

EBCH-E(1)

Chemical Hygiene Plan for Berlin School District

In 1990 the Federal Occupational Safety & Health Administration (OSHA) established regulation *29 CFR 1910.1450, Occupational Exposures to Hazardous Chemicals in Laboratories*, otherwise known as The Laboratory Standard. The New Hampshire Department of Education adopted Administrative Rule Ed 320 in October 2023 which requires a Chemical Hygiene Plan that identifies at a minimum:

- a. That all chemicals shall be properly stored and labeled;
- b. That all flammables shall be stored in a manner that meets NFPA 30: Flammable and Combustible Liquids Code;
- c. That all acids shall be stored in a cabinet constructed from corrosion-resistant materials;
- d. That all rooms and storage areas with chemicals shall have proper ventilation;
- e. That all chemical hoods used in science experiments shall be maintained in accordance with manufacturers' recommendations;
- f. That all chemicals shall be properly managed and disposed of; and
- g. That all safety data sheets, identified by Occupational Safety and Health Administration 29 CFR 1910.1200(g), are on file at the school in accordance with 29 CFR 1910.1200

The Administrative Rule includes language for “all science labs, automotive shops, and other places where hazardous liquids or open flames are frequently used.” (Ed 320.02(b)(6)) It also includes language for a facility maintenance plan addressing custodial training, integrated pest management plan, a healthy indoor quality plan. (Ed 320.02(b)(2)) **This plan will include all departments having chemicals: art, automotive, biology, chemistry, custodial, industrial arts.**

The NH Department of Labor adopted and enforces this legislation for public-sector workplaces.

The legislation requires all employers with science laboratories that meet the requirements of the standard to develop a Chemical Hygiene Plan. The Plan details how each employee will be protected from overexposure to hazardous chemicals and describes specific work practices and procedures in the laboratory to minimize employee risk. Science laboratories are defined as areas where small quantities of chemicals are used on a non-production basis, multiple chemical manipulations or chemicals are used, protective practices and equipment are available and used to protect lab personnel, and work with substances in which the containers used are designed to be easily and safely manipulated by one person.

The Laboratory Standard supersedes other standards within 29 CFR, including the Hazard Communication Standard and the substance specific standards (with the exception of certain elements). Students are not considered employees under this law, but prudence dictates that they should be expected to comply with all practices and procedures.

A Chemical Hygiene Plan reflects a school's chemical hygiene program, which is an ongoing, dynamic effort, not a one-time event. The sample plan below incorporates both requirements and recommendations for complying with the Laboratory Standard and ensuring a safe working and learning environment in science laboratories.

Administrators who think that specific measures do not apply in their situations, should refer to

the Standard to determine if law requires such measures.

Some relevant New Hampshire Department of Environmental Services and New Hampshire Department of Education regulations are referenced in the sample plan.

To prepare your plan, follow these steps:

1. Read the OSHA Laboratory Standard, 29 CFR 1910.1450. (www.osha.gov)
2. Develop a policy statement that expresses the school or school district's commitment to lab safety.
3. Follow the sample program in order, adding information specific to your school. Review the related sections of the Standard, including Appendix A, as you work on each major program section.

The information contained in this sample program is not considered a substitute for any provisions of any OSHA or other law or regulation. Use of this sample program does not guarantee compliance with applicable standards. We suggest that a qualified person review your final program.

Chemical Hygiene Plan for Berlin Public Schools

The Berlin School District has made a commitment to provide a safe environment. All personnel have a right to know about health hazards associated with their work. So that personnel can make knowledgeable decisions regarding personal risks, the Laboratory Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous conditions or chemicals in the laboratory and to train personnel in appropriate safe working conditions.

It is important that employers assume responsibility for work site safety. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

Signed

Superintendent or Designee: _____

Printed Name: _____ Date: _____

Chemical Safety Officer: _____

Printed Name: _____ Date: _____

Building Principal: _____

Printed Name: _____ Date: _____

Building Principal: _____

Printed Name: _____ Date: _____

I. Responsibilities

Specific to this Chemical Hygiene Plan for Berlin Schools, employees (teachers, staff), administrators (superintendent, principal), and students all have responsibilities to conform to this standard. The senior administrative officer, Building and Grounds Director, is ultimately responsible for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene. 29 CFR 1910.1450 (e)(3)(vii) and Appendix A (B)

A. Administration Responsibilities

1. Appoint a Chemical Hygiene Officer from within the school system. *The Chemical Hygiene Officer is the Building and Grounds Director.*
2. Implement a Chemical Hygiene Plan conforming to the OSHA Lab Standard (29 CFR 1910.1450).
3. Ensure that employees receive training regarding the Chemical Hygiene Plan.
4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personnel records.
6. Provide resources to ensure that facilities and equipment align with the requirements of the Plan.
7. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.
8. Ensure that the local Fire Department receives a copy of the annual chemical inventory.

