cutting."* Secure storage cages should be used for outdoor storage.

Universal Waste Storage - Storage of waste materials designated as universal waste according to the State of Maine DEP Hazardous Waste Rules. These typically include mercury containing light bulbs, thermostats and switches; small lead acid, lead gel, NiCad and lithium batteries, certain electronic devices, and fluorescent light ballasts.

Emergency Generators - Emergency generators are positioned in several locations throughout campus. These generators contain motor oil and are powered by diesel fuel oil, propane, or natural gas. Sub-base fuel tanks are both contained within the generator enclosure and are situated on a concrete slab. The generator enclosure remains locked at all times.

Boilers - The Central heating Plant contains large boilers that are fueled by natural gas with fuel oil as a backup. Fuel oil is stored in regulated underground storage tanks (USTs) and is therefore not subject to SPCC regulations which only address ASTs. A few smaller boilers are fired using heating oil stored in small ASTs. Tanks that are located in single family homes and used to store heating oil to supply a boiler are not subject to SPCC requirements. *All other ASTs are required to be inspected monthly.*

3.7.8 Spill Response Equipment and Materials

Bowdoin College has staged spill response, containment and clean-up materials at several strategic locations throughout the facility. The “spill stations” are located as indicated in the following table. Routine Inspections of these stations are conducted monthly along with the tank inspections.

Spill Station	Location Map #	Department/Area	Coverage	Equipment List
1	Misc.	Buildings and Grounds Vehicles	Oil and Petroleum	Portable Oil/Petroleum Spill Kit
2	F4	Cleaveland 148- Organic Chemistry Lab	Universal Spill Response	Universal Spill Response Kit 6 gal.
3	F4	Cleaveland 044- Organic Chemistry Lab	Universal Spill Response	Universal Spill Response Kit 6 gal.
4	F4	Cleaveland 057- Organic Chemistry Lab	Universal Spill Response	Universal Spill Response Kit 6 gal.
5	F4	Cleaveland 41- Stock Room	Universal Spill Response	Universal Spill Response Kit 6 gal, back-up stock for spill kits
6	N/A	Coastal Studies – Wet Lab	Hazardous Materials (Acids, Bases, Toxic) Battery Acid Oil and Petroleum	Vermiculate, neutralizer, battery acid spill kit, oil spill kit
7	N/A	Coastal Studies – Dry Lab	Universal Spill Response	Universal Spill Response Kit 6 gal.
8	N/A	Coastal Studies – Farmhouse basement	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent
9	N/A	Coastal Studies – LLC Emergency Generator	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent
10	N/A	Coastal Studies – Marine Lab Emergency Generator	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent
11	D7	Dining Services- Moulton Union	Oil and Petroleum	Portable Oil/Petroleum Spill Kit
12	B9	Dining Services - Thorne Garage	Oil and Petroleum	Portable Oil/Petroleum Spill Kit
13	E5	Dining Services – Smith Union Grill	Oil and Petroleum	Sorbent pads and socks, gloves, containment bag, spill clean-up procedures
14	F4	Druckenmiller 014G- Hazwaste Storage	Universal Spill Response	Universal Spill Response Kit 6 gal.
15	F4	Druckenmiller 014F - Generator Tank Room	Oil and Petroleum	Portable Oil/Petroleum Spill Kit

