**Emergency spill response procedure**

In case of an emergency spill, the following procedure should be followed.

1. Have students leave the area. Consider removing students from adjacent areas or even the entire building.
2. Cordon off the appropriate area; if necessary, press the ventilation make-up air button in the room.
3. Notify the chemical hygiene officer of the incident. Current cell number: 717-585-7578
4. Obtain a copy of the MSDS for the material spilled. If the IDLH (Immediately dangerous to life or health) and the LEL (Lower explosive level) are not listed, they can be found at the CDC (Center for Disease Control and Prevention – [www.cdc.gov](http://www.cdc.gov)). Search specifically for the chemical and the information desired on the web site.
5. With the help of the written and on-line resources available, the personal protective equipment (PPE) available, and personnel available to you (you must have someone helping you; work with the “buddy system”), determine whether the incident can be mitigated safely.
6. If it is determined that the incident can be mitigated safely, then proceed with caution.
7. If it is determined that the incident cannot be mitigated safely, then contact ACV Enviro (formerly CleanVenture, Inc.) at 410-368-9170. When calling, make sure the following information is given or requested.

* Provide the name of the College and the building where the spill occurred
* Specify the chemical spilled and how much
* Provide a contact name and phone number
* Provide a location where you can meet the team when they arrive
* Ask for an estimate for when they will arrive
* Ask for a mobile number so you can contact the team

Some of this information will no doubt be requested when you call, but it is a good idea to make sure you exchange at least the information specified above.