

## **Hazardous Material Spill**

**Outside Spill:** upon notification of a hazardous material spill the following announcement will be made.

**CODE BROWN Announcement:** There has been a hazardous material spill outside the building. Teachers, secure your classroom and take proper precautions.

1. Close all windows and doors.
  2. Turn off all ventilation including furnaces, air conditioning, vents or fans, anything through which polluted outside air could get into the building.
  3. If you are outside get into a building or vehicle or move to a safe place crosswind.
  4. Emergency services or the RCMP/fire department normally assume the lead role in such emergencies and will:
    - a. contact the school regarding the danger
    - b. provide direction as to a course of action
  5. School administration is to comply with the directions given above.
  6. Administration, in the event of evacuation, will:
    - a. contact buses to transport students and staff to evacuation locations or home
    - b. contact the director or designate
    - c. contact parents
  7. Staff are to remain with students until released from their duties by school administration.
  8. The director may implement the communication plan.
  9. Debriefing and counseling will occur if deemed necessary.
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**Inside Spill:** Upon notification of a hazardous material spill, the following announcement will be made:

**CODE BROWN:** There has been a hazardous material spill inside the building. Teachers, secure your classroom and take proper precautions.

1. Close all windows and doors.
2. Turn off all ventilation – anything through which polluted air might move within the building.
3. The staff member encountering a hazardous material spill will:
  - a. evacuate the affected area and isolate it (if possible) from student or staff entry
  - b. check for injured students or staff
  - c. notify school administration
4. Administration will:
  - a. assess the situation and seek the assistance of emergency services if necessary
  - b. enact evacuation procedures if required
  - c. contact the director or designate
5. The director may implement the communication plan.
6. Debriefing and counseling will occur if deemed necessary.