Spill Station	Location Map #	Department/Area	Coverage	Equipment List
16	F4	Druckenmiller 055- Chemical Storage Area	Hazardous Materials Spill Response Cart- chemical spill materials	5 gal-Sodium Carbonate 5 gal-Granular Clay 5 gal-Dry sand 5 kg- Citric Acid Gloves, chemical apron, containment bags, dust pan and broom, spark free shovel, paper towels, spill response procedures
17	F4	Druckenmiller 055A- Chemical Storage Work Area	Universal Spill Response	Universal Spill Response Kit 6 gal.
18	B9	Edwards Art Center 106- Print Room	Acid Spill Kit	Drum with bulk quantities of sorbent pads, sorbent socks, sorbent pillows, gloves, yellow waste bags, emergency guidebook
19	B9	Edwards Art Center 114A- Darkroom	Acid Spill Kit	Drum with bulk quantities of sorbent pads, sorbent socks, sorbent pillows, gloves, yellow waste bags
20	H6	EHS- Universal Waste Storage Area	Universal Waste Battery Acid Oil and Petroleum	UW Spill Kit Battery Spill Kit Portable Oil Spill Kit
21	A4	Greason Pool: Chemical Closet	Acid Spill Kit	Acid Spill Kit
22	D10	H&L Library Mechanical Room	Oil and Petroleum	Bulk sorbent pads, sorbent socks, containment bag, gloves, spill clean-up procedures
23	F6	Heating Plant	Oil and Petroleum	Oil Spill Cart: bulk quantities of oil spill pads and sorbent socks. Bulk rolls of sorbent pad material
24	F6	Heating Plant- Water Treatment Room	Hazardous Materials (Acids, Bases, Toxic)	Hazmat Spill Kit: bulk sorbent spill pads, socks and pillows, plastic bags for waste, SDS and spill clean-up procedures
25	H5	Motor Pool	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent
26	H5	Motor Pool	Battery Acid	Battery Spill Kit
27	H6	Plumbing Shop	Oil and Petroleum	Bulk quantities of granular sorbent material
28	H6	Safety & Security- Security Cruisers	Oil and Petroleum	Portable Oil Spill Kit

29	B2	Tin Building	Oil and Petroleum	Drum with bulk quantities of sorbent pads, sorbent socks, sorbent pillows, gloves, yellow waste bags
30	A3	Watson Arena 102-Ammonia Room	Oil and Petroleum	Bag with bulk quantities of oil spill pads, pigs
31	D3	Roux Loading Dock	Universal Chemical	Sorbent pads, pillows, socks, granular media, containment bag

Spill Kit Types	
Battery Spill Kits	Dust pan and brush, boot covers, gloves, goggles, apron, acid neutralizer, acid sorbent, plastic bags, spill clean-up procedures
Portable Oil and Petroleum Spill Kit (5 gallon)	One bag granular sorbent, oil spill pads, sorbent sock, PPE, dustpan and brush, detergent, scrub brush, plastic bags for containment/disposal, spill clean-up and reporting procedures.
Universal Waste (UW) Spill Kit	Dustpan and brush, masking tape, disposable wet wipes, plastic bags, goggles, gloves, dust mask, shoe covers, spill clean-up procedures.
Universal Spill Response Kit (Fisher Scientific - 6 gallon)	Two universal pads, five spill socks, two cartons of sorbent powder, a yellow bag and twist tie, gloves, safety goggles, spill clean-up procedures

3.8 ANNEX 8: REGULATORY COMPLIANCE & CROSS-REFERENCE MATRICES

An Integrated Contingency Plan provides a way to consolidate multiple plans into one functional emergency response plan to comply with various regulations. This plan serves as an Integrated Contingency Plan to meet the requirements of hazardous material/oil spill prevention, hazardous material emergency response, and hazardous waste contingency planning. This plan also serves as an Emergency Action Plan and Fire Prevention Plan to help protect worker safety in the event of an emergency including spills, fire, explosion, or medical emergency. The following tables provide a cross reference of the regulatory requirements to the sections in the Contingency Plan to ensure that all plan requirements have been met. Although the ICP may cover some of the requirements of other contingency planning, only those plans that are required for Bowdoin College have been listed in this section.

