

Preparedness, Prevention, and Contingency (PPC) Plan

ROBERT MORRIS UNIVERSITY - ISLAND SPORTS CENTER



SAFETY DEPARTMENT | 6001 UNIVERSITY BOULEVARD MOON TOWNSHIP, PA 15108

412-397-2424

TABLE 1 – List of Emergency Contacts

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

Contacts	Contact Description	Contact Information	Hours of Operation
Facilities Chain-of-Command			
Public Safety Department	<p>1. CALL FIRST!</p> <p>In the event of a spill or emergency, Public Safety is the first emergency contact.</p> <p>During the emergency operations, Public Safety or the Emergency Coordinator is responsible for making emergency contacts identified on this list.</p> <p>The Public Safety Department must also contact the Primary Emergency Coordinator or Alternate in the event of a spill or emergency.</p>	412-397-2424	24 Hours
Tim Kirsch, Senior Director, Capital Projects and Safety (Primary Emergency Coordinator)	Public Safety will contact the Primary Emergency Coordinator or Alternate in the event of a large fuel spill or ammonia leak. The Emergency Coordinator will communicate disaster incidents with Senior Administration.	Work Phone 412-397-6282 Mobile 412-812-1134	24 Hours
Matt Hyatt, Senior Director, Maintenance and Plant Engineering (Alternate Emergency Coordinator)		Work Phone 412-397-6343 Mobile 724-480-5290	24 Hours
LOCAL OUTSIDE ASSISTANCE / EMERGENCY RESPONSE			
Neville Township Police / Fire Dept.	<p>Call in the event that a fire or accident involves injury or if the emergency or spill impacts traffic.</p> <p>The emergency coordinator will contact if the release or spill is too large for facility personnel to contain and clean-up.</p> <p><u>Call 911 immediately following a hazardous materials release above the reportable quantity to satisfy LEPC notification requirements.</u></p>	911 (emergency)	24 Hours
PA State Police Troop B Pittsburgh Station Moon Twp, PA	Provides traffic and crowd control	412-299-1607 or 911	24 Hours



Valley Ambulance Authority	Provides medical assistance and transportation	911 (emergency)	24 Hours
Duquesne Light Co.	Call in the event of a transformer spill	412-471-3875	24 Hours
Peoples Gas	Call in the event of a gas leak or spill	800-400-4271 (Emergency Hotline)	24 Hours
ALCOSAN	REFER TO DOWNSTREAM NOTIFICATION LIST FOR EMERGENCY CONTACT INFO AND LIST IN ORDER OF CONTACT. Must be notified in the event of a release to the sanitary sewer system.	412-766-4810	24 Hours
PRIVATE AGENCIES			
CHEMTREC	Provides emergency response information	800-424-9300 800-255-3924	24 Hours
Poison Control Center	Pittsburgh Poison Center	800-222-1222	24 Hours
EMERGENCY RESPONSE CONTRACTORS			
Heritage Environmental	External spill response support, including inventory, collection, removal, and proper disposal of various wastes	800-487-7455	24 Hours
Clean Harbors	External spill response support, including inventory, collection, removal, and proper disposal of various wastes	800-645-8265	24 Hours
COUNTY AGENCIES			
Allegheny County Emergency Services (HAZMAT / EMA)	Contact for technical guidance, information, or if assistance is needed regarding a spill or release. Contact in the event of a large-scale incident with the potential to harm life or property.	911 (emergency) 412-473-2550 (non-emergency)	24 Hours
STATE AGENCIES			
PADEP	Call the PADEP hotline and notify the PADEP Regional Office of a spill or release of regulated substances in excess of its reportable quantity, any release of a regulated substance not completely recovered or removed within 24 hours of the release, and <u>25 gallons or more of oil.</u> Must also be notified if a spill gets off the site and into a nearby stream or waterway or into the public sewer.	Emergency Response Hotline: 1-800-541-2050 Southwest Regional Office: 412-442-4000	24 Hours
PA Fish & Boat Commission	The Pollution Hotline should be used in the event of a spill or release on any waterway.	855-347-4545	24 Hours



PEMA	<p>MUST BE NOTIFIED WHEN ANY OF THE FOLLOWING OCCUR:</p> <ul style="list-style-type: none"> • A large-scale incident with the potential to harm life or property. • A spill gets off the site and into a nearby stream or waterway or into the public sewer system. <p>PEMA will also notify PADEP of reported spills.</p>	717-651-2001	24 Hours
<p align="center">FEDERAL AGENCIES</p> <p>TO BE NOTIFIED BY THE EMERGENCY COORDINATOR IN THE EVENT THAT AN OIL SPILL...</p> <ul style="list-style-type: none"> • Violates applicable water quality standards; • Causes a film or "sheen" upon, or discoloration of the surface of the water or adjoining shorelines; or • Causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines. <p>EPA REGIONAL ADMINISTRATOR MUST ALSO BE NOTIFIED IN THE EVENT OF...</p> <ul style="list-style-type: none"> • A single spill incident greater than 1,000 gallons of oil into navigable waters. • Two reportable oil spills of more than 42 gallons within any 12-month period. 			
National Response Center (NRC)	<p align="center">Reportable Spill Hotline</p> <p>Must also be contacted in that event that a spill or release of <u>any regulated substance exceeds its reportable quantity.</u></p>	800-424-8802	24 Hours
EPA Region III	Administers the EPA Region III Oil Program	<p>Regional Response Hotline: 215-814-9016</p> <p>Address: Four Penn Center 1600 JFK Blvd., Philadelphia, PA 19103-2029</p>	24 hours

