



EMERGENCY RESPONSE CHECKLIST

As the person in charge during an emergency response (ER) situation, it is your responsibility to remain calm, ensure your staff is safe, and gather accurate information from the individual(s) involved with the spill to report to the ER team that arrives on site. Use the checklist below as a general guide to follow while you wait for your ER team when a crisis occurs.

- Evacuate the immediate area.
 - Evacuate the entire building, if necessary.
 - If outdoors or in a large, open area, move anyone in line of sight of the spill to safety.
 - Consider weather when choosing rally points and determine alternate areas in the case of bad weather.
- Secure the area to prevent people from going back in.
- Contact your emergency response provider and let them know:
 - The name and phone number of the person who will be onsite.
 - The chemical(s) involved and whether material safety data sheets (MSDS) are available.
 - The site address, building number/name, room number, or area that has the problem.
- If you have air monitoring, use it at the door to ensure the breathing zone outside of the lab isn't being impacted.
- Conduct defensive countermeasures if safety allows. A few examples include:
 - Use berms and catch basins to catch any contamination if spill is burning or spreading.
 - Shut down HVAC system if it's not 100% exhaust.
- Gather as much specific information as possible to report to the ER team.
 - Interview affected employees:
 - What happened/what chemicals are involved?
 - Where did it happen?
 - Who is affected?
 - When did the situation begin?
 - How did the situation happen/what was the cause of release?
 - What is the quantity released? *Quick tip: There are 7.48 gallons per cubic foot.*
 - Determine if the spill is impacting the environment or just the internal site.
 - If it is released to the environment, define the media affected (soil, groundwater, surface water, any cracks in concrete asphalt, etc.).
 - If it is released down a drain, define where the drain goes (treatment system, direct to sewer, etc.).
 - Determine if the public is affected.

If someone ends up in the hospital, information gathering is critical because the hospital needs to know what happened so they can properly treat the patient(s).

While preparing yourself to maximize efficiency during an ER situation is critical, it's important to not stop there! In addition to making sure you know the appropriate steps to follow upon an ER situation, you should be training your entire team to best prepare for any crises that arise. If you need help creating mock ER drills for training, please [click here](#) to contact us. Our team of experts is ready to train your staff on ER procedures to promote a culture of safety and awareness in your facility.