An **Emergency Action Plan** is required under OSHA's Emergency Action Plan Regulation – 29 CFR 1910.38. An Emergency Action Plan must include at a minimum:

Rule Citation	Section #	Rule Requirement
1910.38(c)(1)	2.2 to 2.8	Procedures for reporting a fire or other emergency.
1910.38(c)(2)	2.3, 3.1.4	Procedures for emergency evacuation, including type of evacuation and exit route assignments.
1910.38(c)(3)	2.3.4	Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
1910.38(c)(4)	2.3	Procedures to account for all employees after evacuation.
1910.38(c)(5)	2.4	Procedures to be followed by employees performing rescue or medical duties.
1910.38(c)(6)	1.3.5	The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

A **Fire Prevention Plan** is required under OSHA's Fire Prevention Plan Regulation – 29 CFR 1910.39. A Fire Prevention Plan must include at a minimum:

Rule Citation	Section #	Rule Requirement
1910.39(c)(1)	2.5 to 2.8 3.7	A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.
1910.39(c)(2)	3.7.1 to 3.7.5	Procedures to control accumulations of flammable and combustible waste materials.
1910.39(c)(3)	3.7.1	Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
1910.39(c)(4)	1.3.5, 2.5, 3.7.1	The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
1910.39(c)(5)	1.3.5, 3.7.1	The name or job title of employees responsible for the control of fuel source hazards.

A **Hazardous Matter Spill Prevention Control and Clean-up Plan** is recommended for any facility that has hazardous materials on-site pursuant to Maine Statute Title 38, Waters and Navigation, Chapter 13, Waste Management Heading, Subchapter 3, Hazardous Matter Control. Spill prevention control and clean-up plans must include at a minimum the following information:

Rule Citation	ICP Section #	Rule Requirement
§1318-C, 1A	3.1.6	The hazardous matter and substances covered including the reportable quantity for each hazardous matter and mixture measured in pounds if a solid and in pounds and gallons if a liquid.
§1318-C, 1B	3.1.6, 3.7.7	Any containment and diversionary structures or equipment where appropriate.
§1318-C, 1C	3.7.4	Inspection, maintenance and testing procedures for storage and containment areas.
§1318-C, 1D	3.7.8	A list of emergency response equipment and locations and a description of the capabilities of the equipment.
§1318-C, 1E	3.5.2	A description of employee training programs.
§1318-C, 1F	3.1.6, 2.6-2.8	A description of areas in need of protection and method of protection
§1318-C, 1G	3.2.1	A description of discharge detection devices and emergency warning systems
§1318-C, 1H	1.3.5, 2.8, 3.5	A list of on-site emergency coordinators and the qualifications of on-site trained employee responders
§1318-C, 1I	2.3, 3.1.4	A description of evacuation procedures and assembly points
§1318-C, 1J	1.5, 2.2 to 2.8 3.3	Notification procedures for federal, state and local officials
§1318-C, 1K	3.4.1	Procedures for supplying written reports to the department
§1318-C, 1L	2.6, 2.7, 2.8	General response and clean-up protocols by substance or substance class
§1318-C, 1M	2.6, 2.7, 2.8	Specific on-site containment, treatment or removal plans
§1318-C, 1N	1.5, 1.6, 3.4	A description of the record-keeping process for responses involving the implementation of this plan
§1318-C, 1O	1.5, 3.3.2	A description and copies of mutual aid agreements and any agreements with clean-up contractors
§1318-C, 1P	1.2, 1.3 3.6	A promulgation statement and date of plan adoption

Below is a list of all of the components of a complete **Hazardous Waste Contingency Plan** in accordance with EPA's Resource Conservation and Recovery Act Contingency Planning Requirements - 40 CFR Part 264, Subpart D. The federal citations from 40 CFR are noted in the left margin for each requirement.

