



HOBART AND WILLIAM SMITH  
COLLEGES

## Emergency Action Plan (EAP) PETROLEUM SPILL

### 1. NON-EMERGENCY SPILLS

Non-emergency petroleum spills, such as small oil drips in a parking lot or leaks into secondary containment devices around a fuel oil tank, may generally be resolved by calling Buildings and Grounds at ext. 3060 or Campus Safety at ext. 3333 or (315) 781-3333.

### 2. EMERGENCY SPILLS

While petroleum spills may be just as hazardous to individuals and/or the environment as other chemical spills, additional considerations must be taken into account. An emergency spillage of a petroleum product (oil, gasoline, fuel oil, etc.) exists in the following situations:

- There is an immediate threat of fire or explosion (based upon the type/quantity of spilled materials and location to nearby equipment/processes).
- There is an uncontrolled release of petroleum product to the environment (like a storm water drain).

### 3. AFTER AN EMERGENCY SPILL

- All emergency petroleum spills should be reported to Campus Safety (ext. 3333 or (315) 781-3333).
- When reporting, be specific about the nature of the involved material and exact location. Campus Safety will contact the Geneva Fire Department and medical personnel (as necessary).
- The individual discovering the spill should vacate the affected area at once. If possible, wait at a safe distance for the arrival of Campus Safety personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. If available, immediately utilize an emergency eye wash station and/or emergency shower. Remain in the vicinity and await the arrival of Campus Safety and medical personnel.
- If the spill threatens other building occupants, (fire conditions, toxic/acrid vapors or fumes), activate the building's fire alarm to signal an evacuation.

#### **EAP-Petroleum Spill**

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HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911

- **Evacuation.** During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.
  - Remember that elevators are reserved for handicapped and special needs persons during evacuations.
  - Remain calm and do not panic.
  - If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

*Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.*

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by authorized HWS officials.

Do not hesitate to contact Campus Safety if you need assistance.

- Emergency assistance (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333, off campus dial 911).
- For non-emergency assistance dial (315) 781-3000.

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