

Appendix A: Common Required Notifications

INITIAL EMERGENCY NOTIFICATION: emergency@suny.edu

This is forwarded to responsible personnel in (at least): Communications and Government Relations, University Police, Provost and Student Affairs, Construction Fund, Capital Facilities, Environmental Health & Safety. The Communications Office is on point for notifying the Chancellor.

Employee Death or Multiple Hospitalization

Within eight (8) hours after the death of any employee in the work environment, regardless of the cause or the in-patient hospitalization of two (2) or more employees as a result of a work-related incident, the employer must orally report the fatality/multiple hospitalization by telephone or in person to the nearest office of the New York State Department of Labor, Division of Safety and Health (DOSH).

PESH Offices: Albany District Office 518-457-5508: Albany; Clinton; Columbia; Dutchess; Essex; Greene; Rensselaer; Saratoga; Schenectady; Schoharie; Ulster; Warren; Washington. **Binghamton District Office 607-721-8211:** Allegany; Broome; Chemung; Chenango; Delaware; Otsego; Schuyler; Steuben; Sullivan; Tioga; Tompkins. **Buffalo District Office 716-847-7133:** Cattaraugus; Chautauqua; Erie; Niagara. **Garden City District Office 516-228-3970:** Nassau; Suffolk. **New York City District Office 212-775-3548:** Bronx; Kings; New York; Queens; Richmond. **Rochester District Office 585-258-4570:** Genesee; Livingston; Monroe; Ontario; Orleans; Wayne; Wyoming; Yates. **Syracuse District Office 315-479-3212:** Cayuga; Cortland; Jefferson; Onondaga; Oswego; Seneca. **Utica District Office 315-793-2258:** Chenango; Delaware; Franklin; Fulton; Hamilton; Herkimer; Lawrence; Lewis; Madison; Montgomery; Oneida. **White Plains District Office 914-997-9514:** Orange; Putnam; Rockland; Westchester.

Campus Fire

The Office of Fire Prevention (OFPC) must be notified within 24 hours of the occurrence or discovery of a fire by submission of a DOS 1660.

*If a fire involves a death or injury, OFPC must be called **within one hour** at 518.474.6746; follow up with the DOS 1660.*

<http://www.dhSES.ny.gov/ofpc/documents/forms/ofpc1660.pdf>

Office of Fire Prevention and Control (OFPC) @ 518.474.6746

Petroleum/Oil/Gasoline Spill

1.800.457.7362 (within NYS) 518.457.7362 (outside of NYS)

All petroleum spills that occur within New York State (NYS) must be reported to the NYS Spill Hotline (1-800-457-7362) within 2 hours of discovery, except spills which meet **all** of the following criteria:

- The quantity is known to be less than 5 gallons; and
- The spill is contained and under the control of the spiller; and
- The spill has not and will not reach the State's water or any land; and
- The spill is cleaned up within 2 hours of discovery.

A spill is considered to have not impacted or reached land if it occurs on a paved surface such as asphalt or concrete. A spill in a dirt or gravel parking lot is considered to have impacted land and is reportable.

Spills that Violate the Clean Water Act: If the Petroleum Discharge is in violation of the Clean Water Act, the National Response Center must also be contacted at 800.424.8802. This call should be made as soon as there is knowledge of an oil discharge that violates water quality standards or causes sheen on navigable waters.

Chemical Spills

There are an assortment of regulations concerning chemical spill notifications that are triggered by the quantity of chemical spilled, the chemical's specific reporting threshold, and other conditions of the event. It is not possible to provide a full summary in this limited space. In general, if there is a serious spill, a campus may want to notify the following entities while they are researching the exact requirements. This suggestion may result in over-reporting.

- NYS Spill Hotline at 800.457.7362
- National Response Center 800.424.8802
- Local Fire Department
- Local Emergency Response Committee (LEPC)

Construction Related Emergency

NYS Public Building Law defines a *construction emergency* as “damage to or a malfunction in buildings or property of the state of New York caused by an unanticipated, sudden, or unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use of function, or to protect the property of the state of New York, or the life, health or safety of any person.”

For State Operated Facility construction related emergencies, immediately contact your SUCF Program Manager to process an emergency declaration and begin corrective actions:

<http://www.sucf.suny.edu/business/CapitalProgramMgmtList.pdf>

For Residence Hall Emergency Declarations requesting OGS emergency services, contact the Office for Capital Facilities for processing of the emergency declaration and activation of OGS: <http://system.suny.edu/capital-facilities/emergency-information/>