Rule Citation	ICP Section #	Rule Requirement
264.51(a)	1.2	Owners or operators of generators must have a Hazardous Waste Contingency Plan to minimize hazards to human health or the environment from an unplanned release of hazardous waste, such as a leak or fire.
264.51(b)	1.3	The provisions of the Plan must be carried out immediately whenever there is fire, explosion or a release of hazardous waste.
264.52(b)	1.2	May incorporate the hazardous waste management provisions into an already developed plan such as an SPCC or ICP.
264.53(a)	1.3, 1.6, 3.6	An updated copy of your Contingency Plan must be kept at your facility.
264.54	1.2, 3.6	The ICP must be amended if the plan fails in an emergency, or the facility changes in design, construction, operation, or maintenance, or if the emergency coordinators change, or the emergency equipment list changes, or other circumstances change in a way that increases the chances of a fire, explosion, release, or changes the response necessary in an emergency.
I. Emergency Coordinator		
264.52(d)	1.3.5	The name, address, and phone number of the primary emergency coordinator (EC) and alternates.
264.55	1.6, 3.7.3	It is the Emergency Coordinator's (EC) job to coordinate all emergency response efforts. At all times there must be at least one employee on the premises, or on call and able to reach the facility quickly, to coordinate emergency response efforts. The EC must be familiar with all aspects of the ICP, facility operations, the location and characteristics of hazardous waste on site, the location of emergency equipment and the location of pertinent records. The EC must also have the authority to commit the resources needed to carry out the Contingency Plan. The primary EC must be listed first, followed by substitutes in the order they will assume responsibilities as alternates. Clearly indicate if an emergency coordinator is only for a particular shift or department.
II. Emergency Equipment		
264.52(e)	3.7	The contingency plan must include a list of all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment), where this equipment is required. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.
264.32(a)	2 Section II, 3.2	Describe the internal communication system or alarm system your facility uses to communicate emergency instructions to facility personnel.
264.32(b) & 264.34(a)	3.2	List and describe the communication equipment that is immediately available for facility personnel to summon emergency response teams.
264.34(b)	3.2	If there is ever just one employee on the premises, that employee must have immediate access to a communication system capable of summoning external emergency assistance.

Rule Citation	ICP Section #	Rule Requirement
264.32(c)	3.7	List the fire control equipment and fire extinguishers you have on site (i.e. the type of fire extinguishers you keep in stock).
264.32(c)	3.7.8	List the spill control equipment you have on site (i.e. absorbents, shovels, empty drums). After listing the equipment, describe where it is stored.
264.32(c)	3.7.8	List the decontamination equipment you have on site (i.e. disposable gloves, neutralizing solution, and bottles of rinse water). After listing the equipment, describe its location.
264.32(d)	3.7.1	Describe the volume and pressure of the water to supply hose streams, foam producing equipment, automatic sprinklers and water spray systems.
264.33	3.2.1, 3.7.1, 3.7.8	Include a statement that all communication systems or alarms, fire protection equipment, spill control equipment, and decontamination equipment are tested and maintained on a regular basis to assure their proper operation.
III. Emergency Procedures		
264.52(a)	2 Section II	Describe the actions to be taken by facility personnel in response to fire, explosion, or release of hazardous waste.
264.56(a)(1)	2 Section II, 3.2	How to activate internal alarms or communication systems.
264.56(a)(2)	2.2, 2.6, 2.7, 2.8, 3.3	Procedures to immediately report releases of hazardous waste to the Department of Environmental Protection or the public safety authority.
264.56(b)	1.6, 2.6, 2.7, 2.8	EC must characterize the nature and extent of the release.
264.56(c)	1.6, 2.6, 2.7, 2.8	EC must assess possible hazardous to human health and the environment.
264.56(d)	2.2, 2.6, 2.7, 2.8, 3.3	If there is a threat to human health or the environment, the EC must report findings to local authorities and/or regulatory officials, as applicable.
264.56(e)	2.6, 2.7, 2.8	Measures to minimize risks by stopping processes or operations, containing and collecting released waste, removing or isolating containers.
264.56(f)	2.6, 2.7, 2.8	If operations stop, EC must monitor for leaks, pressure buildup, gas, etc.
264.56(g) and (h)	2.6, 2.7, 2.8	Dealing with recovered waste and contaminated materials after the clean-up and emergency equipment is cleaned and ready for use before operations are resumed.
264.56(i)	3.4.1	A written report must also be submitted to the Department within 15 days of the incident, including the following information: 1. Name, address, and telephone number of the owner or operator 2. Name, address, and phone number of facility 3. Date, time and type of incident 4. Name and quantity of materials involved 5. Injuries if any 6. Possible hazards to human health or the environment 7. Estimated quantity & disposition of recovered material

