

Facility:	Illinois College of Optometry and Illinois Eye Institute
Policy:	Hazardous Substance Spill/Leak Response
Manual:	Environment of Care
Effective:	December 2000
Revised:	March 2008 (M.Butz)
Review Dates:	March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)

HAZARDOUS SUBSTANCE SPILL/LEAK RESPONSE

PURPOSE:

To reduce the risk of injury or loss of life in the case of a spill or leak of hazardous substances.

POLICY:

The following procedure shall be implemented in the case of an external or internal spill or leak of any hazardous substance. The procedure includes elements to protect all persons, equipment, the institution, etc.

PROCEDURE:

What to do in case of a leak or spill inside the building:

If you are present when there is a spill or leak of a substance that may be harmful, you should contact the Security office immediately. Unless necessary for patient or staff safety, do not remain in close proximity to the spill or leak.

The Security office will be the communications center in the case of a spill or leak. The security officer will notify the appropriate external agencies and internal departments which may include the police, fire department, facilities, etc. The security officer on duty will, with the advice of facilities and/or emergency personnel (if present), make the decision whether or not to evacuate the building.

If the decision is made to evacuate the building, notification of an evacuation order will be made by an announcement over the PA system or by the fire alarm. The protocol for responding to fire/explosion should then be followed.

What to do in case of a leak or spill outside the building:

If you notice or are present when there is a spill or leak of a substance that may be harmful outside the buildings of ICO/IEI, you should contact the Security office immediately. Unless necessary for patient or staff safety, do not remain in close proximity to the spill or leak.

The Security office will be the communications center in the case of a spill or leak. The security officer will notify the appropriate external agencies and internal departments which may include the police, fire department, facilities, etc. The security officer on duty

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will, with the advice of facilities and/or emergency personnel (if present), make the decision whether or not to evacuate the building.

If the decision is made to evacuate the building, notification of an evacuation order will be made via the emergency notification system and/or by an announcement over the PA system or by the fire alarm. The protocol for responding to fire/explosion should then be followed.

In the event that evacuation is not recommended and facility and/or emergency personnel request all patients and staff to remain inside the building due to the nature of the hazardous substance spill/leak, security officials may direct appropriate staff to: close all windows and doors and turn heating/cooling (HVAC) system off.