

KNOWN SUBSTANCE IN LIMITED QUANTITY

- Isolate the substance.
- Contain it by closing doors, shutting off HVAC.
- Clear the immediate area.
- Notify Security – X 4199
- Notify Facilities – X 4115
- Notify Administration –X 4111
- Establish barriers by cordoning off the area to prevent exposure of others.
- Identify substance.
- Locate Material Safety Data Sheet in Department Office or Security Office.
- Determine appropriate procedures for clean up of that substance.
- Only if properly trained and confident of appropriate cleanup procedures should you use appropriate spill kit to contain the substance.
- Dispose according to M.S.D.S. guidelines

SIGNIFICANT RISK / UNKNOWN SUBSTANCE

- Dial 9-911 – Report the spill - give name, location and description of circumstances. Identify substance and number of people exposed if known. Do not hang up unless told to do so by dispatcher.
- Notify Security – X 4199
- Notify Administration – X 4111
- Notify Facilities – X 4115
- Isolate the substance – Close doors and windows. Turn off HVAC, fans, and blowers
- Clear the immediate area. Establish barriers to prevent exposure of others.
- Identify substance if possible and locate Material Safety Data Sheet in the Department Office and Security Office.
- Persons exposed to chemicals should be assisted in emergency decontamination in a safe area away from others following M.S.D.S. guidelines for the substance if known.
- If victims are being transported to an Emergency Room a copy of the appropriate M.S.D.S. should accompany them.

EVACUATION IN HAZARDOUS MATERIALS SPILL

- Do not evacuate unaffected individuals unless ordered to do.
- Remain in classrooms. Do not dismiss classes until ordered to do so.
- Close doors and windows. Turn off fans and blowers.
- Do not go outside to investigate.
- If ordered to evacuate follow specific instructions based on location and proximity to substance involved.
- Evacuation to a safe area should be across wind, never down wind or up wind.
- Maintain control of students. Take roll when reassembled in safe area.
- Affected individuals need first aid, medical evaluation and decontamination according to M.S.D.S. guidelines

HAZARDOUS MATERIALS SPILL