

## **HAZARDOUS MATERIALS**

### **What to do During an Outdoor Hazardous Materials Incident**

1. Ensure that all students are in the building and that they remain there, only evacuate to another site if instructed to do so.
2. Close doors and windows.
3. Turn off all ventilation and heating systems which draw in outside air or vent to the outside.
4. Report any missing students to college officials and emergency response personnel.

### **What to do During an Indoor Hazardous Materials Incident**

1. Evacuate the area immediately.
2. Notify the O & M Team Leader ext. 3750 as soon as possible.
3. Notify the President (ext. 3383).
4. Notify the Dean of Instruction (ext. 3382).
5. The O & M Team Leader, President, or Dean will call the fire department if deemed necessary for consultation.

### **What to do After a Hazardous Materials Incident**

1. Have local fire department or HAZMAT (Hazardous Materials) personnel survey the school building for any hazardous materials contamination.
2. Arrange for decontamination if necessary.
3. Do not return to the building until authorized by local officials
4. The staff member(s) directly involved or having first-hand information about the emergency shall complete an Incident Report Form and submit to the President within 24 hours of the incident.