**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.*