

## HAZARDOUS MATERIALS RELEASE / TOXIC SPILLS

- Remove yourself from the area. Do not touch spilled substances.
- Evacuate via nearest exit when safe to do so.
- Only when safe to do so, retrieve personal belongings and secure business belongings.
- Try to avoid breathing the gases/fumes. Cover your mouth while leaving.
- If outside, or if the building you are in has not been damaged or exposed, begin Shelter-in-Place or evacuation procedures as directed by first responders or official campus notification updates.
- If inside a building and it is unsafe to evacuate because you may be exposed to the affected area:
  - Locate an interior room if possible,
  - above ground level;
  - without windows or with the least amount of windows possible.
- Shut all windows and doors tightly.
- Place backpacks, jackets, or other non-essential clothing in the doorway seams.
- If possible, turn off air conditioning/heating systems and close vents.
- Make a list of people with you, and call 9-1-1 or the College Police at extension 4000 from a campus phone or direct dial 818-409-5911.
- Remain calm.
- Wait for official campus notification updates.