DEPAUW UNIVERSITY

Est. 1837

Hazardous Material Spill / Release

For spills, releases, or incidents requiring special training, procedures and/or equipment that are beyond your abilities, take the following steps:

- **Immediately notify affected personnel** and evacuate the spill area. Pull the fire alarm if building evacuation is required.
- **Call 911** and report the incident. Give the operator the following information:

    - Your name, telephone number, and location.
    - Time and type of incident.
    - Name and quantity of the material, if known.
    - Extent of injuries or damage, if any.

- **The key person on site** should evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- **Anyone who is contaminated** by the spill should avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the emergency personnel. An effort to wash off contamination and to administer any required first aid should be started immediately.
- **No effort to contain or clean up** spills and/or releases should be made except by trained and appropriately equipped personnel.
- **Take appropriate steps** to make sure no one evacuates through the contaminated area.
- **If an evacuation alarm sounds,** follow established building evacuation procedures. (See Building Evacuation).
- **If, due to dangerous air quality outside,** you are required to shelter in place rather than evacuate, follow that procedure. (See Shelter in Place.)
- **A campus emergency command post** may be set up near the emergency site. Keep clear of the command post unless you have official business. Do not re-enter the area until directed by emergency personnel.