



Hazardous Material Release Response Plan

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

WHAT IS A HAZARDOUS MATERIALS RELEASE

A Hazardous Materials Release occurs when any hazardous material is released into the environment in a way that exposes the environment or people to damage or injury.

Most hazardous materials releases are small and rather innocuous as in the case of spilled paint or a knocked over bottle of bleach. For the purposes of this document, these will be referred to as Indoor Releases. Indoor releases are the responsibility of the supervisor or faculty member present to manage and respond to. The Indoor Releases section below reviews the basic guidelines for responding to an indoor release.

Outdoor Releases may affect a large geographic area such as in the case of a fire at a chemical plant or a bio-toxin released into the atmosphere. For the purposes of this document, these will be referred to as Outdoor Releases. Outdoor Releases are the responsibility of local emergency responders to declare and respond to.

RESPONSE AUTHORITY

Responsibility to monitor for and initiate response to an Outdoor Release shall fall to the first person present on the following list: As noted above, Indoor Releases are the responsibility of the supervisor or faculty member present to monitor for, initiate, and manage a response for.

1. Lead House Manager
2. Rental Supervisor
3. Stage Manager
4. Shop Supervisors

INDOOR RELEASES

If you come across a hazardous material leak or spill indoors:

- If you know it is safe to do so and have the necessary training and equipment, contain the spill.
- If you cannot contain the spill:
 - Secure the area:
 - Close and lock doors
 - Post signs to warn others of the danger and keep them out.
 - If the spill is highly hazardous or requires immediate action:
 - Pull the fire alarm and evacuate to the building.
 - Call 911
 - Provide the exact location, nature, and size of the spill, if known.
 - Meet first responders at the entrance to Lot 23 to direct them to the spill.
 - If the spill is not highly hazardous:
 - Report the spill to your supervisor
 - For cleanup assistance, contact the Department of Environmental Health and Safety (865.974.5084) or the University Police Department (865.974.3114)
- If you believe you may have been exposed to a hazardous chemical or feel unusual, call 911 and seek medical attention as soon as possible. If possible, remove any clothing that may have been contaminated and start decontamination.

OUTSIDE RELEASES

In the event of an outdoor release, UT's Police Department will notify the public using public address over the bluelight phones and via UT Alert. In most cases you will be instructed to shelter-in-place. Sheltering-in-place means staying inside the building you are currently in and taking steps to reduce your building's exposure.

While for most of us, the instinct will be to flee, one of the worst things you can do for this type of emergency is to try and leave the area in your car. An emergency such as this will often result in panic evacuations that cause grid-lock and being stuck in your car can leave you very vulnerable to exposure. This grid-lock can also significantly delay emergency response to the situation. In the event of an outdoor release DO NOT pull the fire alarm.

In the event a hazardous materials release is declared all activities in the Clarence Brown complex will stop to allow for response to this emergency. The following outlines the basic steps to take in the event an Outdoor Release is declared:

1. If you are outside, move inside the closest building immediately. Inside campus buildings, look for the emergency placard (pictured at right) for instructions on the best places to shelter in that facility.

NOTE: Due to the open air nature of the building, evacuate from the Carousel to the CBT. The Carousel should be treated as if it were an outdoor space.

2. Close all windows and doors.
3. Turn off ventilation systems.
 - a. For many facilities, Facilities Services will remotely shut down HVAC systems.

NOTE: AMB and HPER are remotely controlled. Contact facilities at 946-7777 if these systems do not shut off.
 - b. Look for window units (like those in the CBT Box Office or the Carousel Dressing Rooms). Turn these units off.
 - c. In the CBT, shut down all air handlers using the stop buttons located as follows:
 - i. Lobby and Audience—Concessions Closet
 - ii. Stage—US Wall near the Dimmer Room
 - iii. Scene Shop—Just inside the Tool Room
 - iv. Basement and Dressing Rooms—In the Craft Room near the Shoe Room Door
 - v. Lab Theatre—In the Booth by the Mechanical Room Door.
4. If possible, enter an interior room and seal the room (doors, windows, and vents) with towels, plastic, or tape for further protection.
5. Monitor all forms of campus alerts and media for further instructions.
6. Be prepared to evacuate if directed by emergency personnel.



In the event a show is underway when a declaration is made, House Management will notify Stage Management. Stage Management should bring the show to a halt and make an announcement (see page 3). House Management will take responsibility for turning off the ventilation systems as noted above and notifying emergency responders of our facility's status by calling 865.974.3114.

If you have been instructed to shelter-in-place, do not decide to evacuate instead. Be aware that some areas of campus may get different instructions depending on the scope of the incident. It may be safe for people in another part of the campus to evacuate due to air currents or the type of hazard. Emergency responders have trained for incidents involving hazardous material releases and they will help you, but it will take time for them to respond—especially in the case of an outdoor release which can affect such a large population. You need to protect yourself until responders can reach you.

OUTSIDE RELEASES AUDIENCE ANNOUNCEMENT

Ladies and Gentlemen, may I have your attention please. Local emergency officials have announced an outdoor hazardous materials release in our area. We are currently taking steps to secure the facility against possible exposure and have been instructed by officials begin our shelter-in-place procedures for a hazardous materials release. We ask that you please remain seated here in the auditorium while we coordinate with emergency officials. As of this moment we are in no immediate danger as long as we remain inside the facility. Our personnel will continue to monitor the situation and we will make additional announcements as information becomes available. If you have any questions, please feel free to ask any of our Ushers or House Management staff. We will update you on the situation as soon as possible. Again, please remain seated here in the auditorium. Thank you...

RESPONDING TO EXPOSURE

Defining an exact response to exposure requires knowledge of the specific chemical or toxin involved. As a hazardous materials release can cover a vast array of possible dangers, this procedure can only offer very general guidance. Signs of possible exposure could include rashes, itching, burning sensations, light-headedness, nausea, vomiting etc.

If you feel unusual in any way or believe you could have been exposed following a hazardous materials release—regardless of the scale or scope of the release—call 911 or seek medical attention as soon as possible.