EMERGENCY PROCEDURES

1. THINK FIRST, THEN ACT!
   Don’t rush in before you assess the situation.

2. SECURE THE SCENE.
   Warn other personnel of hazards in the area.

3. CALL 911 FOR MEDICAL EMERGENCIES.
   - Call 911. Report:
     - your name
     - exact location of emergency
     - what happened
     - number of victims & their condition
     - any hazardous material involved
     - Provide first aid, if trained to do so
     - Send colleague to meet and guide emergency services

4. FIRE
   - Activate the building fire alarm
   - Fight the fire if you are trained to do so
   - Evacuate
   - Call 911. Report:
     - your name
     - exact location of emergency
     - number of victims & their condition
     - any hazardous material involved

5. SMALL CHEMICAL SPILLS
   - Use appropriate Personal Protective Equipment.
   - Clean up spill using Universal Spill Kit.
   - Report spill to department immediately.

6. LARGE CHEMICAL SPILLS
   - Use appropriate Personal Protective Equipment.
   - Turn off gas, electrical equipment, etc. if possible.
   - Leave room & close door.
   - If safe, remain outside room, call 911, await emergency services.
   - If toxic fumes are generated, activate building fire alarm, call 911.

7. FOR ALL EMERGENCIES NOTIFY DEPARTMENT AUTHORITIES
   - Call main office on 1-6521 or 1-6894