B. Chemical Hygiene Officer Responsibilities

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training provided are adequate for the chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS) for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
6. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
7. Coordinate annual review of the Chemical Hygiene Plan (CHP) by science staff.
8. Coordinate annual hazardous waste disposal for science departments.

9. Oversee maintenance of appropriate spill kit and materials.
10. Maintain communication with administration regarding the CHP.
11. Provide training to colleagues, including administrators, teachers, and facilities staff.
12. Submit budget for maintenance of lab equipment and inspections.

C. Teacher Responsibilities

1. Plan and conduct each laboratory operation in accordance with the Chemical Hygiene Plan and safe work practices.
2. Develop and model good personal chemical hygiene habits.
3. Align curriculum with Chemical Hygiene Plan. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in chemical inventories.
5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting new chemical.
6. Annually submit a list of experiments and materials needed to the Chemical Hygiene Officer (CHO).
7. Label, use, and dispose of each chemical as required.
8. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with Chemical Hygiene Officer.
11. Additional lab safety responsibilities for teachers at this school:

D. Student Responsibilities

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
9. Report chemical spills and accidents to teacher immediately.
10. List additional lab safety responsibilities for students at this school:

E. Custodian Responsibilities

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories and storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training.
4. List additional lab safety responsibilities for facilities staff at this school:

II. Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include...standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR 1910.1450(e)(3)(i)

Adhere to the intent and procedures of this CHP.

1. Know the safety equipment. Users of the science labs must know:
 - a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
 - b. How to respond in case of an emergency; and
 - c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
2. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a Safety Data Sheet.
3. No horseplay, games, or pranks in the laboratory.
4. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
5. Report any accidents or unsafe conditions to the Building and Grounds Director or Administrator immediately.
6. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
7. Do not eat, drink, or apply cosmetics in the laboratory.
8. Do not taste any chemical. Do not smell chemicals directly.
9. Do not pipette solutions by mouth.
10. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
11. Promptly flush exposed skin with water. Drench showers are located in the Science Lab at BMHS.
12. See also **Housekeeping** section of this CHP.

III. Chemical Procurement

29CFR1910.1450 Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.

1. Purchase the smallest possible amounts of chemical to be used. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
2. Do not accept a container without an adequate label and safety data sheet.
3. The SAU3 District will follow a purchasing policy and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
4. No chemical will be purchased in quantities greater than a two-year supply.
5. Requests for procurement of new chemicals will be made through the Building and Grounds Director. Any concerns about the safety of a requested chemical should be brought to the attention of the Chemical Hygiene Officer or Administrator.
6. All chemicals will be received at Central Office by the Building and Grounds Director.

7. The school will not accept donations of chemicals from outside sources.

IV. Control Measures

"The Chemical Hygiene Plan shall include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices. " 29 CFR 1910.1450(e)(3)(ii)

A. Engineering Controls

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the Chemical Hygiene Officer immediately.

1. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations.
2. All acids will be stored in an acid cabinet.
3. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.
4. Fire extinguishers must be inspected monthly by internal personnel, and annually by a licensed professional.
5. Safety equipment to include eyewash stations and emergency showers must be inspected on a regular basis.

B. Protective Clothing and Equipment

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire-resistant.

1. Conduct a personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment and chemicals being used. List activities requiring PPE and type of PPE required (see Appendix A).
2. Students and staff will wear appropriate PPE to avoid chemical exposure.
 - a. Wear eye protection during chemical transfer and handling.
 - b. Do not wear sandals, perforated shoes, or bare feet in labs.
 - c. Shorts and skirts will not be worn unless a disposable apron is worn.
 - d. Gloves appropriate to the materials and task will be provided. All gloves have a breakthrough time. The teacher will check manufacturer's recommendations.
3. The school will provide required PPE for all employees at no cost.
4. The school will provide the required PPE for students.
5. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
6. Each science laboratory will have
 - a. An easily accessible drench-type safety shower;

- b. An eyewash fountain; and
 - c. An ABC fire extinguisher.
7. Fire alarms and emergency telephone/intercom are located near each lab.
 8. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.

C. Housekeeping

Each instructor is responsible for keeping his or her workspace clean and is jointly responsible for common laboratory areas.

