



HOBART AND WILLIAM SMITH  
COLLEGES

## Emergency Action Plan (EAP) CHEMICAL SPILL

### 1. EMERGENCY SPILLS

Generally speaking, personnel trained and knowledgeable with the use of the chemical mitigate small spills of common chemicals. However, any chemical spill (of certain volumes or chemical/physical properties) beyond the capabilities of trained users or other internal response providers is classified as an “emergency spill.”

### 2. ALERTING CAMPUS SECURITY

- Any emergency spill of a hazardous chemical should immediately be reported to Campus Safety at ext. 3333 or (315) 781-3333.
- Additionally, Campus Safety must be alerted immediately (either by calling ext. 3333 or (315) 781-3333, or by activating the fire alarm) if any of the following apply:
  - A fire.
  - A spill of more than 50 ml of any chemical that is flammable, a significant health hazard or an environmental hazard.
  - A spill in which students or faculty may be exposed to levels that may exceed the Short Term Exposure Limit (STEL); for example, spills of volatile hazardous materials outside of the fume hood.
  - A person requires medical attention.
  - The professor or student feels it is appropriate to call Campus Safety.
- When reporting, be specific about the nature of the involved material and exact location. Campus Safety will contact the Geneva Fire Department and the necessary specialized authorities and medical personnel (as necessary).

### 3. PRECAUTIONARY ACTIONS

- If a spill is discovered, leave the affected area at once and notify Campus Safety at ext. 3333 or (315) 781-3333.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Immediately utilize an emergency eye wash station and/or emergency shower. Remain in the vicinity and await the arrival of Campus Safety and medical personnel.

#### EAP-Chemical Spill

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HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911

- Mercury spills/thermometer breakage is covered by specific protocols. NEVER clean up a mercury spill unless you have been trained in the procedure.
- If the nature of the spill threatens other building occupants (fire conditions, toxic/acrid vapors or fumes), activate the building's fire alarm to signal an evacuation and walk quickly to the nearest marked exit.

#### 4. EVACUATION

During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.

- Remember that elevators are reserved for handicapped and special needs persons during evacuations.
- Remain calm and do not panic.
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

*Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.*

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by authorized HWS officials.

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