In case of an emergency spill or rupture of any above ground storage tank, the following procedures should be followed.

1. Safeguard life

2. Stop the source of the spill
   - Close appropriate valve
   - Stop pump (if necessary)

3. Obstruct the flow of the oil.
   - Small spills - use rags or absorbent material
   - Large Spills - Make retaining dikes with available materials, construct secondary barriers if possible.

4. Contact the following:
   - UNI Public Safety -------------- 319/273-2712
   - UNI Emergency Coordinator-------- 319/273-3190 - Office
                                          ------ 319/883-6212 - Cellular
                                          ------            - Home

5. For uncontained spills, after contacting one of the above personnel, contact the following:
   - Cedar Falls Fire Department
     Hazardous Materials Coordinator -------------- 319/273-8622
   - Cedar Falls Police Department -------------- 319/291-2515
   - Iowa Department of Natural Resources ---------- 515/281-8694

6. Supervisor Action
   - Confirm that the source of the spill is closed off
   - Confirm that the spilled material is contained or that the flow is obstructed
   - Determine the hazard potential of the material
   - Recruit help from nearby qualified employees
   - Dispatch a reliable employee to obtain necessary tools and safety equipment
   - Initiate any secondary action required to bring spill under control
   - Completely fill out the Spill Report Form