**CHEMICAL RELEASE**

**Chemical Release: Emergency Spill**

**Procedures to be followed:**

1. If a hazardous substance is discovered on the facility, the individual shall immediately contact the Security (ext. 1234) and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
2. If a telephone call or information is received stating HAZMAT material is somewhere on the facility:
   1. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.
   2. Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold.”
   3. Recipient immediately contacts the Security (ext. 1234) and advises him/her of the call, and provides a detailed written text.
3. In addition to contacting the in2vate Incident Commander, the Security will call the fire/HAZMAT authorities and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
4. The in2vate Incident Commander will direct that the affected area be evacuated and isolated.
   1. When necessary and as directed, employees will inform employees and contractors and employees of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected.
   2. employees should be the last to leave the area/office, rooms or mfg. space and should conduct a quick review to assure the isolated area is evacuated.
5. Security will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
6. All employees and contractors, employees will vacate all affected areas and move into a safe location as designated by officials on site.
7. When necessary, Maintenance Services will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
8. Once Fire/HAZMAT arrives, the in2vate Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
9. The Fire/HAZMAT authorities will notify the in2vate Incident Commander when reentry to the isolated area can be made. There is no specified time limit for when employees and contractors, employees will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the Fire/HAZMAT authorities.
10. If a hazardous release occurs outdoors on the facility grounds or at a nearby location that may affect the facility, the following procedures will be taken:
    1. A Shelter-in-Place order will be issued
11. b. Maintenance Services will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.

**On Facility Building Expected Impact**

General panic

Injuries or sickness possible

Fatalities or fatal exposures possible

in2vate operations in affected buildings shut down

If the event is serious, the in2vate will be paralyzed and will have to shut down

Some physical damage possible

Environmental contamination almost certain

**Action Steps:**

****The Incident Commander is notified

****The Emergency Operations Center is activated

****Crisis Management Team contacted and report to Emergency Operations Center

****Together with EHS Office, Security establishes perimeter control around affected areas

****A shelter-in-place or limited evacuation order should be considered

****Office sends emergency notification information to targeted campus community.

****Security contacts outside emergency services

****Together with outside emergency services, Medical Support Services will address any injuries

****Maintenance Services shuts down ventilation systems to affected buildings

****Affected individuals quarantine themselves

****Unaffected individuals relocate to a safe area

****Consider a shelter-in-place for non-affected buildings

****EHS Office prepares to address environmental issues

****Office prepares for communications with the media

****Public Affairs together with Office communicates with the family or relatives of affected employees

****Other representatives may also be summoned

****Facility Recovery Steps (Section III) may need to be executed

**Off Facility Expected Impact**

Little if any direct impact

Contamination could spread to the in2vate facility

May affect travel to & from the in2vate

If there is general panic (perhaps a fear of a terrorist act), the in2vate may be effectively paralyzed

**Action Steps:**

****The Incident Commander is notified

****Security and EHS Office monitors the situation

****All individuals leaving the facility should be instructed to avoid any dangerous areas

****If the event is widespread or close to the Institution, “On Campus” action steps may be taken