

# EMERGENCY RESPONSE INITIAL ACTIONS SUMMARY

**1. Lab:** Identify spill, release, fire or explosion involving Hazardous Material.

**2. Lab:** Contact Campus Security, Extension 4-2911.

**When calling in an emergency, be prepared to state:**

- a. Exact Location.
- b. Your name.
- c. Hazardous material and quantities involved.
- d. Brief description of incident.
- e. Call back number where you may be reached.

**3. Campus Security:**

- a. Contact Fire department/HAZMAT unit as needed.
- b. Dispatch Security to perimeter of scene. Isolate the scene, restricting and/or rerouting all activities.

**4. Campus Security/Emergency Coordinator:**

- a. Will immediately identify:
  - 1) Exact source and location.
  - 2) Hazardous material and quantity.
  - 3) Extent of release (onsite/offsite).
- b. Arrange for first aid, if needed.
- c. Determine if Contingency Plan should be activated.
- d. For events not requiring activation of the Contingency Plan ( a small spill which does not pose a hazard to human health and the environment), coordinate mitigation.
- e. For events requiring activation of the Contingency Plan (large spill or in waste storage area), take overall scene management responsibilities.