If the Emergency Coordinator (EC) determines that the facility has had a reportable release, as defined in **Table 1**, the EC must immediately notify the Local Emergency Planning Committee (via 911), the National Response Center (NRC), and the Pennsylvania Emergency Management Agency (PEMA) and provide the following information:

1. Your name, location, organization, and telephone number;
2. Name and address of the party responsible for the incident; or name of the carrier or vessel, the railcar/truck number, or other identifying information;



3. Date and time of the incident;
4. Location of the incident;
5. Source and cause of the release or spill;
6. Types of material(s) released or spilled;
7. Quantity of materials released or spilled;
8. Medium (e.g. land, water) affected by release or spill;
9. Danger or threat posed by the release or spill;
10. Number and types of injuries or fatalities (if any);
11. Weather conditions at the incident location;
12. Whether an evacuation has occurred;
13. Other agencies notified or about to be notified; and
14. Any other information that may help emergency personnel respond to the incident.



PLAN REVIEW AND SIGNATURE PAGE

The Robert Morris University Senior Director, Capital Projects and Safety should complete a review and evaluation of this Preparedness, Prevention, and Contingency (PPC) Plan periodically and update as needed, or as required under Section 2.1. The Plan implementation will be overseen by the Emergency Coordinator (EC) and the original/master copy of the PPC Plan will be stored in the EC's office.

By signature, I certify that I have reviewed and amended (as needed) this PPC Plan for the Island Sports Center of Robert Morris University, on the date indicated below.



Tim Kirsch
Senior Director, Capital Projects & Safety

8/2/2024
Date



Matt Hyatt
Director, Maintenance & Plant Engineering

8-2-24
Date



David J. Hanson
Executive Director, Island Sports Center

8/5/24
Date

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1.0 INTRODUCTION AND FACILITY DESCRIPTION

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

The Pennsylvania Department of Environmental Protection (PADEP) *Guidelines for the Development and Implementation of Environmental Emergency Response Plans*, dated August 2005, was used as a guidance document in the preparation of this PPC Plan. In addition, other applicable United States Environmental Protection Agency (USEPA) and PADEP regulations were considered.

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

1.1 Purpose and Objective

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

The Plan will be kept current to reflect changes in regulatory requirements applicable to operations conducted at the site. The signature page, located at the front of this Plan, identifies the key Robert Morris University (RMU) personnel who have been tasked with the oversight and revisions of this Plan. The Plan will be reviewed periodically by the signatories of this Plan noted on Page v and updated as needed. The EC is the Senior Director, Capital Projects and Safety at the RMU Main Campus. Updated sections will be incorporated into the Plan at the EC's discretion. Outside agencies that have previously received a copy of the PPC Plan will also receive subsequent amended Plans.

The objectives of the PPC Plan were developed in accordance with USEPA, PADEP, Occupational Safety and Health Administration (OSHA), and local government requirements when considering the prevention, containment, mitigation, and cleanup of oil and hazardous substance spills and releases.

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

1.2 Facility Description and Location

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

Drainage from the Main Ice Center building goes to the Allegheny County Sanitary Authority (ALCOSAN) sewer system. Stormwater runoff from the surrounding parking lots drains to stormwater inlets that ultimately discharge to the Ohio River.

The Ohio River borders the north end of the facility as shown on Figure 1. Figure 2 – Facility Layout and Site Drainage Map provides a layout of the RMU Island Sports Center. Figure 3 – Ammonia Refrigeration System Diagram provides a layout and flow diagram of the refrigeration system for the multiple ice rinks.

1.3 Existing Emergency Response Plan

In addition to the PPC Plan, RMU maintains an Emergency Response Plan that includes Incident Command & Communications which establishes responsibilities in the event of an emergency or disaster affecting the University, its students, faculty or staff, and patrons of the Sports Center, including policies and procedures for managing communications during and immediately following such situations. The Incident Command & Communications Plan provides a framework for appropriate responses to various types and levels of emergency situations that may arise. Procedures and processes within the scope of the plan are intended to reduce risk to human life, protect the environment, preserve property, minimize danger, promote recovery, and restore University operations. The RMU Main Campus maintains a separate, Combined Spill Prevention, Control, and Countermeasure (SPCC) / PPC Plan.

1.4 Material and Waste Management

Table 2 includes an inventory of materials found at this facility. The location of these materials and wastes are shown on Figure 2. Safety Data Sheets (SDS) are maintained by the associated departments and are available via the RMU Safety Services website ([Safety Services | Robert Morris University \(rmu.edu\)](https://www.rmu.edu/safety-services)) including the SDS for ammonia.

