Before
1. Using a safety data sheet or other reliable data source, become familiar with and regularly review the hazards of the materials you work with. Review should include associated health and safety risks, the use of personal protection equipment, and cleanup and disposal procedures.
2. If in doubt about any characteristic of the material, contact Environmental Health and Safety with your questions or concerns at 541-346-3192.
3. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at emc.uoregon.edu.

During
Hazardous Materials Release
1. Notify first responders
   • In an emergency, call 911.
   • Call Environmental Health and Safety at 541-346-3192 (Monday–Friday, 8:00 a.m.–5:00 p.m.) and call the UOPD at 541-346-2919 (evenings, weekends, and holidays).
2. Secure the area
   • Leave the contaminated area.
   • Avoid inhaling gases, vapors, and/or smoke.
   • Do not walk through or touch contaminated surfaces.
   • Notify others who may be impacted.
   • If safe to do so, cordon off the area.
   • Obtain and review the safety data sheet for the spilled chemicals, paying particular attention to Section 6: Accidental Release Measures.
3. First aid
   • Assist others only if it is safe to do so.
   • Wear personal protective equipment appropriate for the hazard.
   • Avoid touching contaminated skin and/or clothing.
   • Remove contaminated clothing and contain it in a plastic bag.
   • Rinse contaminated skin or eyes in a safety shower or use eyewash for at least fifteen minutes.

Nonhazardous Materials Release
1. Instruct bystanders to stay out of the spill area.
2. Put on appropriate personal protective equipment.
3. If trained to do so, contain and clean up the spill.
4. Dispose of waste material appropriately.
5. Call Environmental Health and Safety at 541-346-3192 with questions or for cleanup assistance.

After
1. Review safety protocols to identify gaps and necessary training to prevent or mitigate future incidents.

Special Issues
If there is a hazardous materials incident, it may be appropriate to shelter-in-place. Shelter-in-place means to temporarily separate the indoor atmosphere of a room or structure from an external hazardous atmosphere.

1. Close windows and doors.
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
3. Turn off local ventilation systems (if possible). Do not turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.
4. Do not eat or drink anything that may have been contaminated.
5. Wait to hear “all clear” from emergency responders before exiting the space.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.