

CHEMICAL SPILL OR BIOHAZARD

A. EVACUATION PLANS

- An evacuation plan must be posted in every classroom.
- A copy of the school map with classroom locations will indicate both primary and secondary evacuation routes.
- The map should be labeled "evacuation plan" in bold red letters and should be posted prominently next to the classroom exit and near a light switch if possible.

EMERGENCY RESPONSE:

The evacuation plan should be oriented so that the arrow indicating the exit route is pointed in the direction of the evacuation path. (This may require that many plans be posted upside down or sideways.)

WHEN IN DOUBT,
ASSUME THE
WORST.
IMMEDIATELY
EVACUATE THE
AFFECTED
CLASSROOM OR
THE WHOLE
BUILDING IF
NECESSARY AND
CALL 911.

CHEMICAL SPILL OR BIOHAZARD

B. PROVIDE DISPATCHER

WITH THE FOLLOWING INFORMATION:

- Location.
- Nature of the emergency.
- Names of chemicals involved.
- Your name.
- Phone number that you are calling from.
- Number of victims and first aid being administered.

NOTIFY THE PASTOR(S).

NOTIFY THE OFFICE OF CATHOLIC SCHOOLS.

C. ONCE 911 HAS BEEN NOTIFIED:

- No employee should re-enter the spill area.
- No person should attempt to contain the spill or begin clean-up until after the Fire Department has secured the area and completed its risk assessment.
- Be prepared to meet the responding emergency personnel at the main entrance to the building and provide them with the appropriate information.

CHEMICAL SPILL OR BIOHAZARD

D. STANDARD PROCEDURES:

SCHOOLS CAN CONTACT STERICYCLE (1-800-633-9278 OR 410-783-1730) TO HELP ASSESS THE HAZARD, TO CLEAN UP AND REMOVE WASTE, AND TO HELP DECIDE WHEN TO RESUME NORMAL USE OF THE BUILDING.

- Small spills (less than a quart of liquid or 2 pounds of solid) of a known hazard that can be readily contained need not necessarily result in evacuation of the building or notification of the Fire Department.
- Collect spilled materials for proper disposal.
- Alert occupants in adjacent areas when it is possible that the hazard may spread.
- Confine the spill, and evacuate nonessential persons from the spill area.
- If the spill is flammable, extinguish burners and all sources of ignition.
- Operate fume hood and/or other local ventilation.
- Don appropriate personal protective equipment.
- Apply absorbent materials if they can be applied without danger, this should be done as soon as possible.