

Emergency Preparedness - Hazardous Material Spill

4110-15 | Emergency Preparedness - Hazardous Material Spill

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1. Community Hazardous Material Spill Response

- Follow the directions and recommendations from the designated Emergency Coordinator:

City of Prince Rupert	Fire Chief
District of Port Edward	Chief Administrative Officer or Fire Chief
Hartley Bay	Fire Chief or Emergency Coordinator

- Secure school sites (e.g. close windows and doors etc., in cases of airborne contaminants/toxic fumes).
- Alert all staff to a possible evacuation.
- Evacuate students and staff only upon direction of the Emergency Coordinator; if the Emergency Coordinator is unavailable, contact the Superintendent or the Secretary-Treasurer; if the Superintendent and the Secretary-Treasurer are not available, evacuate as necessary.
- Once an evacuation order has been received bring students, staff and visitors to the designated assembly area. Bring student attendance lists and the visitor log book.
- Attend to injured personnel or students and call **9-1-1** if required.
- Follow emergency student release procedures.

2. School-Based Hazardous Material Spill Response

- Immediately notify the Principal of the spill.
- The Principal will notify Superintendent
- The Superintendent will, if there is a risk to the surrounding community, notify the Emergency Coordinator of the City.
- If toxic fumes are present, secure the area (with caution tape or cones) to prevent other students or personnel from entering. Evacuate the school, if necessary.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Spills must be handled in safe manner, while wearing the proper Personal Protective Equipment. Ask for the assistance of the local Fire Department if necessary.

- Call **9-1-1** for medical aid for any students, staff or visitors exposed to the hazardous material.

Related Policies and Regulations:

4110 *Policy: Emergency Preparedness*

4110-90 **Regulation: Emergency Preparedness – Emergency Drills**

4310-40 **Regulation: Incident Reporting and Investigation**