



Date Created:	8.25.2009
Category:	Emergency Response
Revised:	6.23.2010
Approved by COO:	9.15.2010

Subject: Hazardous Material Release

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Purpose: To ensure that all UPI employees know what to do in case of hazardous material release.

Policy: In case of a hazardous material release please contact the Property Manager who will assess the damage and decide if 911 should be called.

Procedures: **Incidental Release:** Easily controlled, low toxicity, with proper protection and equipment available. Personnel causing spill will initiate cleanup at once. Call the Property Manager for advice and follow up.

Emergency Release: Uncontrollable, high toxicity hazard, or unknown substance. Evacuate the immediate area of all personnel, close the doors to contain the material, and call the Property Manager with the following information:

- Exact location of release and area(s) affected
- Injuries due to exposure, number of persons affected, and conditions/symptoms
- Hazardous product(s) released and amount released
- Where the caller will meet emergency responders

Note: Material Safety Data Sheets are available upon request.

Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.