

**ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

ATTACHMENT 4

NOTIFICATION REQUIREMENTS - PCCD-X-1

- NOTES:**
- 1) Immediate notification is typically accomplished via telephone, and or e-mail.
 - 2) Refer to specified regulation or incident section for the specific information required to be reported & documented.
 - 3) All regulatory notifications will be performed by EH&S/Risk Management. All crime related incidents will be notified by PCPD.

Item #	RELEASE TYPE	INCIDENT INVOLVES:	REG:	NOTIFY:	VERBAL:	WRITTEN:
1	Hazardous Materials	Any release or threatened release of a hazardous material that poses significant present or potential hazard to human health & safety, property, or the environment.	19CCR2703; 19CCR2705; H&SC 25507; 42USC11004	Cal EMA & the CUPA, Superintendent/President, Asst. Superintendent/VP of Finance & Administrative Services, Supervising VP, Director of Public Affairs, PCPD, SMFD & agency w/traffic jurisdiction (i.e. California Highway Patrol (CHP), police, sheriff)	Immediately, upon discovery.	Within 30 days submit a written "Emergency Release Follow-up Notice Reporting Form" to Chemical Emergency Planning & Response Commission (CEPRC). (19CCR2705)
2	Hazardous Material	Hazardous Materials Transportation-related spill incidents involving a DOT Reportable Hazardous Material	40CFR263.30(c); 49CFR171.15; 49CFR171.16; CVC23112.5 13CCR 1166	NRC, Cal EMA, the CUPA (See Item # 1 for additional required notifications)	Immediately, upon discovery, but in no case later than 12 hours after the incident.	Hazardous Materials Incident Report (DOT Form F 5800.1) – Within 30 days to NRC 40CFR263.30(c) & 49CFR171.16 If release onto highway (including streets): Hazardous Materials Incident Report (DOT Form F 5800.1) – Within 30 days to CHP (13CCR 1166)
3	Hazardous Material	Hazardous Materials Transportation-related spill incidents involving a Non-Reportable Hazardous Materials – Release of hazardous material into highway (including streets).	CVC23112.5	(Same as Item #1)	Immediately, upon discovery.	No written report needed
4	Hazardous Substance	Release of a Reportable Quantity (RQ) of any Extremely Hazardous Substance (EHS) or of a hazardous substance as defined by the CERCLA within any 24 hour period.	40CFR355 Subpart c; 42USC103 (CERCLA)	Local Emergency Planning Committee (LERPC), State Emergency Planning Committee (SERC), NRC, Cal EMA, & the CUPA (See Item # 1 for additional required notifications)	Immediately, upon discovery.	Written follow-up Emergency Notification
5	Hazardous Substance	Any hazardous substance discharge in or on any waters of the state, or discharged or deposited where it is, or probably will be discharged in or on any waters of the state.	CWC13271; H&CS5411; H&CS5411.5	NRC, Cal EMA, Department of Fish & Game(Office of Spill Prevention & Response), RWQCB, Local Health Officer or the Director of Environmental Health & the CUPA	Immediately, upon discovery.	No written report needed
6	Hazardous Waste	Release, fire or explosion involving a hazardous waste (including hazardous substances) which could threaten human health, or the environment, onsite, & or outside the facility & evacuation of local areas may be advisable.	22CCR66264.56; 22CCR66265.56	Department of Toxic Substances Control (DTSC) Cal EMA & the CUPA	Immediately, upon discovery.	Within 15 days to the DTSC. (22CCR66264.56 & 22CCR66265.56)
7	Hazardous Waste	Discharge of waste (including hazardous substances), or proposing to discharge within any region that could affect the quality of waters of the state other than into a community sewer system.	CWC13260; CWC13271	Cal EMA, RWQCB and the CUPA	Immediately, upon discovery.	Waste discharge report to the RWQCB

ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Item #	RELEASE TYPE	INCIDENT INVOLVES:	REG:	NOTIFY:	VERBAL:	WRITTEN:
8	Storm Water	General Permit for discharges of Storm Water associated with construction permit violations.	40CFR122.41; 40CFR122.42 Order 2009-0009-DWQ (General Construction Permit)	State Water Resources Control Board	Immediately, upon discovery but no later than 24 hours of discovery.	Violation to be included within PCCD General Construction Permit Annual Report.

FIRE INCIDENTS, BOMB THREAT, ACTIVE SHOOTER, EARTHQUAKE & REPORTING MEDICAL INJURY REQUIREMENTS

ITEM #	DESCRIPTION	INCIDENT INVOLVED:	NOTIFY:	VERBAL:	WRITTEN:
1	Fire Safety, Earthquake or Hostile Environment	Activation of fire alarms – False or Actual fire events; Hostile Environment: (Active Shooter or Bomb Threat); Earthquake	Superintendent/President, Asst. Superintendent/Vice President of Finance & Administrative Services, Supervising VP, Public Affairs Office, Campus Police & Facilities Office	Immediately, upon discovery but no later than 1 minute of discovery. Verbal notice via text alert or phone system.	Within 72 hours submit a written “Incident/Release Assessment Form” & “PCCD Notification Form” to EH&S/Risk Management for record keeping. (See Attachments 1&2)
2	Medical Injury	Work related, medical, slip, trips & fall incidents occurring while on the PCCD campus	Immediate Supervisor, EH&S/Risk Management, Campus Police and Health Services (911 in cases of emergencies).	Within eight (8) hrs after the death of any employee from a work-related incident or hospitalization of 3 or more employees as a result of a work-related incident, (OSHA) 29CFR Parts 1904;1952	Within 30 days submit a written Medical Injury Report Form to EH&S/Risk Management. “Incident/Release Assessment Form” & “PCCD Notification Form” to EH&S/Risk Management for record keeping. (See Attachments 5 & 6)

Key:**REPORTABLE HAZARDOUS MATERIALS**

- An unintentional release of a hazardous material during transportation (including loading & temporary storage related to transportation);
- A hazardous waste is released;
- A specification cargo tank 1,000 gallons or greater containing any hazardous materials.