Table 2 – Material and Waste Inventory

Materials/Waste (non-oils)	Location	Normal Inventory
Paint	Main Ice Center	5 Gallons
Propane	Main Ice Center	28 Cylinders (sizes vary)
Ammonia	Main Ice Center (Located in Ammonia Room and Receiver on the Roof)	Approx. 6,566 pounds (1,275 gallons)
Inhibited Propylene Glycol	Main Ice Center	55 Gallons
Calcium Chloride (30%)	Main Ice Center	100 Gallons
R-22 Refrigerant	Chiller #1 Chiller #2	740 Pounds 740 Pounds
Water Treatment Chemicals	Main Ice Center	175 Gallons



Table 2 – Material and Waste Inventory Cont.

Materials/Waste (Oils)	Location	Normal Inventory
Compressor Oil	Main Ice Center	Approx. 50 gal/month (Disposed of every six months)
Pad-Mounted Transformer Oil	Main Ice Center	1,500 KVA (no volume available)
Gasoline	Flammable Storage Cabinet	Diesel – 5 Gallons Regular – 10 Gallons Mixed – 2 Gallons
Gasoline	Boat Storage Facility	Regular – 20 Gallons
Emergency Generator Unit (associated diesel fuel tank)	Sports Dome within the generator unit	245 Gallons
Total Oil-based Materials 332 Gallons + 1,500 KVA Transformer		

1.5 Pollution Incident History

According to a review of facility records and interviews with RMU personnel, there have been no recorded reportable spills or releases at this facility in the past three years. In the event of a spill, the EC will gather preliminary spill information and complete the required agency notifications as described below. Records of each spill event will be maintained.

Spill scenarios that require agency notification and associated notification procedures are discussed in Section 5.3.

