



# Hazardous Materials and Train Derailment Emergency Planning Guide for School Districts and Community Colleges

## Volume 4: Emergency Plan Templates

*2021 Edition*

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U.S. Department  
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## About This Document

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## APPLICATION

School districts and community colleges can use this document to guide the preparation of their emergency plans. Here, users will find a list of requirements of the Texas Education Code that apply today, along with known industry standards, and recommended actions and best practices that they can consider based on specific needs or circumstance, as applicable. The guide is data-driven and was developed following a comprehensive review of federal and state requirements, latest research literature, and input from professionals with specialized expertise in hazardous materials, train derailments, emergency management, and school safety. The information provided in this guide does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available here are for general information purposes only. The content is provided “as is;” no representations are made that the content is error-free. Users are encouraged to contact their local counsel and/or local experts to obtain the most up-to-date legal or other information that applies to their case.



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# I. EMERGENCY PLAN TEMPLATES FOR HAZMAT EMERGENCIES AND TRAIN DERAILMENTS

The sample plan annexes in this volume go beyond Texas School Safety Center hazmat/train derailment annex requirements and follow a format adapted from the Hazardous Materials Annex template provided by the Texas Division of Emergency Management (TDEM) and used throughout the state in community Emergency Operations Plans (EOPs). Thus, the district-level and school-level plan annex templates in this volume align with most community emergency operations plan (EOP) hazardous materials annexes (usually Annex Q).

Aligning plans with those used by communities allows districts to coordinate and cross-reference their plans with community plans. As of the publication of this document, there are no required formats (only required content) for school emergency operations plans, and current formats vary widely across the state. While there is no required format, the guide's sample format has a long history in Texas emergency management. This long history supports its utilization for school district emergency plans that intersect with other emergency plans in the community.

Additionally, this volume includes checklists and recommended procedures for classroom or other school policy documents, checklists, or classroom emergency procedure guides. All components of this system, the district plan, individual school and facility plans, and planning and response procedures/checklists, work in concert. While the Texas Education Code (TEC) requirements specify only a policy requirement for train derailments related to hazardous materials in district emergency plans, an effective emergency management program depends on all three levels of policy and procedure to function: classroom/office, school/facility, and district. District Emergency Management Coordinators (DEMCs) should coordinate and prepare school, facility, and classroom plans, policies, and procedures consistent and in harmony with one another and their community plans.

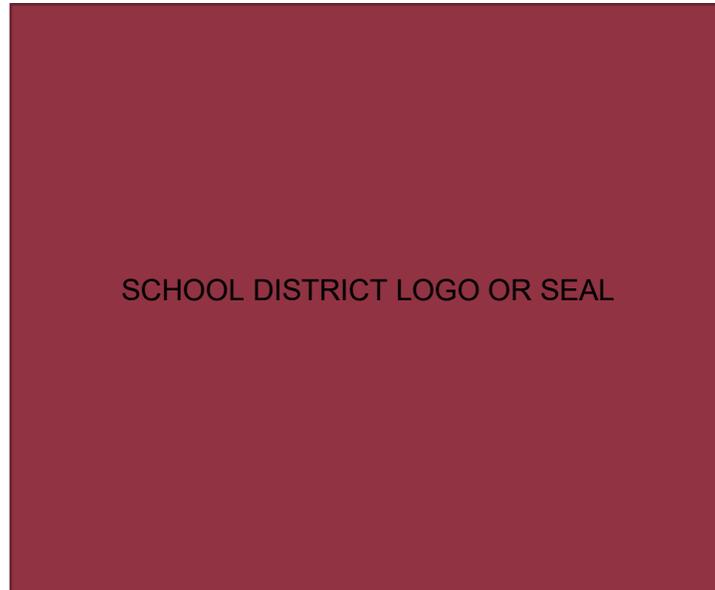
Likewise, districts should recognize that plans, policies, and procedures are distinct and separate items required for a comprehensive emergency management program. Classroom procedures or checklists used in emergencies and drills do not meet the requirements of an emergency plan. District plans must focus on district-level functions that allow for variation at the school and facility levels to address specific circumstances. Plans can and should cite each other and other documents like standard operating procedures or classroom checklists. Cross-referencing plans and procedures assists planners in achieving simplicity in their planning and completeness.

