

Hazardous Materials/Chemicals

Response:

- Call 911
- Identify chemicals released and extent of release if known
- If possible, obtain Material Safety Data Sheet (MSDS) and school floor plans
 - » MSDS books should be stored in the Principal's office, the Head Custodian's office and the kitchen area
- Determine whether it is most appropriate to Evacuate the school or Shelter-In-Place
- Determine if there are immediate health and/or physical hazards such as explosion or fire
- Assess the need for a spill contractor if deemed necessary for clean-up
- Communicate with the BOE Office/Superintendent the type and quantity of materials to determine if reportable quantities were released
- If the school is contacted by local emergency response agency of Haz-Mat incident, follow instructions to either Evacuate or Shelter-In-Place

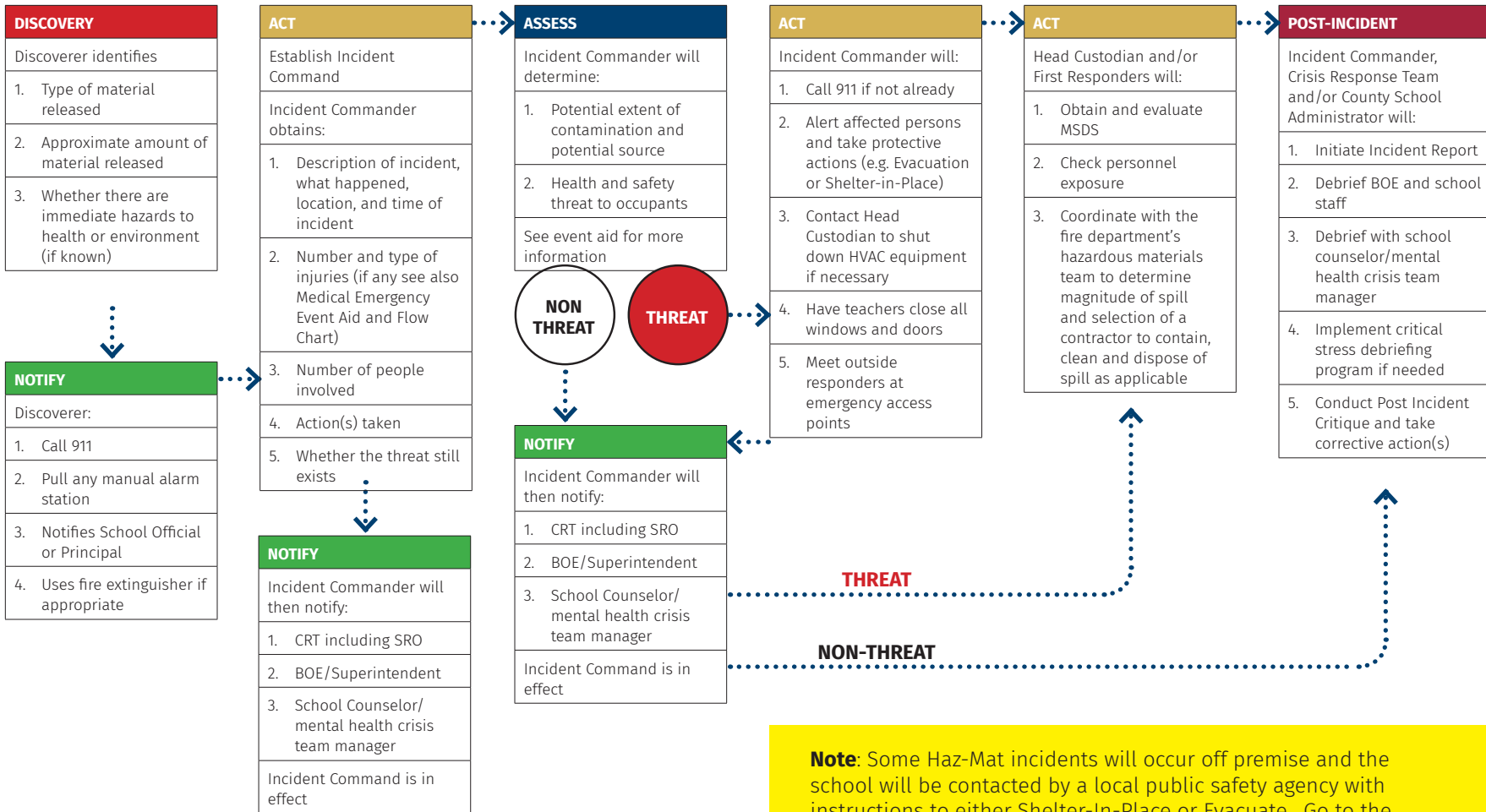
Evacuation

- If part or all of the school is to be Evacuated, ensure evacuees move in the opposite direction of the wind (i.e. upwind)
- Evacuation areas should be at least 500 feet away from the source of the hazardous materials

Additional Information:

- Keep school occupants from going near area of contamination
- If Evacuation is necessary, take attendance regularly
- Remind staff to assist persons with special needs

Incident Commander	<ul style="list-style-type: none"> • Activate alarm (if not already activated) and initiate the Evacuation of the school • Call 911 • Ensure all school occupants Evacuate and safely reach designated Evacuation assembly areas • Ensure all teachers take roll call and report any unaccounted for students or visitors • Announce "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of appropriate utility and building systems • Coordinate efforts and act as a liaison to public utilities • Re-activate utilities and systems when appropriate
School Nurse	<ul style="list-style-type: none"> • Assist in the Evacuation of the school and bring portable medical files • Treat injured evacuees • Establish a triage area • Track patient care
School Counselor	<ul style="list-style-type: none"> • Activate Mental Health Response Team and follow established school protocols to assist all students especially vulnerable students
School Resource Officer	<ul style="list-style-type: none"> • Meet first responders at emergency access points • Confirm the scene is secured • Ensure that only authorized personnel enter the emergency scene • Advise the IC of expected disruption to operations and advisable measures to protect occupants
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Evacuation areas • Assist teachers in taking attendance • Unaccounted for persons should be reported to the IC • Prepare evacuees for Reunification or re-entry to the school
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Prepare the Reunification site • Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced



Note: Some Haz-Mat incidents will occur off premise and the school will be contacted by a local public safety agency with instructions to either Shelter-In-Place or Evacuate. Go to the Shelter-In-Place or Evacuation Event Aids and Flow Charts for additional details.