



Emergency Response Checklist for Researchers

Calling for help

Items	Yes	No
Call 5411 or press the panic button OR		
Call Health, Safety and Risk office (4580 or 6425)		
Vacate lab, as required		

Inform (Protection or HSR or On-call ORM representative)

Items	Yes	No
Name of hazardous substance (SPELL IT), if known		
Volume/quantity		
Property (explosive/flammable/corrosive/lighter or heavier than air/toxic etc.)		
Odour (pungent/fruity/rotten-egg)		
Physical state (solid/liquid/gaseous vapours/fumes)		
Location (building and room number, for example, DRO-214)		
Name of person		
Name of Principal Investigator (professor)		
Contact Information (cell phone/phone extension)		
Mention location where you can be reached (hallway/reception)		
Availability of MSDS/SDS		
What has been done so far? (for example, absorbents have been used on a liquid spill)		
Is the substance going anywhere? (drain/floor/equipment)		
What is the extent of contamination? (Did it enter a cabinet/heater?)		
Provide photo		

Dos and Don'ts

Items	Yes	No
Don't leave the building until and unless it is unsafe		
Use personal protective equipment (PPE) to clean in case of a spill		
Report the incident (online)		
Ensure that recommendations and corrective actions provided by HSR/ORM are being followed		
Adjust work practices to prevent incidents		

Waste Management

Items	Yes	No
Ensure waste is properly labelled and a waste request has been made		
Request your department administration to call 2222 for Housekeeping or send an email to science.facility@uottawa.ca		

Signature: _____

Date: _____