The role of a DEMC in preparing, evaluating, and implementing emergency plans is primarily one of guidance and coordination. The sample plan material in this guide provides a tool to aid in that process. However, these templates are not "fill in the blank" solutions. The contents of these sample plans, policies, and procedures must adapt to local circumstances. The templates include the space and guidance to do so in conjunction with the other recommendations in the other volumes of this guide. No matter the format or content of an emergency plan, the Evaluation Guide found in Guide Volume 1, Appendix A provides school districts with a basis for hazardous materials emergency plans and addresses the minimum recommendations for an effective hazardous materials emergency management program.



## **II. DISTRICT HAZARDOUS MATERIALS AND TRAIN DERAILMENT ANNEX TEMPLATE**

## [SAMPLE] DISTRICT Hazardous Materials and Train Derailment Annex



[NAME OF DISTRICT] Independent School District

[NOTE: Replace items in brackets highlighted in Yellow with local information.]

[NOTE: Remove items in brackets highlighted in Green that offer additional instructions before publication]

### Record of Changes

Change #	Date of Change	Description	Changed By

### Record of Review

Review Date	Type of Review	Reviewed by

## Approval and Implementation

[Modify this page according to local administrative practice and designation of the approving authority within the district.]

The undersigned, by their signature, approve the contents of this annex to the [NAME OF DISTRICT] Independent School District Emergency Operations Plan (EOP). This annex is valid on the date shown and replaces all previous annexes addressing this hazard or function.

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Signature

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Title

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Date

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Signature

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Title

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Date

## Authority

1. Texas Education Code § 37.108, Multihazard Emergency Operations Plan, Safety and Security Audit
2. Texas Health and Safety Code, Chapter 502, Texas Hazard Communication Act
3. Texas Health and Safety Code, Chapter 505, Manufacturing Facility Community Right-to-Know Act
4. Texas Health & Safety Code, Chapter 506, Public Employer Community Right-to-Know Act
5. Texas Health and Safety Code, Chapter 507, Non-manufacturing Facilities Community Right-to-Know Act

## Purpose

This annex establishes the policies and procedures that [NAME OF DISTRICT] Independent School District will implement in the event of a hazardous materials incident or train derailment affecting a school or school facility in the [NAME OF DISTRICT] ISD. The annex and its appendices identify hazardous materials risks within the district and define the roles, responsibilities, and organizational relationships of those charged with executing this plan.

## Acronyms

[This section is general. Modify with any acronyms that appear in the final copy of the plan.]

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act (part of SARA III)
ERG	Emergency Response Guide
FD	Fire Department
FEMA	Federal Emergency Management Agency
HAZWOPER	Hazardous Materials and Waste Operation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
ISD	Independent School District
LEPC	Local Emergency Planning Committee
NRF	National Response Framework
NIMS	National Incident Management System
OSHA	Occupational Safety and Health Administration

PD	Police Department
PPE	Personal Protective Equipment
REMS TAC	Readiness and Emergency Management for Schools Technical Assistance Center
SARA III	Superfund Amendments and Reauthorization Act of 1986
SDS	Safety Data Sheet (formerly Material Safety Data Sheet MSDS)
TCEQ	Texas Commission on Environmental Quality
TCRA	Texas Community Right to Know Act(s)
TDEM	Texas Division of Emergency Management
TxSSC	Texas School Safety Center
TTI	Texas A&M Transportation Institute
TxDOT	Texas Department of Transportation

## Terms and Definitions

[Texas Education Code requires that district emergency plans include a policy addressing train derailments]

This annex defines hazardous materials incidents in such a way as to cover all hazardous materials incidents, *including train derailments*.

