Policy and Procedures for Emergencies in Confined Spaces
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I. Objectives:

The objective of this document is to provide a procedure for the notification and activation of emergency service personnel in the event that campus personnel are injured, or otherwise incapacitated, and unable to extricate themselves from a “confined space.” As no such plan is on record for such an incident, it is the objective of this document to create an inter-departmental policy to ensure the health and safety of University employees.

II. Scope:

This document is applicable to all persons involved in the entry of a “confined space” and to all University emergency responders who would be assisting in the rescue of a person injured, or otherwise incapacitated, while in a “confined space.”

III. Definitions:

Attendant:

The “attendant” is the person designated to remain outside of a “confined space” during a “confined space” entry. This person is to maintain in constant communication with the “entrant,” he or she has the authority to order the “entrant” to exit the “confined space.” In the event that an unsafe condition presents itself, the “attendant” must be capable of summoning emergency help without leaving the proximity of the “confined space,” and he or she must be able to warn bystanders not to enter the “confined space.”

Confined Space:

For the purpose of this document, a “confined space” shall be defined as an area large enough and so configured that an employee can enter, bodily, and perform assigned work. This area would have limited access and would not have been intended for human occupancy. Moreover, this area will have or has the potential for one or more of the following characteristics: A hazardous environment, an engulfment hazard, an internal configuration that could trap or asphyxiate an occupant, and/or any other recognized serious safety or health hazard. For the purpose of this document, open trenches shall be considered confined spaces.
Confined Space Team:

A “confined space team” shall be defined as an off-site rescue team that trains at least once a year in the type of spaces in which they will be expected to effect rescues. In the case of “confined spaces” on the campus of Montclair State University, the “confined space team” is designated as Montclair Fire Department regardless of jurisdictional boundaries.

Entrant:

The “entrant” is defined as any worker who is authorized by their employer and qualified by training to safely go into a “confined space” to carry out a specific task and return.

Self-Extricate:

To “self-extricate” (or “self-extrication”) is the act of removing oneself from a “confined space” without the aid of another individual or mechanical device. “Self-extrication” can be achieved whether the extrication occurs during normal or emergency conditions.

IV. Overall Procedure:

In the event that a person becomes injured, or otherwise incapacitated, while performing work in a confined space, no University personnel are to enter the space to extricate the injured/incapacitated person. If an injured person cannot “self-extricate,” Montclair Fire Department is to be contacted and a “confined space team” is to be requested. Additionally, MICCOM is to be contacted and an ambulance is to be requested. Montclair Fire Department will assume incident command and will perform the extrication. Once the victim is extricated, MSU EMS (or another EMS unit, is MSU EMS is unavailable) will assume patient care. Under no circumstance shall any campus personnel enter a “confined space” where an individual is injured or otherwise incapacitated. Please refer to the following sections for each groups’ specific responsibilities regarding this policy.

V. Procedures for University Personnel in the Event of an Emergency in a Confined Space:

Before entering a “confined space,” all procedures and precautions laid out in the University’s Confined Space Policy must be followed and continued throughout the entire time a “confined space” entry is being preformed. The individual ultimately responsible for the “confined space” entry is the “attendant.” At no time, unless an immediate danger to the life or health of the “attendant” presents itself, should the “attendant” leave the worksite. The “attendant” shall have on his or her person a cellular telephone with which
he or she can call University Police, at (973) 655-5222, to report an emergency in a
“confined space.” The “Attendant” needs to specify his name, specific location, and the
fact that a “confined space team” is needed. The “Attendant” should not attempt to enter,
nor should he or she attempt to extricate an incapacitated party from, a confined space.
In the event that the “entrant” becomes injured, he or she should relay this message to the
“attendant.” If the “entrant” is able to do so, he or she should attempt to “self-extricate”
from the confined space. In the event that the “entrant” is unable to “self-extricate,” this
information should be passed on to the “attendant.” All involved parties should stand-by
at the “confined-space” site and await the arrival of emergency services. Once on scene,
emergency services will give direction to all involves parties.

VI. Procedures for University Police:

In the event that an individual is unable to perform a “self-extrication” from a “confined
space,” regardless of in which municipality the victim and “confined space” is located,
Montclair Fire Department is to be notified. A request for a “confined space team” is to
be made to the fire department dispatcher. Additionally, the University Police dispatcher
should contact MICCOM and request that an MSU EMS ambulance respond to the scene
and stand-by. In the event that an MSU EMS ambulance is unavailable, follow
Departmental SOP’s. Once on scene, Montclair Fire Department will assume incident
command and will conduct the extrication of the trapped individual(s). At no time should
a University Police Officer or other University emergency responder attempt to extricate
an injured person from within a “confined space,” nor should they enter a “confined
space” during an emergency, for any reason.

VII. Procedures for Montclair State University Emergency Medical Services:

In the event that MICCOM requests that an ambulance responds for an individual who is
unable to “self-extricate” from a confined space, follow MSU EMS’s SOP regarding
confined space entry. At no time should a member of MSU EMS enter a confined space.
If someone on campus is trapped in a “confined space,” stand-by on-scene and wait for
commands from Montclair Fire Department, who will be performing the extrication.
Once the individual is removed from the “confined space” then, and only then, may
patient care be initialized. Update MICCOM regularly regarding the patient’s(s’) status.
In the event that MSU EMS is requested for a mutual aid call into the surrounding
communities for a person who is incapacitated or otherwise unable to “self-extricate,” the
same procedures as given above shall be followed, with the exception of the fire
department who will be performing the extrication.
VIII. Procedures for Fire Safety:

Though Montclair Fire Department will be requested, Montclair State University’s Department of Fire Safety’s presence at a “confined space” incident will not generally be required. Their presence is to be determined by the University Police Department’s Officer in Charge or by Montclair Fire Department’s Incident Commander. In the unlikely event that Fire Safety is requested at such an incident, the same procedures shall apply to employees of Fire Safety as with the University Police Department, despite their level of training.

IX. Procedures for Environmental Health and Safety:

In the event that a person needs to be extricated from a “confined space” while on campus, the Department of Environmental Health and Safety may be summoned to the scene for the purpose of documentation of the incident. In the event that such a request is made, as determined by the University Police Department’s Officer in Charge or by Montclair Fire Department’s Incident Commander, all of the procedures that apply to the University Police Department shall apply to the Department of Environmental Health and Safety.

X. For Further Explanation of This Policy:

Contact Jeff Issler at the Department of Environmental Health and Safety at extension 2086 for further explanation of this policy.