**HAZARDOUS MATERIALS SPILLS OR RELEASES**

If a material cannot be identified, assume it is hazardous.

* If a hazardous material is released or spilled, there are a few basic responses that must be followed. The following minimum response procedures should be followed regardless of the nature of the incident.
* Notify Building Management of the incident immediately. State the location of the accident, the type of material released and any actions taken.
* Evacuate everyone in the vicinity immediately. This includes tenants, contractors, and building personnel. If the release of a dangerous vapor or gas occurs, a larger area of evacuation may be necessary.
* Once you know the area is cleared, you may take safe and reasonable steps to identify the released materials. If you can identify the materials, small spills of liquids may be limited with sand bags or absorbents. Isolated fumes or gases may be limited by closing doors or shutting down air handler units in the area.
* If the material has not been identified, the Property Manager or Chief Engineer will attempt to use Material Safety Data Sheets to classify the material according to its hazardous properties. If the spill or release is deemed to be a threat to a wide spread area of the property and/or its occupants, then immediately call 911 and ask for the HFD Fire Department HAZMAT Response Unit.
* The management office reserves the right at any time to rescind, alter, or waive (in whole or part) any of these Construction Rules and Regulations whenever the management office deems necessary, desirable, or proper in its sole and reasonable judgment.

 Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Date

 Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Date