**Emergency Response Checklist**

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| --- | --- | --- | --- | --- | --- | --- |
| **Workplace:** | **Location:** | | | **Date:** | | |
| Incident Recognition and Reporting | | | | Completed by (initials) | Date/Time | |
| **On-Scene** | | | | | | |
| Evaluate spill and determine if assistance is needed. Only attempt a cleanup if the spill is minor and you have been properly trained.   * **For emergencies or medical attention, call 911 from a safe location** * **Call your Campus Emergency Coordinator** * **If assistance is needed, call EHS at 814-865-6391** * **If spill has entered storm water drain, call Campus Maintenance and request assistance**   Take all reasonable measures to stabilize the situation and prevent migration of the spill/release | | | |  |  | |
| **Immediate Actions** | | | |  |  | |
| * Clear affected area | | | |  |  | |
| * Establish safe zone | | | |  |  | |
| * Stop all processes/operations that may contribute to the emergency | | | |  |  | |
| **Perform Risk Assessment** | | | |  |  | |
| * Identify released material | | | |  |  | |
| * Determine quantity released (estimate) | | | |  |  | |
| * Evaluate hazards of the location | | | |  |  | |
| * Evaluate the risk | | | |  |  | |
| **INITIATE ACTIONS TO MINIMIZE SPREAD – ONLY IF SAFE TO DO SO!** | | | | | | |
| **Major Emergency or High Hazard Spill** | |  | **Simple Spill** | | |  |
| * Call EHS for guidance | |  | * Notify supervisor | | |  |
| * Specify PPE level | | |  |
| * Locate and control source | | |  |
| * Neutralize and/or absorb material | | |  |
| * Prepare residue for removal | | |  |
| * Verify area clear of contaminant | | |  |
| * Decontaminate reusable equipment | | |  |
| * Decontaminate and label waste | | |  |
| * Dispose of waste through EHS | | |  |
| **Advise your Facility Manager** | | | | | |  |
| **Advise EHS 814-865-6391** | | | | | |  |
| **Restock response supplies (spill kit(s)/PPE)** | | | | | |  |
| **Complete Incident Documentation/Post Incident Investigation** | | | | | |  |

*Examples of major emergencies include: spills of large amounts of oil or hazardous material; hazardous materials or oil entering a storm drain/surface water; possibility of explosion, fire; potential to spread rapidly; involves personal injury, inhalation hazard or endangers the environment; unknown vapors; incidents that cannot be handled safely by discoverer.*