Emergency Response Checklist
Chemical Spill Emergency Procedures

Reporting Emergencies
The company should prepare a written Emergency Response Plan that states the type of emergencies and events that are required to be reported either to the Plant Emergency Organization (PEO), or external public and regulatory authorities. The plan should provide clear instructions similar to those listed in the various sections below for employees and management members to follow during an emergency event. The types of events which should be reported will be client specific, and may extend beyond life safety to include operational impacts and business continuity disruption events as well as those emergencies that can create significant property damage. These same scenarios might also be used to tailor recovery and business continuity plans as warranted.

Emergency Chemical Spills
The following checklist and procedure provides a template for clients to use in developing their own Emergency Response Plan for chemical spills:

Emergency Contact Numbers
1. Provide emergency telephone and cellular numbers as applicable, for the following services:
   a. Local Chemical Spill Response Agency
   b. Fire Department
   c. Local Plant Emergency Response Team
   d. Business Continuity Team/Officer

Reportable Information
1. The following information should be provided when reporting a power disruption:
   a. Nature of the chemical spill
   b. Type, name and spelling of chemical involved
   c. Location of the spill (address, building, floor)
   d. Emergency actions and procedures taken
   e. Your name and telephone number from calling location

Emergency Procedures
Large Chemical Spills
When a large chemical spill occurs, the following procedures should be followed by employees and the Emergency Response Team:
1. Immediately notify the designated official and Emergency Coordinator
2. Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
3. Secure the area and alert other site personnel
4. Evacuate the immediate area of all workers and occupants in accord with the Emergency Action Plan
5. Do not attempt to clean the spill unless trained and authorized to do so
6. Attend to injured personnel and call the medical emergency number, if required – refer to emergency Medical Reporting procedures
7. Contact the Local Chemical Spill Response Agency or designated service provider to arrange for additional containment and/or cleanup
8. Contact the local fire department for large spills, especially where hazardous materials (i.e., corrosives, flammable liquids, etc.) are involved

Small Chemical Spills
When a small chemical spill occurs, the following procedures should be followed by employees and the Emergency Response Team:
1. Notify the designated official and Emergency Coordinator
2. If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering the immediate area of the spill
3. Deal with the spill in accordance with the instructions described in the MSDS (Material Safety Data Sheet)
4. Small spills must be handled in a safe manner, while wearing the proper personal protective equipment (PPE)
5. Review the general spill cleanup procedures.
For further information, contact your local AIG Global Property Engineer.