**EMERGENCY PROCEDURE FLOWCHART**

**SPILL AND/OR RELEASE OF HAZARDOUS MATERIAL**

*Stephen F. Austin State University, Austin, Texas*

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

<table>
<thead>
<tr>
<th align="left">1) Primary Emergency Coordinator – Sunil Chithiri</th>
<th>Office Phone</th>
<th>24 hour phone</th>
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</thead>
<tbody>
<tr>
<td align="left">(936) 468-6034</td>
<td>(734) 223-6946</td>
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<tr>
<th align="left">2) Alternate Emergency Coordinator – Jeremy Higgins</th>
<th>Office Phone</th>
<th>24 hour phone</th>
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</thead>
<tbody>
<tr>
<td align="left">(936) 468-4532</td>
<td>(936) 715-5358</td>
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<tr>
<th align="left">3) Alternate Emergency Coordinator – Mike Griffith</th>
<th>Office Phone</th>
<th>24 hour phone</th>
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<tbody>
<tr>
<td align="left">(936) 468-4442</td>
<td>(936) 552-9384</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.

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**PERSONNEL INJURED?**

**YES** PERSONNEL INJURED? **NO**

**EMERGENCY COORDINATOR OR ALT. CONTACTS THE FOLLOWING:**

- **AMBULANCE:** 911  
- **POISON CONTROL CENTER:** 1-800-343-2722

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

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

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**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** NO

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

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

- TCEQ: (800) 832-8224; AND
- BEAUMONT REGIONAL TCEQ OFFICE (409) 898-3838

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**HAS SPILL REACHED OR THREATENED NAVIGABLE WATERS?**

**YES** NO

**EMERGENCY COORDINATOR OR ALTERNATE CONTACTS:**

- **FIRE DEPARTMENT:** 911  
- **TCEQ ERC:** (800) 832-8224  
- **BEAUMONT REGIONAL TCEQ OFFICE:** (409) 898-3838  
- **NACOGDOCHES EM:** 911 or (936) 559-2556  
- **CONTRACTORS:**  
  - DLS Environmental (903) 234-1415  
  - SET Environmental (877) 447-7455  
  - Mooring Recovery Services (888) 293-9953

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

**REPORTING REQUIREMENTS MET (SECTION 3.4 AND 3.5)**

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**EVENT CONCLUDED**