1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
3. Dispose chemical wastes according to Department of Environmental Services hazardous waste or solid waste rules (Scroll to chapters 850 and 851.), or, call the DEP directly.
4. Secure gas cylinders.
5. Clean up any spills on the floor or bench immediately.

D. Hazardous Material Handling and Storage

Follow all federal, state and local regulations for material handling and storage and waste disposal.

1. Chemicals will be stored in the room in which they are used.
2. All used chemicals and hazardous waste will be stored in a satellite area deemed appropriate by the Chemical Hygiene Officer.
3. All chemicals in the stockroom should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs on place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
7. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed in storage area unsupervised.
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.

11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or on desks or floors.
12. Maintain a complete inventory of chemicals in the chemical storage room. Inventory science chemicals at least annually. File the annual inventory with the Chemical Hygiene Officer who will share it with the appropriate Departments and Agencies.
13. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See **Waste Disposal** section.
14. Mark the acquisition dates on all peroxide forming chemicals and test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage or use.
16. Exhaust air from the stockroom should be ducted directly to the outside. At this school, Building and Grounds Director is responsible for ensuring that the exhaust air is properly ducted.
17. Use refrigerators of explosion-proof, or explosion safe design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
18. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. Chemical containers should be periodically checked for rust, corrosion, and leakage.
20. Chemical labels should state the name of the chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain clear access to and from the storage areas. Where possible, two separate exits shall be provided in chemical storage areas
23. Highly toxic chemicals (LD 50 50 mg/kg) whose containers have been opened will be stored in secondary containers.
24. Custodians and Classroom teachers will examine stored chemicals at least every 30 days for container integrity.

E. Inspections

1. Classroom teachers are responsible for activating safety showers and eyewash fountains every 30 days to flush the lines and to verify proper operation.
2. Chemical Hygiene Officer is responsible for assuring that fume hoods are monitored quarterly to ensure adequate airflow (75-125 linear feet per minute). [SafetyWorks! can conduct monitoring at no cost.]
3. Custodians and Maine Fire are responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly. Fire extinguishers should be securely mounted on the wall and a sign indicating their location posted above the fire extinguisher.
4. Users should inspect personal protective equipment prior to each use.
5. In addition to daily walk-through inspections, teachers are responsible for conducting safety inspections in each lab every 30 days to monitor housekeeping and to make sure safety equipment is working.
6. Keep records of inspections in a form similar to the following, or directly on the inspection tag on each fire extinguisher:

Inspection description	Date inspected	Inspected by

V. Medical Program

"The Chemical Hygiene Plan shall include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." 29 CFR 1910.1450(e)(3)(vi) and (g)

A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with 29 CFR 1910.1020. The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. This school has arranged for school nurses to provide medical consultations/examinations in the event of chemical exposure.

B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form (attach sample form to this plan), along with any action taken. If no further action is taken, the reason for that decision should be included. In this school district, JLMC (Joint Loss Management Committee) is responsible for investigating chemical exposure incidents.

C. First Aid

1. Personnel trained in first aid should be available during work hours. The following have received first aid training and are expected to render first aid:

(list persons or positions)

2. The closest emergency room with medical personnel is Androscoggin Valley Hospital, 59 Page Hill Road, Berlin, NH 03570.

VI. Signs and Labels

The following signs and/or labels should be posted prominently in the laboratory:

1. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.

Rescue: 911 or 603-752-3134

Fire: 911 or 603-752-3134

Hospital: 911 or 603-752-2200

Poison Control: 1-800-222-1222

Chemical Hygiene Officer: 603-752-6500 x1113 or 603-723-6626

Administration: 603-752-6500

Nurse Extensions: BES East x1051, BES West x1205, BMS x1552, BHS x1529

Department of Safety: 1-603-271-2791

2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED".
5. Warnings at areas or equipment where special or unusual hazards exist.

VII. Spills and Accidents

29CFR1910.1450 Appendix A (D)(9)

1. In the event of a spill, staff must contact the CHO or designee **before beginning cleanup** who will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response.
2. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.
3. Administrators are responsible for writing the accident report. The JLMC committee will maintain accident records.
4. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
5. At this school the school nurse and classroom teacher are responsible for promptly addressing the needs of people who may have been exposed.
6. The CHO or designee must report the spill to the Department of Public Safety (1-603-271-2791).
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. List of people trained to conduct spill response at this school, and date training was conducted:

Employees trained in spill response	Date trained

VIII. Waste Disposal

"Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal, of waste laboratory chemicals." 29 CFR 1910.1450

