

EMERGENCY RESPONSE PROTOCOL

Hazardous Materials Spills or Releases

Depending on Assistance Needed, Call:	
Police, Fire and, EMS Emergency	911
Safety Unit	
EST Manager	
Other	

Situation Description

Chemical spills and other accidental releases of hazardous materials can occur in several locations: within a school building, on the school grounds, or somewhere in the surrounding school community. Regardless of where the incident occurs, hazardous materials may pose a potential health and safety hazard to the general school population. All schools should be prepared to respond to hazardous material accidents. The appropriate response to be taken depends upon the nature of the accident.

Hazardous Materials Incident Occurring Inside the School Building

Many of the chemical products and materials found within our buildings have physical characteristics that pose potential health hazards. If such chemicals are released or spilled within your building, information must be obtained on the hazards associated with the chemical. The immediate response to be taken should be relative to the hazards posed by material, the quality of the material released, and the location within the building of the chemical release.

Procedures

Immediate response—

- Do not attempt to clean up a spill unless you have been properly trained to do so.
- Isolate the immediate area of the spill or release.
- Activate School Emergency Response Team as needed.
- Seek information from product label and/or material safety data sheets (MSDS) on recommended cleanup procedures.
- In the absence of information concerning the nature of the hazards associated with the spilled or released material, or proper cleanup procedures, always contact 911 for assistance for trained Hazardous Material Responders. Even with information on the hazard's nature, 911 should be notified.
- Based on the nature of the spill or release incident (the hazard posed by the material or lack of information concerning the hazardous material), it may be necessary to *Evacuate* the building to protect safety and health of students and staff.

Followup response—Notify the Office of the EST of the situation and actions taken.

Hazardous Materials Incident Occurring Outside the School Building

Fire and/or police department officials will contact a school when an incident involving hazardous materials may affect the health and safety of a school population. There are two basic responses to addressing this type of emergency: sheltering students and staff inside following the Shelter-in-Place Procedure, and evacuating the school to a safer location following the Evacuation and relocation procedures. Emergency personnel will determine if students and staff need to evacuate the school or if sheltering them in place is the appropriate response.

Procedures

Immediate Response—Follow the direction of the fire/police department officials to either execute the Evacuation procedure or the Shelter-in-Place procedure.

- Shelter-in-Place:
 - Close windows and vents.
 - Turn off air conditioning, heat and fans to reduce air drawn in from the outside.
 - Remain alert for further instructions regarding protective measures to take, including have access to a portable battery powered radio for any updates.
 - Seal openings under doorways and windows with wet towels or plastic and duct tape.
- Outside Evacuation
 - Remain upwind from the incident site because wind can carry toxic materials.
- Try to evacuate as far from the incident site as possible.

Followup response—Notify the EST.

- Notify Safety.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.