

## HAZARDOUS MATERIALS

If you encounter a hazardous material spill, leak or situation:

### YOU SHOULD:

#### 1. **Evacuate the area**

- A. Initiate your building's emergency evacuation plan.
- B. Use the fire alarm if there is an immediate hazard and the entire building needs to be evacuated, or notify those in the affected area if only a partial evacuation is needed.
- C. Shut off electrical equipment if possible and if it is safe to do so.
- D. Proceed to emergency exits; **DO NOT** use elevators.
- E. Help those needing assistance to evacuate.
- F. Stay up-wind and uphill from any hazardous vapor, gas or liquid.

#### 2. **Report the spill**

- A. **Call 911** and/or SCSU Public Safety **(308-3333)** [8-3333 from campus phone].
  - B. State the emergency.
  - C. Provide your building address and exact location in that building.
  - D. Report any known injuries.
  - E. Report the name, description and amount of material spilled, if known.
- **DO NOT** go back into an area where a chemical spill has occurred.

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