More information can be found from the US EPA at <https://www.epa.gov/schools/toolkit-safe-chemical-management-k-12-schools>

Environmental regulations also govern chemical waste disposal. Go to Env-HW 500 at <https://www.des.nh.gov/rules-and-regulatory/administrative-rules?keys=envhw> or call NH DES directly at 1-603-271-3503

1. Prior to the start of each semester, the teacher will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste). This shall be overseen and approved by the Administration. The SDS sheets shall be updated/revised/verified in the District Binder. This inventory will be submitted to the CHO.
2. The CHO or designee will coordinate hazardous waste disposal. Waste will be collected for disposal at least every 90 days.
3. Indiscriminate disposal by pouring waste down the drain or adding them to the general trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
4. If large quantities of hazardous chemical wastes are being stored or if a container is full, a hazardous waste pick-up should be scheduled by the CHO within 180 days of the container becoming full.
5. The CHO or designee is responsible for all hazardous waste manifests and associated paperwork.
6. No waste pick-ups will be scheduled during regular school hours.
7. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage zone in the classroom, lab, garage, etc. in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:
 - o "Hazardous Waste"
 - o The chemical contents,
 - o The date that waste was first put in and
 - o The date the container was filled.

NOTE: Most schools are usually considered Small Quantity Generators by the Department of Environmental Services. Schools that do not know their regulator status should check with DES.

This school is on a (*select one*) *septic system* or *municipal sewer system*.

If on a municipal sewer system:

Non-hazardous liquid may be disposed of down the drain with the permission of the Berlin Water Works. Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metals, solvents, etc.), and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). Custodians must be notified of any chemical put in the trash for disposal.

IX. Information and Training 29CFR1910.1450(f)

1. All employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
2. Teachers are responsible for teaching students about hazards and safe practices.
3. Chemical Hygiene Officer or his/her designee is responsible for ensuring that employees receive information and training to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
 - a. The contents of the OSHA Lab Standard and appendices
 - b. Location and availability of Chemical Hygiene Plan, chemical safety reference materials, including Safety Data Sheets and the Permissible Exposure Limits for OSHA regulated substances.
 - c. Signs and symptoms associated with exposure to hazardous chemicals.
 - d. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visible appearance, odor, monitoring equipment, etc.)
 - e. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals
 - f. Emergency procedures to be used in case of a spill or exposure, including clean-up methods and equipment needed.
 - g. Use of fire extinguishers and other emergency equipment.

X. Annual Chemical Hygiene Plan Audit

29CFR1910.1450 (e)(4)

The Building and Grounds Director will conduct an audit of all phases of the Chemical Hygiene Plan each year. He or she will provide audit results to the Superintendent, Administrators, and Custodial team, who are responsible for taking corrective action.

Emergency Operations Plan language:

Internal and External Hazardous Material Release Annex

Purpose

Activated when it is necessary to protect students, staff, faculty, and other building occupants from an internal and/or external hazardous material release that may have lasting effects on the school and the community. Life safety is the main consideration for all decisions.

Scope

The internal and/or hazardous material release annex outlines steps to be taken by staff and students in order to mitigate injury or death during an incident. Designated staff members are required to participate in the development, implementation, and evaluation of the school EOP as it relates to this annex.

Specialized Responsibilities

- A staff member(s) must be assigned to maintain an accurate Material Safety Data Sheet (MSDS)/Global Harmonization System (GHS) log book.

Specialized Procedures

The following procedures will be implemented by staff when directed or when deemed appropriate or necessary by the situation:

School Administration/Incident Command

- Implement duties listed in *Section 4: Organization and Assignments of Responsibilities – Principal or designee*
- Immediately notify school facilities personnel of potential need to respond
- Advise staff to stay alert for any of the warning signs of medical problems that may arise from internal and/or hazardous material releases.
- Staff still use the ALICE acronym to recall/ discuss possible action: Alert, Lockdown, Inform, Counter, Evacuate

Related Functional Annexes and Appendices

- Evacuation Procedure
- Reverse Evacuation Functional Annex
- Scan Functional Annex
- Shelter-In-Place Functional Annex
- Communication Plan Annex
- Behavioral Health Plan Annex
- Reunification Plan

Additional Resources

- [Division of Homeland Security – Hazardous Materials Release](#)
- [Ready – Hazardous Materials](#)
- [Ready – Chemical Emergency](#)

Appendix A

Certification of Hazard Assessment

Work Area _____Assessment Conducted By

_____Date_____

Personal Protective Equipment - Hazard Analysis – By Task

Task	Hazard	PPE Required	Notes

Board Reviewed: June 4, 2026