

Sample Checklist for Hazardous Materials/Chemical Spills

Hazardous Materials/Chemical spills are the number one hazard in Pennsylvania. Today many of our school districts/schools are either located near a facility that uses or manufactures hazardous materials or is near a major roadway that hazardous materials is transported on.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Hazardous Materials/Chemical Spills Off-Site Procedures:	
If notified by municipal Fire Department or Emergency Management Agency, conduct a Hazard Assessment.	
Notify the Superintendent's Office.	
Implement the Incident Command System.	
In coordination with the Incident Commander, determine whether to implement Shelter in Place or Evacuation Procedures.	
If Shelter in Place Procedures are implemented, close off all outside air intakes and curtail all outdoor activities.	
If Evacuation Procedures are implemented, discuss cancellation of school depending on time of day.	
Notify the Transportation Director.	
Incident Commander gives the all clear and normal operations resume.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Hazardous Materials/Chemical Spill-On-Site Procedures:	
Upon detection or notification of a spill of any hazardous materials (including any petroleum product), notify Principal/Designee.	
Call 911 and request Fire Department assistance.	
Implement Incident Command System.	
Notify Transportation Director.	
Notify Superintendent.	
Evacuate building immediately if any danger sign is present such as: <ul style="list-style-type: none"> • Fumes • Vapors • Odors • Smoke • Physical Affectations-Headache, Dizziness, Distress, Fainting, Skin Rash, Blurred Vision, Sweating, etc. 	

Based on advice from Fire Department, Incident Commander curtails or ceases building operations.	
If no danger signs are present, implement Shelter in Place Procedures.	
Obtain Material Safety Data Sheet (s) for spilled hazardous materials.	
With assistance of Fire Department, determine cause and extent of the incident.	
Notify Emergency Management Agency.	
If necessary for clean-up, notify appropriate Department of Environmental Protection Regional Office to assist with development of a clean-up plan and cleaning and decontamination of the area.	
Fire Department and Department of Environmental Protection Regional Office release the area back into school control.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Evacuation Procedures:	
Determine evacuation procedure in conjunction with Incident Commander.	
If evacuation is to an off-site location, notify Transportation Director.	
Teachers bring class list/roll books.	
All staff and students are accounted for by attendance being taken again when everyone has reached the assembly area. Missing student (s) and staff is reported to the principal/designee or the emergency personnel.	
Reunification:	
If students are evacuated to an off-site assembly area, Reunification Plan is activated.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	