

# HAZMAT (Hazardous Material)

"Clear the Halls"  
 "Secure the School"  
 "Evacuate the Building"

DATE / /

Whoever observes an uncontrolled or unexpected release of, or suspects release of, liquid or vapor that could cause harm or death to humans or damage to the environment should immediately notify the office and call 911.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Notify principal or designee who will call 911		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Avoid being contaminated, if possible, and warn others of the same concern		
		Evacuate effected area and also isolate, if possible, those who have been contaminated		
		Notify the principal/designee		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Evacuate effected area and also isolate, if possible, those who have been contaminated		
		Activate fire alarm. Call 911 if appropriate		
		Gather information from staff regarding location of spill, extent and the name of the chemical		
		Meet Fire Department at Command Post and pass on staff and student information regarding the nature and location of the spill		
		Set up Command Post as pre-designated site		
		Ensure accountability of all students & staff		
		Delegate roles for transport of students to secondary site		
		Notify superintendent		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee with evacuation		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal with evacuation in role as designated		
		Set up debriefs as needed		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Evacuate students in nurse's office and hand off to a teacher		
		Grab First Aid Kit and report to Command Post		
		Be prepared to treat injuries		
		Set up casualty collection site, if necessary		
		Set up a decontamination site with Fire and HAZMAT Officials as needed		
		Triage injuries for medical attention		

## ***HAZMAT*** (CONTINUED)

√	<b>TIME</b>	<b>SCHOOL RESOURCE OFFICER</b>	<b>NAME OF CONTACT</b>	<b>CONTACT NO.</b>
		Assist Principal or designee as needed and help secure the affected area		
√	<b>TIME</b>	<b>MAIN OFFICE SECRETARY</b>	<b>NAME OF CONTACT</b>	<b>CONTACT NO.</b>
		Call bus company if needed		
		Forward phones to secondary answering site		
√	<b>TIME</b>	<b>CUSTODIAN/MAINTENANCE STAFF</b>	<b>NAME OF CONTACT</b>	<b>CONTACT NO.</b>
		Determine location and extent of spill if possible		
		Communicate location of spill to principal		
		Stay with Principal or designee to assist Fire Department with layout of school		
√	<b>TIME</b>	<b>RELOCATION SITE MANAGER</b>	<b>NAME OF CONTACT</b>	<b>CONTACT NO.</b>
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		
√	<b>TIME</b>	<b>COMMUNICATION COORDINATOR</b>	<b>NAME OF CONTACT</b>	<b>CONTACT NO.</b>
		After consultation with Law Enforcement, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		