



## **Sewage Overflow Emergency Response Procedures**

- I. Scope and purpose:** This document establishes procedures to be followed in the event of a sewage overflow on the campus of Montclair State University. Procedures include reporting, response time, personal protective equipment, safety considerations and clean up procedures. These procedures are designed to protect employees, students and the general public from health hazards associated with raw sewage exposure.
- II. Applicability:** This document shall apply to all non-routine releases of raw sewage including but not limited to: toilet overflows greater than 5 gallons or extending greater than 15 feet from the source, any backup reaching a shared sidewalk, hallway, or any other shared space, and flood waters which are assumed to contain untreated sewage. These procedures shall not be applicable to backups less than approximately 5 gallons or those that have already been contained within 15 feet of the source. This procedure shall not apply to routine cleaning of bathrooms or other sources of fecal matter and bacteria.
- III. Reporting and Response Time:** In the event of a sewage backup or flooding event the first point of contact shall be the Housekeeping Supervisor for the affected building or common area. The Housekeeping Supervisor shall then contact a representative of the Environmental Health and Safety Department as soon as possible, to oversee the response. Environmental Health and Safety shall respond to oversee the cleanup as soon as feasible outside of normal working hours. If necessary, the Housekeeping Supervisor shall assign extra personnel to aid in the cleanup as they see fit. Housekeeping supervisors shall also ensure appropriate cleanup equipment is available including drum vacuum for bulk liquids and solids, as well as bleach or equivalent cleaning solution.
- IV. Cleanup Procedures:** 1. Secure the affected area from unauthorized entry by students or faculty. This can be done using signage, caution tapes or cones. If water line has reached or has potential to reach electrical sources, the on duty electrician must be called in to turn off appropriate power sources. If spill reaches a confined space or any area not designed for human occupancy, housekeeping personnel are not permitted to enter that area.

2. Set up an isolation zone outside of the affected area where responding personnel can put on and remove their personal protective equipment (hereafter referred to as ppe)

3. All personnel should next put on their ppe in the isolated zone. PPE must include all of the following: a waterproof full-body Tyvek suit or equivalent, rubber boots, forearm length rubber, neoprene or nitrile gloves, a dust mask to cover the mouth and nose and splash goggles or equivalent eye protection. For review of how to properly put on and take off ppe, please review video on cornerstone.

4. Before entering the affected area try to isolate any routes of entry of the sewage into the environment such as doors or storm water drains. This can be done using absorbent socks or spill pads.

5. Begin removing bulk liquids with the drum vacuum and emptying into nearest sewer man-hole, which shall be identified by Environmental Health and Safety. If Environmental Health and Safety is not available sewage can be dumped into a functioning toilet in another building or area.

6. Once bulk liquids have been removed response personnel shall begin disinfecting hard surfaces such as flooring and walls with bleach solution or equivalent. Remove all saturated surfaces such as carpeting or plaster materials, spray with bleach solution or equivalent, and then place materials in dumpster.

7. Continue disinfection of all affected areas.

8. Remove contaminated ppe in a designated area taking care to touch affected areas with bare hands as little as possible (gloves should be removed last)

9. Splash goggles and boots can be disinfected and re-used at discretion of user, all other ppe should be bagged, sprayed with bleach or equivalent disinfectant, and thrown in normal trash.

10. As it is normally not feasible to remove all bacteria immediately, the affected area shall continue to be blocked off to students and faculty until bacteriological testing can be scheduled by Environmental Health and Safety Department.

11. Upon completing clean up procedures all personnel who entered the work area should immediately wash their hands with warm water and soap for a minimum of 30 seconds. If possible, personnel are also advised to shower and change clothes as an extra precaution, as soon as possible.

**V. Exposure and First Aid:** Any personnel who believes they were exposed to raw sewage through their eyes, mouth, nose, ears or a cut should immediately wash the affected area with warm water and antibacterial soap. Employees shall be referred to the occupational physician on campus for further medical care.