

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.9

PROCEDURE: HAZARDOUS MATERIALS

BACKGROUND

Chemical spills and other accidental releases of hazardous materials can occur either within a school building (or on school grounds) or somewhere in the surrounding school community. In either case, the hazardous materials may pose a potential health and safety hazard to the general school population. All schools should be prepared to respond to hazardous material accidents. The appropriate response to be taken depends upon the nature of the accident.

Many of the chemical products and materials found within our buildings have physical characteristics that pose potential health hazards. If such chemicals are released or spilled within your building, information must be obtained on the hazards associated with the chemical. The immediate response to be taken should be proportional to the hazards posed by material, the quality of the material released, and the location within the building of the chemical release.

PROCEDURES

1. Immediate Response

- 1.1 Do not attempt to clean up a spill unless you have been properly trained to do so.
- 1.2 Isolate the immediate area of the spill or release.
- 1.3 Assess extent of injuries and need for additional medical attention.
- 1.4 Seek information from product label and/or material safety data sheets (MSDS) on recommended cleanup procedures.
- 1.5 In the absence of information concerning the nature of the hazards associated with the spilled or released material, or proper cleanup procedures, contact 911 for assistance for trained Hazardous Material Responders.

1.6 If necessary, call the Fire Department.

1.6.1 Melville – 1 (306) 728-6866

1.6.2 Theodore – 1 (306) 647-2077

1.6.3 Yorkton – 1 (306) 786-1795

1.7 Fire Chief becomes the team leader and works with the Principal to evacuate or direct lockdown.

1.8 Based on the nature of the spill or release incident (the hazard posed by the material or the lack of information concerning the hazardous material), it may be necessary to evacuate the building to protect safety and health of students and staff. Teachers shall take attendance in the evacuation area and immediately report missing students to the designated individual. Student and staff may return to the building only when the “all clear” signal is given by the Principal.

2. Follow-up Response

2.1 Notify the Director/designate of the situation and actions taken.

2.2 Principal prepares a written statement for staff to read to students and send to parents/guardian describing the facts known at the time and procedures for accessing support as needed.

2.3 Complete an incident report and file in the Principal’s office.

Date Issued: November 21, 2007

Date Revised: May 31, 2016