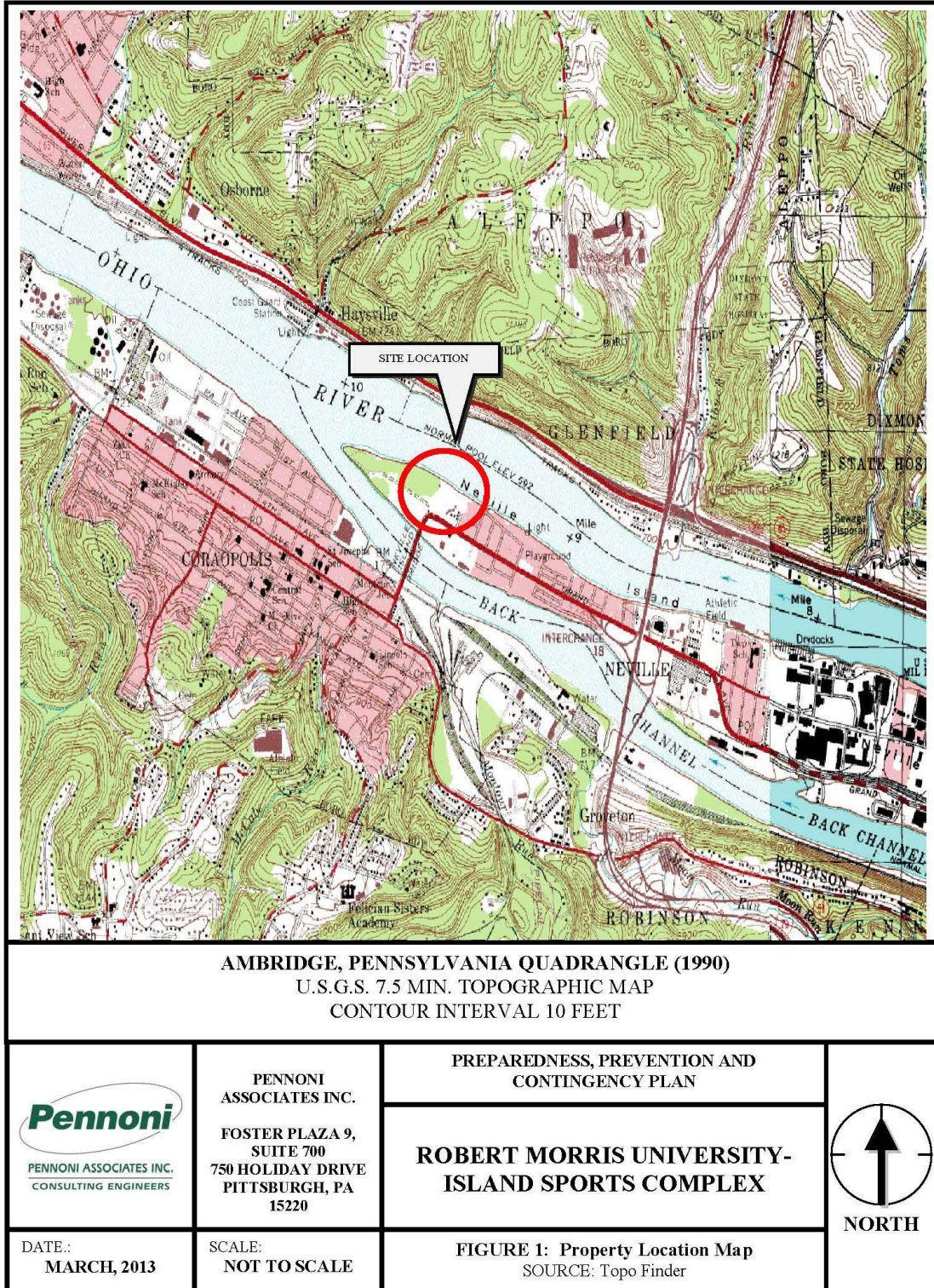


Figure 1 – Site Location Map

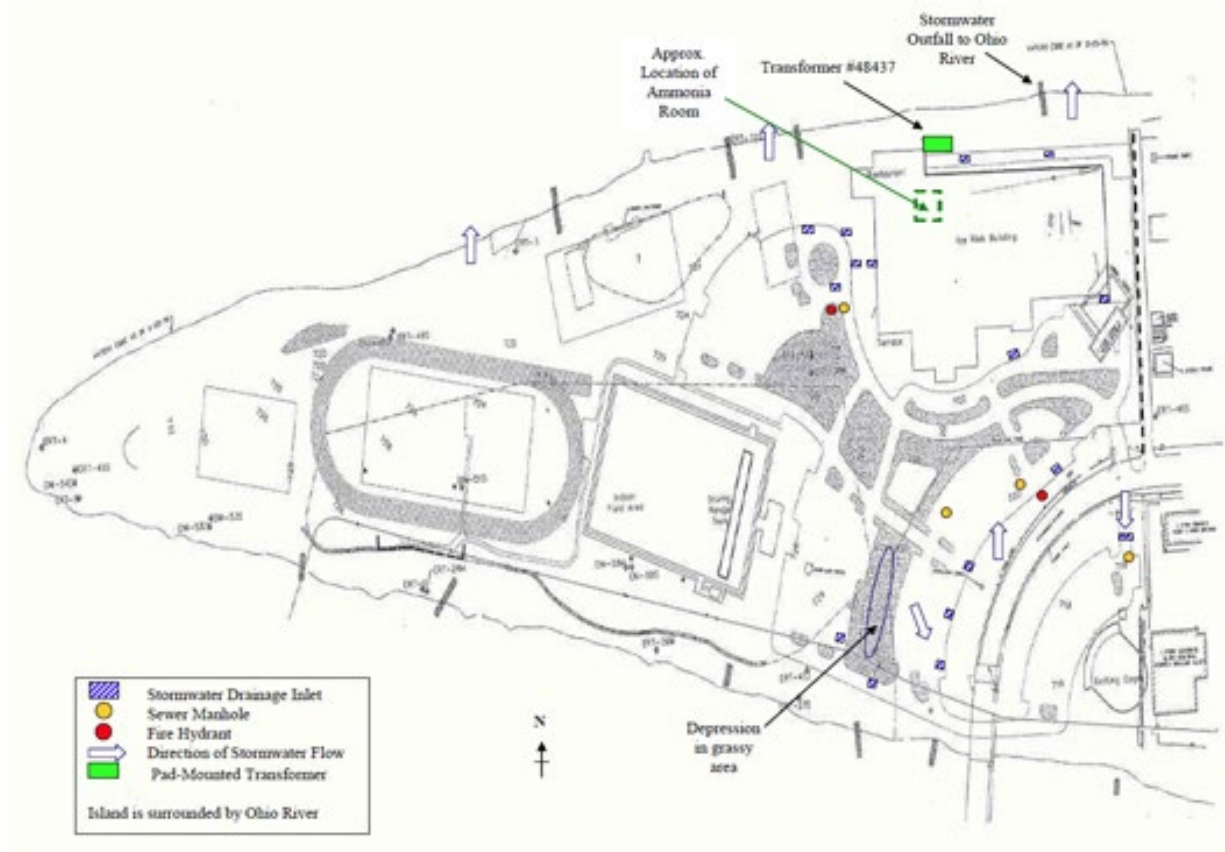


Figure 2 – Facility Layout and Site Drainage Map

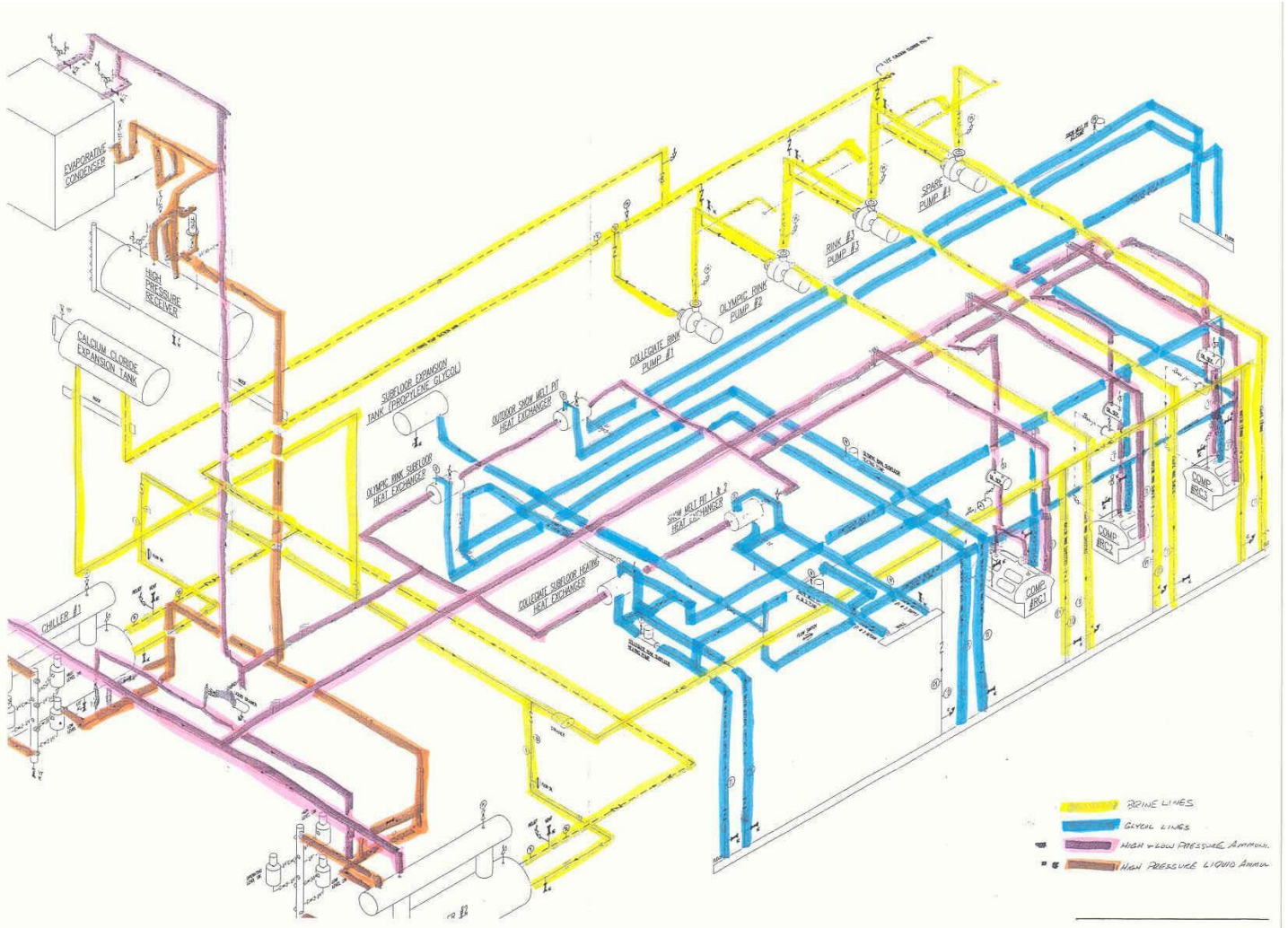


Figure 3 – Ammonia Refrigeration System Diagram

2.0 Description of Plan Implementation

2.1 Organizational Structure of Facility for Plan Implementation

RMU has designated certain individuals with the responsibility for implementing, maintaining, and updating the PPC Plan. The Plan should be reviewed periodically and updated as needed to reflect any changes at the site. At a minimum, the Plan will be updated when any of the following occur:

1. Applicable regulations are revised;
2. The Plan fails in an emergency;
3. The installation changes in its design, construction, operation, maintenance, or other circumstances, in a manner that materially increases the potential for fires, explosions, or releases of toxic or hazardous constituents, or which changes the response necessary in an emergency;
4. The list of Emergency Coordinators changes;
5. The list of emergency equipment changes; or
6. As otherwise required by the PADEP.

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

- **Public Safety Department** – First point of contact in the event of spill/release/similar emergency situations. Assessment of the situation and safety of building occupants are the initial priorities.
- **Timothy Kirsch, CIH, Senior Director, Capital Projects & Safety** – Must be contacted by Public Safety in the event of a spill or similar emergency. Monitor Plan implementation/compliance; coordinates spill response/clean-up activities and reports spill(s) to appropriate agencies (if needed). Schedules PPC Committee meetings and assists with training for appropriate employees. Overall coordination within the University campus and with outside agencies.
- **Matt Hyatt, Senior Director, Maintenance & Plant Engineering** – Ensure routine inspections and the preventive maintenance program are conducted; maintain good housekeeping; ensure training for appropriate employees on a routine basis; report any unusual occurrence or problems that may be discovered during routine inspections immediately to the Emergency Coordinator, Director of Facilities Management, and/or other responsible person.

2.2 List of Emergency Coordinators and Chain of Command

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

Neville Township listed in Table 1 may be contacted at the discretion of the Emergency Coordinator if departmental forces cannot resolve the situation.

