

## **SUPERINTENDENT'S REGULATION 4-2.1      HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**

The most significant risk to health or the environment from chemicals that are used, stored and transported to and from the schools, could be that posed by hazardous materials accidents. Whether such accidents occur in the classrooms or off school grounds, school personnel, students, and patrons are at risk. Poquoson School Board policy dictates continuous safe management of all chemicals, regulated or otherwise, during all phases of School Board activities.

### **Hazardous Materials Management**

Each building principal or his/her designee shall maintain material safety data sheets ("MSDS") as required by all applicable law in a central location. Where appropriate, the building principal or his/her designee shall identify hazardous materials for those School Board employees who should be aware of the presence of such materials to satisfactorily perform their job duties and/or to protect other school personnel, students and patrons.

### **Hazardous Materials Handling**

Precautions (i.e., student instructions, employee training, and supervision) shall be taken to maximize safety in the handling of hazardous materials. Instruction and training are crucial to ensuring that hazardous materials are properly managed during handling. Only properly instructed students and trained employees will be authorized to handle hazardous materials. The central administration shall develop and provide all appropriate training for the handling of hazardous materials.

### **Emergency Prevention and Recognition**

School Board policy emphasizes the prevention of accidents and the need for established procedures to provide early recognition and detection of hazardous situations that, if left unresolved, may lead to emergencies. Prevention and recognition of potential hazards is preferable to having to respond to an actual emergency. Prevention and hazard recognition are accomplished by having well-trained personnel and a systematic program to monitor all areas that might pose a potential hazard. The central administration shall develop and provide all appropriate training for emergency prevention and recognition.

### **Emergency Response Procedures**

The emergency response procedures in this section describe those actions to be taken in the event of an emergency. Protection of students and personnel is the highest priority of these emergency response procedures; therefore, notification and evacuation are the most important elements of these procedures. Each building principal shall designate a school emergency coordinator who shall receive any training as is provided by the central administration.

### **Initial Response Procedures**

Should any student or employee discover any condition involving hazardous materials that presents an imminent or potential threat of an emergency condition, they shall first retreat to a safe distance from the site of the hazard and use the most efficient means of communication, such as a radio or telephone, to report the condition to the school's principal or one of the designated alternates. If none of these persons is immediately available, the student or employee should dial "911" to request outside assistance. Individuals should not attempt to take responsive actions to an emergency condition unless notification has been made to someone qualified to implement emergency response procedures. Once he has notified a responsible party, the first responding employee should secure the immediate area to prevent others from being placed at risk and take any appropriate response actions according to his level of training.