

Hazardous Material Spill / Chemical Release

External Spills / Chemical Release:

- Be prepared to evacuate the building or to lock down depending on the nature of the situation
- If you are told to stay in the building (shelter in place), close windows and exterior doors
- Turn off or block any ventilation or air conditioning systems and ducts if possible
- Place a wet cloth or paper towel over the nose and mouth for temporary respiratory protection if you sense air contamination
- Notify the principal's office immediately if anyone has difficulty breathing, is nauseous or has irritated eyes
- Wait for further instructions

OVER

Hazardous Material Spill / Chemical Release

Hazardous Material Spill (continued)

Internal Spills:

- Inform the principal's office immediately
- Evacuate the area
- Turn off heating and air conditioning to the room if possible
- Lock the door if possible
- Leave EVERYTHING in the room in which the spill occurred including personal items, purses, notebooks, etc.
- Wash hands of everyone in room as a precaution
- Isolate the area. Allow no one to enter until maintenance or emergency personnel arrive
- Contact the school nurse as soon as possible in order that the students involved or present may be checked
- Follow the instructions from the office