

# EMERGENCY PROCEDURE FLOWCHART - SPILL AND/OR RELEASE OF HAZARDOUS MATERIAL

## Florida Institute of Technology, Melbourne, Florida

<b>CONTACT PRIMARY EMERGENCY COORDINATOR AND/OR SECONDARY COORDINATOR:</b>		
	<u>Office Phone</u>	<u>24 Hour Phone</u>
1) Primary Emergency Coordinator – Selvin McLean	(321) 674-7715	(321) 419-8021
2) 1 <sup>st</sup> Alternate Emergency Coordinator – Charles Cherrito	(321) 674-8881	(321) 674-8881
3) 2 <sup>nd</sup> Alternate Emergency Coordinator – Carolyn Jones	(321) 674-7562	(908) 930-7411

EMERGENCY COORDINATOR OBTAINS THE FOLLOWING INFORMATION:

- 1) Nature of Emergency;
- 2) Location of Emergency;
- 3) Size and Extent of Emergency;
- 4) Hazardous Materials involved (if any); and
- 5) Whether any Personnel are injured.

PERSONNEL INJURED?

YES

NO

EMERGENCY COORDINATOR OR ALT. CONTACTS THE FOLLOWING:  
 AMBULANCE: 911  
 HOLMES REGIONAL MEDICAL CENTER: (321) 434-7000  
 POISON CONTROL CENTER: 1-800-343-2722

BE PREPARED TO GIVE: NAME, ADDRESS, EXTENT OF INJURIES, EXTENT OF EMERGENCY, POSSIBLE CHEMICALS INVOLVED AND QUANTITY.

IF NECESSARY, THE EMERGENCY COORDINATOR WILL ACTIVATE INTERNAL FACILITY ALARMS AND/OR COMMUNICATIONS SYSTEMS TO NOTIFY ALL PERSONNEL OF EVACUATION.

IS THE SPILL AN INCIDENTAL RELEASE THAT CAN BE ABSORBED, NEUTRALIZED, OR OTHERWISE CONTROLLED AT THE TIME OF RELEASE BY EMPLOYEES IN THE IMMEDIATE RELEASE AREA OR BY MAINTENANCE PERSONNEL UTILIZING EQUIPMENT ON-HAND WITHOUT JEOPARDIZING THEIR HEALTH OR SAFETY?

YES

CONTAIN SPILL, CLEAN-UP SPILLED MATERIAL, STORE PROPERLY FOR DISPOSAL

EMERGENCY COORDINATOR OR ALTERNATE CONTACTS THE STATE, AS NECESSARY (SEE SECTION 3.3)

FDEP: (800) 320-0519

NO

EMERGENCY COORDINATOR OR ALTERNATE CONTACTS:

MELBOURNE POLICE DEPT.	911 or (321) 608-6731
MELBOURNE FIRE DEPT.	911 or (321) 674-5866
FDEP	(800) 320-0519
<b>CONTRACTORS:</b>	
AMERICAN COMPLIANCE TECHNOLOGIES (ACT)	
(800) 226-0911 (Emergency)	
(863) 533-2000 (Non-Emergency)	

HAS SPILL REACHED OR THREATENED NAVIGABLE WATERS?

YES

EMERGENCY COORDINATOR OR ALTERNATE CONTACTS THE FOLLOWING:  
 24-HOUR SPILL REPORTING NUMBERS  
 US EPA REGION 4 RESPONSE CENTER (404) 562-8700  
 NATIONAL RESPONSE CENTER (800) 424-8802

SPILL CONTAMINATED MATERIAL CLEANED-UP AND STORED PROPERLY FOR DISPOSAL

REPORTING REQUIREMENTS MET (SECTION 3 AND APPENDIX C)

EVENT CONCLUDED