CONDITIONS

- A person is killed;
- A person receives an injury that requires admittance to a hospital;
- The general public is evacuated for 1 hour or more;
- One or more major transportation arteries or facilities are closed for 1 hour or more; and or
- There is a release of a marine pollutant in a quantity exceeding 450 liters (119 gallons) for liquids or 400 kilograms (882 pounds) for solids;
- In campus emergency situations, follow the PCCD Emergency Procedures Guide located in all campus building rooms & PCCD EH&S/Risk Management web portal.

ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

ATTACHMENT 5

INCIDENT/RELEASE ASSESSMENT FORM

If you have an emergency, call 911

The following is a tool to be used for assessing incidents, and or medical injuries at PCCD. Additionally, a PCCD notification form is provided to document all incidents pertaining to PCCD.

Questions for Incident Assessment:

	YES	NO
1. Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did anyone, other than employees/students in the immediate area of the incident, evacuate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did incident cause damage to any building structures, equipment and or public/private party?	<input type="checkbox"/>	<input type="checkbox"/>
4. Was the incident a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did control, containment, decontamination, and/or clean-up require the assistance of federal, state, county, or municipal response elements?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the incident cause an activation of the PCCD Emergency Operation Center(s)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Was the injury caused by (a condition due to poor lighting, trip hazard, bump hazard, air born hazard resulting in respiratory complications, and or eye problems)?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is YES to any of the above questions – refer to Reportable/Non-Reportable Assessment Form, complete the PCCD notification form and keep it readily available. Documenting why a “YES” response was made to each question will serve useful in the event questions are asked in the future, and to justify why reporting to an outside regulatory agency was required.

If all answers are NO, complete the PCCD notification form and keep it readily available. Documenting why a “no” response was made to each question will serve useful in the event questions are asked in the future, and to justify not reporting to an outside regulatory agency.

Contact Numbers:

- California Emergency Management Agency (Cal EMA): (800) 852 – 7550
- Department Of Environmental Health (DEH), California Unified Program Agencies (local CUPA administering agency): daytime: (858) 505-6657; after hours: (858) 505-6657/6673 to record a message
- National Response Center (NRC): (800) 424-8802 [NOTE: Use this number for Department of transportation also]
- California Regional Water Quality Control Board/San Diego, Regional Administrator: (858) 467-2952
- Environmental Protection Agency: (415) 227-9500 or (800) 300-2193, Duty Officer, option #3
- Occupational Safety & Health Administration (OSHA): (800) 321-6742
- California Highway Patrol: 911
- Fish & Game: (916) 445-0045 (24 hour line/Sacramento)
- San Diego Gas & Electric (SDG&E) Emergency Notice System: (888) 555-3449 [if SDG&E equipment is involved]
- Department of Toxic Substances Control (DTSC): (800) 728-6942
- Local Emergency Planning Committee (LEPC): (858) 505-6693
- Superintendent/President, Star Rivera-Lacy: (760) 744-1150 x7509
- Assistant Superintendent/Vice President of Finance & Administrative Services, Todd McDonald: (760) 744-1150 x3409
- Public Affairs Office (PAO), Julie Lanthier Bandy: (760) 744-1150 x2365
- Palomar College Police Department (PCPD): (760) 891-7273 or (760) 744-7753 x3961
- Manager, Environmental, Health & Safety/Risk Management, Derrick Johnson: (760) 744-1150 x3677

Call 911 in an emergency

ENVIRONMENTAL, HEALTH & SAFETY/RISK MANAGEMENT
INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

ATTACHMENT 6**INCIDENT/RELEASE ASSESSMENT FORM continued**
REPORTABLE / NON REPORTABLE ASSESSMENT FORM**1. INCIDENT/RELEASE AND RESPONSE DISCRIPTION**

Incident CAD# _____

Date/Time:	Date/Time Reported:	Incident/Release Stopped: <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Business / Site Name:		
Incident Address:		
Other Locators (Bldg, Room, Athletic Field, Parking Lot):		
Please describe the incident/medical injury and indicate specific causes and area affected:		Photos Attached?: Yes <input type="checkbox"/> No <input type="checkbox"/>
Indicate actions to be taken to prevent similar incidents/releases from occurring:		

2. ADMINISTRATIVE INFORMATION

Administrator or Supervisor in charge at the time of incident:	Phone:
Contact Person involved in the incident:	Phone:

3. CHEMICAL/FIRE/MEDICAL INFORMATION

Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	FT ₃
Fire/Active Shooter/Bomb Threat/Earthquake	Evacuation	<input type="checkbox"/> Yes	No	
Medical	Hospital Admittance	<input type="checkbox"/> Yes	No	
Clean-Up/Fire/Medical Procedures & Timeline:				
No clean-up required				
Completed By:		Phone:		
Print Name:		Title:		