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

**Florida Institute of Technology, Melbourne, Florida**

**CONTACT PRIMARY EMERGENCY COORDINATOR AND/OR SECONDARY COORDINATOR:**

<table>
<thead>
<tr>
<th>Office Phone</th>
<th>24 Hour Phone</th>
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<tbody>
<tr>
<td>(321) 674-7715</td>
<td>(321) 419-8021</td>
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<td>(321) 674-8881</td>
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<td>(321) 674-8899</td>
<td>(321) 652-7884</td>
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**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.

**IS PERSONNEL INJURED?**

- **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 THE FOLLOWING:**

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

**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

**NO**

**SPILL CONTAMINATED MATERIAL CLEANED-UP AND STORED PROPERLY FOR DISPOSAL**

**REPORTING REQUIREMENTS MET (SECTION 3 AND APPENDIX C)**

**EVENT CONCLUDED**