

Policies of the Board of Education

Series 700: Support Services

**HAZARDOUS MATERIALS ACCIDENT/EMERGENCY PLAN**

743-Rule (2)

These procedures are to be followed in the event that there is an accident or spill involving hazardous material:

A. Personal Accident or Injury

In the event of an accident or injury from the use of or contact with hazardous materials, the following steps should be taken:

1. Prompt and proper medical attention should be administered (~~MSDS~~'s Material Safety Data Sheets (MSDS) located in each school's office have a Section VI entitled Health Hazard Data" which list emergency and first aid procedures).
2. If an ambulance is required, CALL 911 ~~266-4920~~.
3. The principal and District's safety coordinator should be notified immediately.
4. If a student is injured, the parent(s) or guardian or emergency contact person shall be notified as soon as possible.
5. An employee or student accident report should be completed and forwarded to the District's safety coordinator. Please state the hazardous material involved, procedure followed after the accident, etc.
6. The District's insurance company will be notified by the District's safety coordinator.

B. Spill Accident

In the event of a hazardous spill where no injury has resulted, these steps should be followed:

1. All persons in the area should be evacuated. (The size of the area to be evacuated depends on the type and amount of the hazardous material spilled).
2. The principal and District's safety coordinator should be notified immediately.

3. The material shall be cleaned up in accordance with the procedures described in Section VII (special precautions) of the MSDS located in the school's office.
3. If a non-approved hazardous material is spilled into the sewerage system, the District's safety coordinator shall notify the Director of Public Works and the Village of Waunakee.

Adopted: 4/11/88  
March 1994

Revised: June 2002

Waunakee Community School District