

Emergency Call Instructions for EHRS Staff: Chemical Spill

1. Confirm caller is in a safe location

1. Ensure everyone is evacuated to a nearby safe location.
2. Instruct caller to prevent others from entering the area of the spill.
3. If Penn Police or Security dispatcher is the caller, get the phone number for the officer on site.

2. Confirm that no one has been exposed to the chemical

If anyone had skin contact, eye contact, or has inhaled the spilled chemical, see **Emergency Call Instructions for EHRS Staff: Chemical Exposure** immediately. Return to the spill instructions only after chemical exposure response is complete.

3. Record Basic Event Information

Information to Record:

1. Chemical Name
2. Chemical Amount and Form (solid or liquid)
3. Chemical Concentration and Solvent (aqueous, solvent, etc.)
4. Location of Spill
 - a. Building, room number
 - b. Bench? Hood? Floor? Etc.
5. Time elapsed since spill occurred
6. Any actions already taken to contain the spill? If so, what?
7. Time of Call
8. Caller's Name
9. Cell phone number of caller
10. Name of Lab Group, PI, Shop, Supervisor, etc.
11. Any other notifications that have already been made (building administrator, PI, etc.)

[Obtain as much detail as possible. The caller may not know what spilled, why, or time elapsed.]

4. Arrange Response

1. Instruct caller and others to remain nearby in a safe location to meet with responders (or to await further instruction)

End the call only after you've recorded the basic event information and provided instructions for medical care and spill response, as needed.

During Normal Business Hours

If call was received **during normal business** hours notify the following people:

Emergency Call Instructions for EHRS Staff:

Chemical Spill

- a. All-staff EHRS email
- b. Jim Crumley/Kyle Rosato
- c. Building Administrator

Outside of Normal Business Hours

2. If call was received **outside of normal business hours**, do the following:
 - a. Call Kyle Rosato/Jim Crumley (confirm clean-up will be handled the next day)
 - b. Call Building Security or Penn Police to request that they post and officer and/or caution tape at the area to prevent entry
 - c. Call or email building administrator

5. Call Back to Person on Scene/Update Occupants

1. Update caller on what response actions will be taken. If EHRS will be responding the next day, all evacuees can leave. They may not re-enter the area until after the EHRS response. The person on scene must post a sign to alert other not to enter the area.
2. If the spill occurred in a lab after-hours:
 - a. Look up the lab in BioRAFT
 - b. Email all lab members to inform them that the spill occurred and to instruct them not to enter the lab until it has been cleared by EHRS the next day.
 - c. The person on scene must post a sign to alert other not to enter the area and/or EHRS staff may recommend that a security guard be posted nearby to prevent entry.

Medical Care and Follow-up Instructions are not provided in this document. See the Emergency Call Response Instructions for chemical exposures or injuries.