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# Emergency Procedure – Asbestos-Containing Materials

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Due to their age some buildings at Penn State were constructed with Asbestos-Containing Materials (ACM). Examples could include, but are not limited to: wall / ceiling materials, fireproofing, insulations, flooring, etc. Some older equipment may also have ACM (e.g. ovens, fume hoods, lab bench tops, etc.).

**Emergency - Accidental Contact With Known or Suspect ACM:**

Employees, faculty, staff, and students may accidentally come into contact with known, or suspect, ACM due to maintenance, renovations, pipe leaks, roof leaks, etc. The following steps are to be taken when visible known, or suspect, ACM comes into contact with you, your clothing, personal items, equipment, etc. (e.g. pipe insulation or plaster debris falls, a pipe burst, etc.).

**Immediate Action**

1. Stop what you are doing and notify EHS immediately (814-865-6391).
	1. If outside normal hours, contact Police Services (814-863-1111).
2. Do not brush off clothes, remove or otherwise disturb the material.
3. Leave the room or space but do not leave the immediate area unless it is unsafe to stay (e.g. uncontrolled electricity, fire, smoke). Tools and equipment must be left in the area.
	1. Notify EHS or Police where to find you.

**Follow-Up**

1. EHS will evaluate each incident case-by-case. Arrangements for sampling, clean-up, etc. will be made as needed.
2. Contact your immediate supervisor or Manager, if applicable.
	1. Employees who have been contaminated should inform their supervisor and file a First Report of Injury (FROI).
3. Further direction will be given by EHS based on the conditions of the potential exposure.

**Emergency – Facility / Building Related:**

When known, or suspect, ACM is significantly damaged due to water leaks, building structural damage, fires, etc. or where material has fallen to the floor and / or has been pulverized.

* Evacuate room or area and keep others out.
* Close room or corridor doors and windows, if possible and safe to do so.
* Shut down HVAC, if possible.
* Call EHS (or Police after hours) and await instructions.

**Non-Emergency:**

Report **all** damaged known, or suspect, ACM discovered during routine activities. The determination whether an emergency exists shall be made at that time and appropriate actions will be taken.

## **What to Report to EHS or Police During an Emergency:**

* Name, job (or status) and phone number of person reporting incident (e.g. faculty, staff, Tech Service, student).
* Date, time, location, and description of incident.
* Phone numbers where other involved persons can be reached.
* Provide digital photos when possible and it is safe to do so.