

MERCER UNIVERSITY  
Environmental, Health & Safety Office

EPA – Large Quantity Generator (LQG) of Hazardous Waste – Manual

**Emergency Response & Contingency Plan for Hazardous Waste Storage Facilities:**

**MERCER UNIVERSITY - ATLANTA CAMPUS  
3001 MERCER UNIVERSITY DRIVE  
ATLANTA, GEORGIA 30341-4115**

**1. Emergency Response Coordinator:**

Alan Baca / Assistant Vice President & Director – Environmental, Health & Safety Office

Office: 478.301.2544  
Cell Phone: 478.960.1353  
Home: 478.935.9385

**2. Emergency Response Team:**

A. Primary Support for the Emergency Response Coordinator:

**Mercer University Police Department (MERPO) – Atlanta Campus  
Major / Associate Director – Willie Woolfolk**

**Office: 678.547.6358 (24/7 Dispatch Officer)**

**MERPO Shift Supervisor assumes control of Emergency Response Procedures as outlined in the Mercer University Emergency Preparedness Plan, until one of the following individuals either reports to the campus and/or engages the event:**

- i. Emergency Response Coordinator**
- ii. Major / Associate Director of Mercer Police – Atlanta Campus**
- iii. Chief of Mercer Police – Macon Campus**

B. Secondary Support for the Emergency Response Coordinator:

Michael Bauer / Director – Physical Plant Department / Atlanta Campus

Office: 678.547.6356  
Cell Phone: 404.557.2215  
Home: 770.457.1592

**3. CONTINGENCY PLAN**

A. Mercer University Atlanta Campus facilities that can potentially store hazardous waste:

- i. College of Pharmacy & Health Sciences**
- ii. Georgia Baptist College of Nursing**
- iii. Physical Plant Department**

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- B. Communication and Emergency Response Equipment in Mercer University Atlanta Campus facilities that can potentially store hazardous waste:
- i. Each facility has designated employees to monitor waste storage rooms
  - ii. Each facility has multiple phones available near waste storage rooms
  - iii. Each facility has spill containment supplies in the building in accordance with the Mercer University SPCC Plan
  - iv. The spill containment supplies can be accessed by the designated facility employee and the Physical Plant staff in accordance with the Mercer University SPCC Plan
  - v. Each facility has fire alarm system
  - vi. Mercer University has emergency alarm technicians who monitor condition & status of alarm systems
  - vii. The Mercer University Atlanta Campus has adequate water pressure for the Dekalb County Fire Department operations
- C. Emergency Assistance Directory (EAD) will be posted in facilities that store hazardous waste. The EAD has emergency contact information for response to fire, spill, release, or other emergency situations:
- i. The EAD instructs the caller to contact the Mercer Police Dispatch Officer using the directory phone number (6358), or use the 6911 protocol, which also connects to the Mercer Police Dispatch Officer
  - ii. The Dispatch Officer is available 24 hours a day, 7 days a week, and 365 days a year
- D. The Mercer Police Department has established procedures for contacting the following local emergency response agencies:
- i. Local Police
  - ii. Dekalb County Fire Department
  - iii. Local Ambulance Services

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E. Emergency Response Procedures:

- i. Once an emergency incident is discovered, the established Mercer University policy is to immediately report the incident to the Mercer Police Dispatch Officer
- ii. Local emergency response agencies will dispatch emergency response units once the call has been verified by the agency with the Mercer Police Dispatch Officer
- iii. In the event of fire in facilities that can potentially store hazardous waste, employees are instructed to activate the nearest fire alarm pull station in order to begin occupant evacuation procedures
- iv. In the event of a release of hazardous chemical waste, an immediate assessment of the spill must be made by the Emergency Coordinator or member of the Emergency Response Team regarding the ability of Mercer to contain the release with internal resources. The assessment must be provided to the Mercer Police Dispatch Officer in order to implement an appropriate response of internal or external emergency response resources