



EMERGENCY PLAN for

HAZARDOUS MATERIALS

Incident occurs on college site:

- Notify building administrator/office.
- Call Campus Police at **504-671-6111**. If the type and/or location of hazardous material are known, report that information.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fireman or police officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Resume normal operations when fire officials approve.

Incident occurs near college property:

- Fire department or law enforcement personnel will notify college officials.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fireman or police officer in charge of scene will instruct college officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention, if necessary.
- Notify emergency contact, if students are evacuated, according to college policy and/or guidance.
- Resume normal operations when fire or law enforcement officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.