GUIDELINES: EMERGENCY PROCEDURES, PREVENTION AND
RESPONSE PLANS

In the event of an emergency, the following responses, as applicable, shall be made promptly
and properly.

1. In the event of a fire, before attempting to extinguish the fire call the Fire Department
immediately and evacuate the building.

2. In the event of a hazardous spill, contain the flow of spilled material to the extent possible,
and as soon as practicable, clean up the spilled material, contaminated materials, or soil.

3. In the event of a release or threat of release of oil or hazardous material into the
environment, the generator shall do the following:

   a. Immediately call the following Fire Department 9-911, then the Office of
      Administrative Services - x-7577

   b. The Office of Administrative Services will arrange for professional cleanup
      and notify the Superintendent and Deputy Superintendent.

4. The generator shall notify the Superintendent, Deputy Superintendent and the Office of
Administrative Services the following information:

   a. Administrator’s Name; Site Address
   b. Type of Incident
   c. Quantity and type of hazardous waste(s) spilled or released.
   d. Extent of injuries, if any
   e. Estimated quantity and disposition of recovered materials.