In an emergency, contact the following individuals in the order shown. The list is the order in which they will assume responsibility as primary or alternate. This list is posted at the Main Ice Complex entrance reception desk so that the Emergency Coordinator can be contacted in the event of an emergency.

1. Public Safety Department - Phone Number: (412) 397-2424
 - Public Safety must also contact the Primary or Alternate Emergency Coordinator listed below in the event of a spill or emergency.
2. Primary Emergency Coordinator
Tim Kirsch, Senior Director, Capital Projects & Safety
Work Phone Number: 412-397-6282
Cell Phone Number: 412-812-1134
3. Alternate Emergency Coordinator
Matt Hyatt, Senior Director, Maintenance & Plant Engineering
Work Phone Number: 412-397-6343
Cell Phone Number: 724-480-5290

2.3 Duties and Responsibilities of the Emergency Coordinator

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

The Emergency Coordinator must ensure immediate notification to appropriate outside agencies listed in Table 1, depending on the nature and magnitude of the emergency. Notification procedures are outlined in Section 5.3.

When notifying emergency response agencies, the following information should be given and documented on the RMU Incident Investigation Form located on the RMU Safety website:

- Name of person reporting the emergency
- Name and location of facility
- Phone number where Emergency Coordinator can be reached
- Date, time, and location of the incident
- Brief description of emergency; type and quantity of materials involved, extent of injuries, potential hazards to health, safety, and the environment (refer to SDS, Emergency Response Guidebook, etc.)
- Extent of contamination (if applicable) to land, air, water, if known

It is the Emergency Coordinator's responsibility to attempt to assess the emergency to determine the appropriate actions and take all reasonable measures to stabilize the situation. If the Emergency Coordinator determines that site personnel are not adequately trained to contain a spill or release or conduct cleanup activities, the Emergency Coordinator will then contact an emergency response contractor (listed in Section 4.2) to respond to the emergency/incident.

After an emergency, the Emergency Coordinator (with PADEP approval) must ensure that waste material generated during an emergency is properly contained and stored on site. The material will then be transported off site to a properly permitted treatment, storage, and/or disposal facility. The Emergency Coordinator must also ensure that any equipment or supplies used during an emergency are adequately decontaminated and/or restocked so that appropriate equipment and supplies will be readily available in the event of a future emergency.

3.0 Spill and Release Prevention

3.1 Pre-Release Planning

The primary sources of potential pollutants (including waste) are listed below, along with the associated pollution incident prevention practices.

3.1.1 Ammonia Refrigeration System

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

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

3.1.2 Waste Oil

Approximately 50 gallons of waste mineral oil is produced every six (6) months by the ammonia system compressor. The waste oil is properly labeled and stored outside of the arena within a secondary containment system and is collected by Heritage Environmental on a regular basis. The waste oil is not permitted to be stored longer than one (1) year at the site.

3.1.3 Storage of Other Materials

Various maintenance materials, such as paint, solvent, gasoline, etc., are stored in flammable cabinets located in designated storage areas inside of the arena and Boat Storage Facility. The cabinets are locked at all times. Various water treatment chemicals used in the maintenance of the air conditioning system, such as inhibitors and biocides, are properly labeled and stored on the second floor of the Main Ice Complex.

3.1.4 Pad-Mounted Transformers

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

3.2 Material Compatibility

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

3.3 Inspection and Monitoring Program

The ammonia system is continuously electronically monitored and has automated alarms that sound in an ammonia release. Additionally, the system is routinely visually observed by Island Sports Center operations personnel for any problems or unusual conditions that may be immediately reported to the site supervisor who is responsible for notifying the Emergency Coordinator. Records are kept on file with the Facilities Department at Main Campus of any maintenance activities performed on the system. Storage locations of all hazardous materials maintained on site are routinely inspected as part of normal operations.

3.4 Preventive Maintenance

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

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

3.5 Housekeeping Program

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

3.6 Site Security

The Main Ice Complex is staffed between the hours of 6:00 a.m. and 2:00 a.m. by either guest services, operations, or public safety. Between the hours of 2:00 a.m. and 6:00 a.m. there may only be overnight cleaners on site. The doors of the Main Ice Complex are locked at approximately midnight every night. All doors to rooms containing environmentally sensitive materials are locked. A KNOX Box is provided for first responders in the event of an emergency.

3.7 External Factors Planning

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

3.8 Employee Training Program

The training program at this facility was designed to ensure that personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures and emergency equipment systems including, where applicable: procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment; key parameters for automatic cut-off systems; communications and alarm systems; response to site spills and fires; site evacuation procedures; and shut down of operations.

Training is required for the designated ECs in this Plan as well as employees responsible for handling materials outlined in Table 2 and responding properly and rapidly to spills.

Training records are maintained for all employees. The Senior Director, Capital Projects and Safety will maintain copies of training records. A copy of training documentation form is provided as Appendix B.

