

# CHEMICAL LEAK OR SPILL

## PROCEDURE FOR REPORTING CHEMICAL LEAK OR SPILL:

### 1<sup>ST</sup> REPORT SHOULD CONTAIN:

- Chemical name
- Estimated quantity
- Time and duration of release
- Medium in which it occurred (air, ground, etc.)
- Any known or possible health risks
- Medical treatment advised
- Proper precautions to keep
- Phone number

### NOTIFY:

- DEG (State Department of Emergency Government) 266-3232
- National Response Center/Federal 1-800-424-8802
- DNR (Department of Natural Resources) 266-2141
- LEPC (Local Emergency Management) 266-4330

Keep accurate log of times, what was done and who was notified.

Keep list of all persons involved.

Times of Departments called to scene and arrival times such as the Fire Department.

### FOLLOW-UP

- Written follow-up reports to DEG, National Response Center, and the LEPC.
- Containing:
  - Updating information
  - Actions taken to respond
  - Any known or acute health risks
  - Any medical attention

### ADDRESSES:

Department of Emergency Government  
4802 Sheboygan Avenue  
P.O. Box 7865  
Madison WI 53707

Local Emergency Planning Comm.  
c/o Dane County Emergency Mgmt.  
City County Building Room GR-12  
210 Martin Luther King Jr. Blvd.  
Madison WI 53709

National Response Center  
210 Second Southwest  
Room 2611  
Washington DC 20593