

## **EMERGENCY ACTION PLAN (EAP)**

### **Chemical Spills**

Generally speaking, spills of common chemicals less than 1 Liter in volume are mitigated by those personnel trained and knowledgeable with the use of the chemical in the first place. However, any chemical spill (of certain volumes or chemical/physical properties) beyond the capabilities of trained users or other internal response providers is classified as an “emergency spill.”

1. Any emergency spill of a hazardous chemical or radioactive material should be reported primarily to Campus Safety (ext 4000), and secondarily to the Director of Environmental Protection, Safety & Sustainability (ext 4647).
2. When reporting, be specific about the nature of the involved material and exact location. Campus Safety will contact the necessary specialized authorities and medical personnel (as necessary). Campus Safety must contact the Radiation Safety Officer, Dave Gapp, for spills of radio-isotopes.
3. If possible, the individual discovering the spill should vacate the affected area at once and seal it off to prevent further contamination of other areas until Campus Safety personnel arrive.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Safety. Required first aid and cleanup by specialized authorities should be started at once.
5. If the nature of the spill threatens other building occupants (fire conditions, toxic/acrid vapors or fumes), activate the building alarm to signal an evacuation, walk quickly to the nearest marked exit, and proceed to the building’s initial gathering point.
6. During building evacuations, assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons during evacuations.
7. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate **HEADCOUNT** has been taken.