4.0 Countermeasures

4.1 Countermeasures Undertaken by Site

- In the event of a spill or release of an environmentally sensitive material, the first priority is to attempt to stop the cause/source. This must be performed using the proper precautions and appropriate personal protective equipment. If the material is unknown, attempts should be made to identify the material by labels, placards, other markings, etc. An Incident Investigation Form found in on the RMU Safety website should be completed.
- Once the material is identified, appropriate measures must be implemented (with proper protection for workers) to stop the spread of the spill and to prevent it from entering any drains or waterways. Use spill kits (pads, socks, pillows, blankets, and loose absorbent) to control smaller spills. Place absorbent materials in a fashion that will prevent the material from migrating any further. In the event of a large spill, use of equipment, shovels, and other appropriate tools to move sand or other material to construct a dike/containment structure will help to collect the material and prevent further spread or flow into any drainage system.
- In the event of an ammonia leak from a valve in the system, the automatic shut-off should isolate the system until appropriately trained responders arrive at the site to completely shut down the system and make repairs. Local emergency responders will be contacted regarding the spill/release if the system does not appropriately shut down.
- If a material spills near a drain/inlet, the use of drain stopper mats will be used to prevent the material from entering the drain/inlet.

- If material gets into a waterway, notify the US Coast Guard (Table 1). Local emergency responders will act to prevent the material from migrating further downstream by placing booms across the entire width of the waterway (at a point downstream from the release), preferably at a narrow point. Use absorbent pads to absorb material that may be floating on the surface of the water.
- If material spills in an area with secondary containment, ensure valves are closed on the containment structure and collect spilled material with absorbents. Once the material has been absorbed, collect used absorbents (pads, pillows, socks, blanket, etc.) and place in an empty, approved, 3-ringed, 55-gallon drum for waste characterization and proper disposal.
- After a spill has been contained and the immediate emergency has been brought under control, cleanup of the spill material should be initiated. Use appropriate equipment to complete cleanup.

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

4.2 Emergency Response Contractors

In the event of a spill/release that poses a threat to humans and/or the environment, the first emergency responder that should be contacted is Neville Township by dialing 911. The emergency response contractors for inventory, collection, removal, and proper disposal of the wastes contained on the site, such as used oil, are identified below and in Table 1:

Heritage Environmental
800-487-7455 (24-hr)

Clean Harbors
1-800-645-8265 (24-hr)

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

4.3 Internal and External Communication and Alarm Systems

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

4.4 Evacuation Plan for Facility Personnel

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

The Public Safety Department ensures that order is maintained during evacuations. Horizontal and/or vertical evacuation procedures will be followed as necessary in the event of an evacuation.

Office personnel shall exit through the closest doors (if possible) or other appropriate exit and proceed to designated safe area.

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

4.5 Emergency Response Equipment

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

Examples of spill response equipment and supplies that are readily available are outlined in Table 3 below.

Table 3 – Emergency Response Equipment and Supplies

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



5.0 Emergency Spill Control Network

5.1 Arrangements with Local Emergency Response Agencies

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

5.2 Emergency Telephone Numbers for the Island Sports Center

Emergency contacts for the facility are listed in **Table 1**.

5.3 Notification Procedures

In the event of an emergency, **Table 1** provides a list of the individuals that are qualified and have assumed the responsibility to act as EC for the facility. They are listed in the order to be contacted in the event of an emergency or spill. The primary EC is responsible for notifying all the following individuals of a reportable release incident.

Reporting to the appropriate EPA regional office and the National Response Center (800-424-8802) is required immediately for discharges that:

- Violate applicable water quality standards; or
- Cause a film or sheen upon or discoloration of the water or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

The EPA Regional Administrator must also be notified if 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 gallons of oil in each of two discharges to navigable waters or adjoining shorelines occurring within any twelve-month period.

If a spill gets off the site and into a nearby stream or waterway, or into the public sewer system, the Emergency Coordinator shall contact the agencies listed below:

- National Response Center 1-800-424-8802
- Pennsylvania DEP – Southwest Regional Office (412) 442-4000
- Pennsylvania Emergency Management Agency (PEMA)(717) 651-2001

Pennsylvania requires that spill notification be made as soon as possible but within 24 hours of discovery.

Any release of regulated substances in excess of its reportable quantity, any release of a regulated substance not completely recovered or removed within 24 hours of the release, and 25 gallons or more of oil, must be reported to the Pennsylvania DEP at the number given above.

In the event of a large-scale incident with the potential to harm life or property, the Emergency Coordinator should also notify the agencies listed below:

- Allegheny County Emergency Management Agency.....(412) 473-2550
- Pennsylvania Emergency Management Agency (PEMA).....(717) 651-2001

When speaking to the above agencies, be prepared to supply the following information:

- Time, location, and source of the spill;
- Type and quantity of material spilled;
- Cause and circumstances of the spill;
- Hazards associated with the spill;
- Personal injuries, if any;
- Corrective action taken or planned to be taken;
- Name and telephone number of the individual reporting the spill; and
- Any additional pertinent information.

Appendix C provides the Verbal Incident Report Form, as a reference.

