



**ODUN ENVIRONMENTAL (ODUN)  
EMERGENCY RESPONSE CONTACT SHEET**

Project Name/Site ID: \_\_\_\_\_

Physical Address of Site: \_\_\_\_\_

GPS Coordinates (Lat/Long): \_\_\_\_\_

Date Posted: \_\_\_\_\_

Posted By: \_\_\_\_\_

**IMMEDIATE LIFE-THREATENING EMERGENCY**

If there is a fire, explosion, severe injury, or uncontrolled chemical release:

CALL \_\_\_\_\_ (or Local Emergency Number) Be prepared to provide:

Nature of incident, location, number of victims, and hazardous materials involved.

Site-Specific Emergency Number (If applicable, e.g., Refinery or Plant Security):

Phone: \_\_\_\_\_

**REGULATORY & SPECIALIZED REPORTING**

Use these numbers for reportable spills, releases, or chemical incidents.

AGENCY	PURPOSE	PHONE NUMBER
National Emergency Management Authority	Federal reporting for oil spills & hazardous releases.	
State Emergency Management Authority	24-Hr Emergency Assistance for Chemical/Hazmat incidents.	
Nearest Emergency Response Center	Medical advice regarding chemical exposure/inhalation.	
State Environmental Agency	(Insert)	

**ODUN INTERNAL MANAGEMENT CHAIN**

ROLE	NAME	CELL PHONE	EMAIL
Primary: HSE Director			
Secondary: Ops Manager			
Project Manager (PM)			
Sr. Management / CEO			



Notify these individuals immediately after contacting emergency services.

**MEDICAL FACILITIES**

Locate the nearest hospital to the project site and verify they accept the clinic's workers' comp insurance.

FACILITY NAME	ADDRESS	DISTANCE FROM SITE	PHONE NUMBER
Nearest Trauma Center			
Urgent Care / Occupational Health			

**CONTRACTED RESPONSE SERVICES**

Vendors contracted for spill cleanup, heavy rescue, or environmental remediation.

SERVICE TYPE	COMPANY NAME	CONTACT PERSON	24-HR DISPATCH
Hazmat/Spill Cleanup	[e.g., Clean Harbors]		
Emergency Towing/Recovery	[Company Name]		
Environmental Lab	[For sample rush analysis]		

**CLIENT REPRESENTATIVE (If on Client Site)**

If working at a client facility, notify their emergency contact immediately.

NAME	TITLE	COMPANY	PHONE NUMBER
	[	[Client Co.]	[Number]

**DIRECTIONS TO SITE**

Provide brief landmarks or turn-by-turn directions for ambulance/fire crews if GPS is unreliable.

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## SITE MAP / EVACUATION ASSEMBLY POINT

(Attach a site map here or sketch the location of the Emergency Assembly Point)

**Muster Point Location:** [e.g., North Parking Lot / By the Main Gate]

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### **IMPORTANT INSTRUCTIONS**

1. **Evacuate:** If the alarm sounds or you are ordered to evacuate, proceed immediately to the Muster Point.
2. **Headcount:** The Site Supervisor will account for all personnel.
3. **Do Not Re-enter:** Do not re-enter the site or building until the "All Clear" is given by the Fire Department , Authorised Authority or ODUN HSE Director.
4. **Spill Control:** Only trained and equipped personnel should attempt to stop a spill. If unsure, evacuate and dike from a safe distance.