



# Four – Step Spill Cleanup Procedure

## 1. Evacuate and Aid

- Leave spill area and assist others in leaving
- Escort all to fresh air; remove contaminated clothing/flush any exposed areas with excess water

## 2. Confine

- Without endangering yourself, close doors, isolate the spill area, and prevent entrance

## 3. Report

- Call EHS during working hours or COPS after hours
- State your name, phone, and location; describe the emergency, contents of the spill, injuries, etc.
- EHS will advise you what to do

## 4. Secure and Clean

- Block off entrances, lock doors, put up warning tape/signs on all entrances
- Follow instructions from EHS on how to clean the spill

