



## HAZMAT

### MINOR/LOCAL/HAZMAT INCIDENT IN A BUILDING:

If a chemical is reacting in any way, is generating gas or fumes, represents a fire hazard, or is toxic:

1. Evacuate the people/students from the building and direct everyone to the nearest safe area, upwind from the incident or location.
2. If you can, shut off the building HVAC (Heating Ventilation and Air Conditioning).
3. Contact MOT (Maintenance) for HVAC questions or assistance at (916) 415-4440.
4. Notify Administration immediately who will notify 911 for Fire Department/Hazmat response.
5. Follow “Shelter-in-Place” procedure listed below if instructed to do so by School Authority/Incident Commander.

### MAJOR/AREA WIDE/HAZMAT INCIDENT:

If a spill occurs off campus that could affect our school(s) and/or office(s), the Campus Authority/Incident Commander will decide to “Shelter-in-Place” or “Evacuate” depending upon information received. Follow the “Shelter-in-Place” procedures below if requested to do so:

1. Close and lock all windows and doors – Open the “Shelter-in-Place” Kit.
2. Tape any cracks in doors and windows – Wet towels to serve as air filters.
3. Wait for the ALL CLEAR – Do not go outside until told to do so.