A written report of the incident must be reported to the PADEP within 14 days of the initial release or incident. The report shall contain the following information:

1. Name, address, and telephone number of the individual filing the report;
2. Name, address, and telephone number of the facility;
3. Date, time, and location of the incident;
4. A brief description of the circumstances causing the incident;
5. Description and estimated quantity by weight or volume of materials or wastes involved;
6. An assessment of any contamination of land, water, or air that has occurred due to the incident;
7. Estimated quantity and disposition of recovered materials or wastes that resulted from the incident; and
8. A description of what actions the facility intends to take to prevent a similar occurrence in the future.

A Written Follow-Up Incident Report Form is also provided in **Appendix C**.

5.4 Downstream Notification Requirements for Storage Tanks

Not applicable. The facility does not have aboveground storage tanks.

Appendix A

Safety Data Sheets

(SDS are maintained by departments and are available via the RMU Safety Services website
[Safety Services | Robert Morris University \(rmu.edu\)](#))

Appendix C
Discharge Notification Forms



VERBAL DISCHARGE NOTIFICATION FORM

Discharge Information (page 1 of 2)	
General Information When Reporting a Spill to Outside Authorities:	
Name:	Robert Morris University – Island Sports Center
Address:	7600 Grand Avenue Pittsburgh, PA 15225
Telephone:	412-397-4454
Owner/Operator:	Robert Morris University 6001 University Boulevard Moon Township, PA 15108
Primary Contact:	Tim Kirsch Senior Director, Capital Projects and Safety Work – (412) 397-6282 Cell (24 hrs) – (412) 812-1134
Type of Oil:	Discharge Date and Time:
Quantity Released:	Discovery Date and Time:
Quantity Released to a Water body:	Discharge Duration:
Location/Source:	
Actions taken to stop, remove, and mitigate impacts of the discharge:	
Affected Media:	
Notification Person:	Telephone Contact: Business: 24 hr:
Nature of discharges, environmental/health effects, and damages:	
Injuries/fatalities:	
Evacuation required?	



Notification Checklist (page 2 of 2)		
	<i>Date & Time</i>	<i>Name of Person Receiving Call</i>
Discharge in Any Amount		
Tim Kirsch Title: Senior Director, Capital Projects and Safety Work – (412) 397-6282 Cell – (412) 812-1134		
Discharge more than 5 gallons and not affecting a water body or groundwater		
Neville Township Fire Department: 911		
Allegheny County Emergency Services (412) 473-2550		
PADEP Environmental Emergency (800) 541-2050		
Discharge in any amount affecting (or threatening to affect) a water body		
National Response Center (800) 424-8802		
Neville Township Fire Department: 911		
PEMA (717) 651-2001		
Allegheny County Emergency Services (412) 473-2550		



WRITTEN FOLLOW-UP DISCHARGE NOTIFICATION

PENNSYLVANIA WRITTEN FOLLOW-UP DISCHARGE INFORMATION	
1. WHO	
Facility Name:	Robert Morris University – Island Sports Center
Facility Address:	7600 Grand Avenue Pittsburgh, PA 15225
Telephone:	412-397-4454
Owner/Operator:	Robert Morris University 6001 University Boulevard Moon Township, PA 15108
Primary Contact:	Tim Kirsch Senior Director, Capital Projects and Safety Work – (412) 397-6282 Cell (24 hrs) – (412) 812-1134
2. WHEN	
Date of discharge:	Time of Discharge:
Duration of Discharge:	
Date of Discovery of Discharge:	Time of Discovery of Discharge:
Actions taken to stop, remove, and mitigate impacts of the discharge:	
Spill Number assigned by PADEP:	
If National Response Center was notified; their case number:	
3. LOCATION	
Location of facility from which release or discharge occurred: Robert Morris University – Island Sport Center – Allegheny County 7600 Grand Avenue Pittsburgh, PA 15225	
Latitude and Longitude of Release (if known):	
Distance and direction from nearest intersection (or milepost if transportation-related release):	
4. PRODUCT RELEASE	
Common and technical name of material released:	
Quantity of discharge:	Duration of discharge:



PENNSYLVANIA WRITTEN FOLLOW-UP DISCHARGE INFORMATION
5. ENVIRONMENTAL IMPACT
Affected Media:
Length of area of navigable waterway affected:
Ground surface area (ft²) and depth of soil contamination:
Damage to wildlife and vegetation:
Impact to human health and safety:
Medical advice provided for exposed individuals (and/or local medical personnel):
6. MONITORING AND DETECTION
If the release or discharge was monitored, indicate the method of detection and concentrations detected:
If the release was airborne, how was the wind direction and speed determined?
Was the public warned, and if so, how?
7. MITIGATION, CONTAINMENT ACTION
How much product or waste was recovered or neutralized?
How was the material recovered or neutralized?
Were there any other actions taken to reduce the impact of the discharge (containment, absorbents, on-site treatment, etc.)?
8. PREVENTION MEASURES
Provide plans to prevent recurrence of the discharge that may occur at this specific source. This may include employee training, replacement of equipment, construction, or security measures such as lighting, fencing of locks.
9. HEALTH RISKS
List known or anticipated acute or chronic health risks associated with the substances that were released.