Rule Citation	ICP Section #	Rule Requirement
IV. Evacuation Plan		
264.52(f)	2.3 & 3.1.4	Prepare an evacuation plan including signals used to begin evacuation, evacuation routes, and alternate evacuation routes if primary routes could be blocked.
V. Aid Agreements		
264.37(a) 264.53(b)	1.5 & 3.3.2	Submit a copy of your Contingency Plan, with a cover letter to the local fire department, police department, nearby hospital, and emergency response contractors.
264.37(a)	1.5 & 3.3.2	B. The cover letter must request that the agency provide support to your company in the case of fire, explosion or release of hazardous waste. A copy of this letter must be included in your Contingency Plan, to document that assistance has been requested from each agency. The agreements must be renewed, in writing, annually or sooner if your Contingency Plan is amended.
264.37(b)	3.3.2	C. Include copies of the responses from the local fire department, police department, and hospital. If an agency declines to enter into such an arrangement, document their refusal. If you receive no response to your request of support, document that a letter was sent to the agency. These Aid Agreements must be updated annually to keep your Contingency Plan current.
264.37(a) 264.52(c)	3.3.2	The Contingency Plan must describe the arrangements agreed to by the local police department, fire department, and hospital (i.e. the fire department may agree to assist with evacuation, but refuse to fight fires in the hazardous waste storage area; the hospital may agree to treat only patients that have been previously decontaminated).

Oil Spill Prevention, Control, and Countermeasures (SPCC) Plans are required for facilities that have above-ground oil storage capacity greater than 1,320 gallons and could reasonably be expected to discharge oil into or upon navigable waters or adjoining shorelines. The following table refers to the regulations specified in 40 CFR 112 - Oil Pollution Prevention:

Rule Citation	ICP Section #	Rule Requirement
112.3, 112.7	1.2	Prepare and implement an SPCC Plan for Oil
112.3(e)	1.2	Maintain a complete copy of the plan at the facility.
112.5(a)	1.2, 3.6	Amend the Plan if a change occurs in the facility that could materially affect the potential for a discharge of oil.
112.5(b)	1.2, 1.3, 3.6	Review SPCC Plan every 5 years & amend the plan within 6 months to include more effective prevention and control technology, if necessary.
112.7(d)(2)	1.3	Management Approval and commitment of manpower, equipment, and materials to control and remove oil that may be harmful.
112.3(d), 112.5(c)	1.3	Professional Engineer's Review & Certification
112.3(g)		A facility may self-certify the Plan if they are a Qualified Tier 1 or Tier 2 facility. (Bowdoin does not qualify because aggregate aboveground storage capacity exceeds 10,000 gallons)
112.7(a)(1), 112.7(a)(2), 112.8	2.7, 3.1, 3.7	Potential Spill Sources and SPCC Features, SPCC Compliance
112.7(a)(3)	3.1	Describe facility layout and include drawing of the location and contents of fixed storage containers and storage areas where mobile or portable containers are located.
112.7(a)(3), 112.7(c), 112.8(c)	3.1, 3.7	SPCC features, type of oil and capacity of containers, discharge prevention measures, secondary containment or other controls
112.7(k)(2)	3.1.7	Alternative to secondary containment for oil-filled operational equipment.
112.8(d)	3.1.7, 3.7.4	Piping and valves protected and inspected
112.7(a)(3)(iv) 112.7(a)(5)	2.7.1	Countermeasures: Minor Spill Response
112.7(a)(3)(iv) 112.7(a)(5)	2.7.2	Countermeasures: Major Spill Response
112.7(a)(3)(v)	2.7	Waste Disposal
112.7(a)(3)(vi)	1.3, 1.4	Emergency Contacts
112.7(a)(4)	3.3, 3.4	Notification and Reporting
112.7(b)	3.1	In areas with higher potential for equipment failure, describe prediction of the direction, rate of flow, and total quantity of oil which could be discharged from the facility.
112.7(e) 112.8(c)(6)	3.7.4	Tests and Inspections
112.7(f)	3.5.2	Training
112.7(g)	3.7.5	Security
112.7(j)	3.7.6	Conformance of State of Maine and Local Requirements
112.20(e)	3.1.8	Certification of the Applicability of Substantial Harm