



Environmental Health & Safety

THE UNIVERSITY OF TEXAS AT AUSTIN

Emergency Instructions for Receiving Hazardous Materials

Report Hazardous Materials Incidents to EHS
512-471-3511
Notify your Supervisor



CHEMICAL SPILL, LEAKING/ BROKEN PACKAGE

- If possible reject any damaged packages
- Alert your co-workers and others in the area
- Keep door closed if within a room/receiving area
- Evacuate the area, if necessary
- Contact EHS for assistance
- Provide information: location, chemical, phone number



Fire or Gas Leak

- Turn off gas if safe to do so
- Evacuate the area, if necessary
- Pull the nearest fire alarm and call UTPD, 911
- If appropriate, use fire extinguisher



Medical Emergency or Injury

- LIFE THREATENING**
- Call 911
- NON-LIFE THREATENING**
- Student-call UHS, 512-471-4955
 - Employees-call OHP, 512-471-4647



Chemical or Natural Gas Odor

- Call EHS
- Be available to provide information to emergency personnel

Complete the following information :

Location Information

Building: _____

Room Number: _____

Address: _____

Supervisor: _____

Phone: _____

Building Manager

Name: _____

Office Location: _____

Phone Number: _____