

Highway Hazmat Appendix to the Hazardous Materials Annex



December 2024

Purpose and Scope

Purpose

Transportation of hazardous materials (Hazmat) near schools and surrounding facilities is extremely common. Accidents involving the vehicles that transport Hazmat are rare but failing to plan for these events can have severe consequences.

The Highway Hazmat Appendix provides action items to consider before, during, and after a transportation highway hazardous material incident near a school.

Scope

This document applies to the Angelina College community, including first responder agencies. All staff, including adjunct instructors and part-time staff will have access to training and all college emergency plans.

Specific Actions Taken Before, During, and After an Incident

Before a Highway Hazmat Incident	
Task	Responsible Role
Research hazardous materials transported through your area. <ul style="list-style-type: none"> • Contact the local fire department or Emergency Manager and look for placards and UN numbers on shipments. • List the materials in this appendix. 	Manager of EH&S and Emergency Management
Research common hazardous material response procedures in the Emergency Response Guidebook (ERG) and annotate the response procedures.	Manager of EH&S and EM
Ensure your team knows how to turn off Heating, Ventilation, and Air-Conditioning (HVAC) systems if a shelter-in-place for Hazmat is ordered.	Maintenance Manager
Ensure your Transportation Department has emergency recall procedures in place if forced to evacuate by bus.	Manager of EH&S and EM
Ensure continuity facilities, as predetermined in your Continuity of Operations Plan Annex (COOP), comply with the recommended safe distances for hazardous materials that are most likely to affect your area.	VP of Business Affairs
Ensure each campus has an evacuation plan including evacuation on foot.	Manager of EH&S and EM

During a Highway Hazmat Incident	
Task	Responsible Role
Call 911 and AC Police Department.	AC Employees
Turn off HVAC systems.	Maintenance Manager
Maintain communications with first responders. Consider sending a liaison to the responding agency's Emergency Operations Center (EOC).	Chief of Police
Initiate a Secure command for students and faculty while the situation is being researched and developed prior to a Shelter for Hazmat or evacuation order.	Chief of Police
Make the decision to Secure and Shelter for Hazmat, or Evacuate based on the situation. Refer to Standard Response Protocol (SRP) for the Evacuation, Secure and Shelter commands.	Chief of Police
Do not turn on or off lights, fans, or any other electronic switches.	AC Employees
Activate your Continuity of Operations Plan (COOP) if needed.	VP of Business Affairs

After a Highway Hazmat Incident	
Task	Responsible Role
Assess facilities to ensure safety before returning to any buildings.	Maintenance Manager
Conduct an after-action review (AAR). <ul style="list-style-type: none"> • Contact your local emergency management agency and Local Emergency Planning Committee (LEPC) representative and ask them to be part of the AAR or incident debriefing. • Create an Improvement Plan (IP) as part of the after-action report following the AAR. 	AC Chief of Police & Manager of EH&S and Emergency Management
Make any improvements needed to Emergency Operations Plans (EOPs), annexes, or appendices based on the IP or incident debriefing.	Manager of EH&S and Emergency Management

Resources

Acronyms

AAR	After-Action Report
IP	Improvement Plan
LEPC	Local Emergency Planning Committee

Definitions

After-Action Report: Documentation of the after-action review process.

After-Action Review (AAR): A structured review or debrief process that analyzes actions during an incident or emergency. It is designed to provide feedback on what went right and what went wrong and to gather data and perspectives from responders to help improve plans and responses.

Improvement Plan (IP): A document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion.

Shelter-in-Place for Hazmat: A common procedure implemented in the event of a chemical or radioactive release. Students and staff take immediate shelter, sealing up windows and doors, and turning off air ducts.

Reverse Evacuation: Rapidly and safely moving people inside a facility when it would be dangerous to remain outside. Reverse evacuation may be appropriate when:

- People are located outside, such as on playgrounds, on sports fields, or at an outdoor event.
- The danger, such as an armed aggressor, is outside.

UN Numbers: Located on the back or sides of trailers or other containers, UN numbers (or UN IDs) are four-digit numbers ranging from 0004–3534 that identify dangerous goods or hazardous substances (e.g., explosives, flammable liquids, toxic substances) in the framework of international transport. These numbers are assigned by the United Nations (UN) Committee of Experts on the Transport of Dangerous Goods and must be listed on the Material Safety Data Sheet (MSDS) of each shipment. Goods that are not classified or regulated by the UN are given four-digit North American (NA) numbers ranging from 8000–9279. These numbers are designated by the United States Department of Transportation (DOT).