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### **SPILL RESPONSE CHECKLIST**

You receive a call that a spill has just occurred. Here are your action items:

1. Invoke the company's spill contingency plan. If none exists, do the following:
  - a. Control the spill if it is safe to do so.
  - b. Begin to evacuate the property if not already evacuated.
  - c. Telephone appropriate state, federal and local authorities.
  - e. Hire a cleanup contractor.
  - f. Schedule a meeting with responsible parties to investigate as soon as possible
2. Ascertain all of the facts; Determine if anyone got hurt.
3. Notify the insurance carrier.
4. Arrange to have photographs taken.
5. Take statements from witnesses.
6. Prepare a statement for the press.
7. Designate a spokesperson to handle inquiries and issue information.
8. Set up a crisis management team, if necessary.
9. Notify the landlord if the property is leased.
10. Notify any potentially impacted neighbors.
11. Follow up with written reports that may have to be submitted to government authorities or insurance carriers.
12. **CALL YOUR LAWYER!**

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