



# Emergency Event Instruction

## Emergency Event Title

### Hazardous Material Spill/Release

## Situation

Follow the below Instructions/Steps in the event of a spill or release of any item (biological, chemical, radiological, and/or physical) or when **any** of the following conditions exist in relation to a spill/release:

- There is a potential adverse effect on health, safety, or the environment.
- There is a concurrent secondary emergency.
- The material is unidentified.
- You are unfamiliar with the material.
- Personal protective equipment (PPE) specified in the SDS is unavailable.
- Suitable emergency response equipment (i.e., spill kit) is unavailable.
- You are not trained to contain or clean up the spill or release.

## Instruction/Steps

- **Evacuate:** Unless there is a further verbal direction from the notification system (e.g. Voice command to Lockdown), the default emergency event is to evacuate. Evacuate to a safe distance using the nearest safe exit and warn other personnel in the immediate vicinity.
  - If contaminated, remove any contaminated clothing items and rinse in an emergency shower to cleanse the affected areas. If contaminants meet your eyes, rinse with water for a minimum of 15 minutes.
  - Take personal items that are in **direct reach** of you prior to evacuating – keys, phone, purse, jacket.
  - **Close doors**, but do not lock them.
- **Call 911** and follow the directions provided, then call NAIT Protective Services (NPS) at 780-471-7477.
  - If the 911 operator or NPS instructs, pull the fire alarm to evacuate the building.
- **Gather at the emergency meeting point:**
  - Use the [NAIT interactive map](#) to locate your building's meeting point(s).
- **Report (check-in)** at the emergency meeting point.
- **Do not** return to the building/area until Chief Emergency Wardens (NAIT Protective Services), emergency services, or NAIT Alert provides the 'All Clear.'

**Our emergency warden program trains all NAIT staff how to evacuate, which is an essential part of NAIT's emergency response. Follow any NAIT staff member's directions, as they are knowledgeable and are trained to guide the NAIT community to safety.**



## Emergency Event Instruction

If you hear or witness any kind of activity that may be a risk to the NAIT Community, call NAIT Protective Services (NPS) at 780.471.7477.

What to Do	What Not to Do
<ul style="list-style-type: none"><li>• Download the <a href="#">NAIT Alert App</a>.</li><li>• If you see or smell a hazardous material/substance that you believe is chemical, biological, or radiological, evacuate the area immediately.</li><li>• When reporting, ensure that you include information such as:<ul style="list-style-type: none"><li>○ Your name and contact information.</li><li>○ Exact location of the spill/release (building and room number).</li><li>○ Name of hazardous material spilled/released and SDS information, if available.</li><li>○ Quantity of hazardous material spilled/released.</li><li>○ Information on any injuries, hazardous material exposure, or other hazards in the area.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Do not attempt to clean up the spill yourself unless you are trained and comfortable to do so.</li><li>• If you are off-campus or away from the affected area, do not attempt to go to the affected area until emergency services or Health, Safety and Environment give the 'All Clear.'</li></ul>
References/Resources	
<ul style="list-style-type: none"><li>• <a href="#">HS.GDL.1 - Spill/Release Prevention and Response Guideline</a></li><li>• <a href="#">Chemical Designate Contact List</a></li><li>• Area Spill/Release Response Plan</li><li>• <a href="#">Spill Kit Inventory</a></li></ul>	