

**WORKSHEET 1**      **FILL IN AND POST THIS INFORMATION NEXT TO YOUR TELEPHONE.**

**EMERGENCY RESPONSE INFORMATION**

**Emergency Coordinator**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Fire Extinguisher**

Location(s): \_\_\_\_\_

**Spill Control Materials**

Location(s): \_\_\_\_\_

**Fire Alarm (if present)**

Location(s): \_\_\_\_\_

**Fire Department**

Telephone: \_\_\_\_\_

**WORKSHEET 2**

**FILL IN AND POST THIS INFORMATION NEXT TO YOUR TELEPHONE. MAKE SURE ALL EMPLOYEES READ AND ARE FAMILIAR WITH ITS CONTENTS.**

**EMERGENCY RESPONSE PROCEDURES**

**In the event of a spill:**

Contain the flow of hazardous waste to the extent possible, and as soon as is possible, clean up the hazardous waste and any contaminated materials or soil.

**Our company name:**

\_\_\_\_\_  
\_\_\_\_\_

**Our address:**

\_\_\_\_\_  
\_\_\_\_\_

**In the event of a fire:**

Call the fire department and, if safe, attempt to extinguish the fire using a fire extinguisher.

**Our U.S. EPA identification number:**

\_\_\_\_\_

**In the event of a fire, explosion, or other release that could threaten human health outside the facility, or if you know that the spill has reached surface water:**

Call the National Response Center at its 24-hour number (800 424-8802).

Provide the following information:

**Date of accident** \_\_\_\_\_

**Time of accident** \_\_\_\_\_

**Type of accident (e.g., spill or fire)** \_\_\_\_\_

**Quantity of hazardous waste involved** \_\_\_\_\_

**Extent of injuries, if any** \_\_\_\_\_

**Estimated quantity and disposition of recovered materials, if any** \_\_\_\_\_