[This rest of this section is general. Modify with any terms used by the community/district that appear in the final copy of the plan.]

Accident (or Incident) site: The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.

Acute exposure: Exposures, of short duration, to a chemical substance that will result in adverse physical symptoms.

Acutely toxic chemicals: Chemicals that can cause severe short-term and long-term health effects after a single, brief exposure. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.

Cold Zone: The area outside the Warm Zone (contamination reduction area), free from contaminants.

Contamination: Hazardous materials on surfaces or inside a person, animal, or thing, including people, clothing, ground, water, buildings, roads, vehicles, and animals.

Cross Contamination: The process by which contamination on one surface transfers to another, for example, an individual picking up a contaminated object and then shaking someone's hand without decontaminating their hands first.

Decontamination: Neutralizing or removing contamination through a technical process involving decontaminants, washing, or physical removal.

**District Facility:** Any school district facility, whether instructional or non-instructional. This includes facilities not directly involved with the educational instruction of children. For example, a warehouse, a transportation facility or bus yard. It can also include an athletic facility or venue, a theater or auditorium, a gymnasium, or anywhere a special event by the district or its schools occurs outside of the traditional classroom instruction of children.

**Emergency Operations Center:** A designated location outside the incident zone where an organization, community, state, or federal organization gathers personnel representing different parts of the organization and liaisons from other organizations to coordinate, manage, and request resources to support the Incident Commander(s).

**Extremely hazardous substances (EHS):** Substances designated EHS by the EPA under the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above specified threshold quantities must be reported annually to the Texas Division on Environmental Quality (TCEQ), Local Emergency Planning Committee (LEPCs), and local fire departments, according to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS Inventories and other information reported to LEPCs and local fire departments are available to the community (including schools) from the LEPC.

**Hazard:** The chance that injury or harm will occur to persons, plants, animals, or property.

**Hazardous chemicals:** Chemicals, chemical mixtures, and other chemical products determined by the US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical.

**Hazardous material (hazmat):** A substance in a quantity or form posing an unreasonable risk to health, safety, or property when manufactured, stored, or transported in commerce. A substance that by its nature, containment, and reactivity can inflict harm during an accidental occurrence, characterized as toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, thereby posing a threat to health and the environment when improperly managed. Includes EHSs, Hazardous Substances, Hazardous Chemicals, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

**Hazardous materials incident:** A deliberate or accidental event that results in the release or spill of hazardous materials into the surrounding environment in an unsafe or uncontrolled manner, including the release of hazardous materials from containers, storage facilities, industrial facilities, pipelines, or released from transport vessels on railway or roads.

**Hazardous substance:** Substances designated hazardous by the EPA under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities must report substances stored in a facility or released into the environment above certain thresholds to the State Emergency Response Commission. In the event of a release, they must also report the release to local authorities.

**Hot Zone:** The area surrounding an incident site where hazardous contamination or toxic concentrations in air occur or may occur. This area is typically subject to cordon, and responders order individuals and buildings within the hot zone to evacuate or shelter in place

**Incident Commander:** The overall coordinator of the incident response team. Responsible for on-site strategic decisions and actions throughout the response phase. Maintains close liaison with the EOC and other agencies to obtain support and provide progress reports on each phase of the emergency response. Incident commanders train and certify in the Incident Command System (ICS).

**Incident Command System:** The standardized on-scene emergency management system first responders use to implement an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

**National Incident Management System (NIMS):** The system mandated by the federal government that provides a consistent nationwide emergency management approach for Federal, State, local, and tribal governments, the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from incidents and disaster, regardless of cause, size, or complexity.

**On-scene.** The total area impacted by the effects of a hazardous material incident. The on-scene area includes mutually exclusive on-site and off-site areas.

**Plume:** A vapor cloud formation formed by a gas released into the atmosphere or when a liquid substance evaporates or reacts with the environment, water, or other substances to form a gas. The cloud may be colorless, tasteless, odorless, and invisible to the human eye.

**Plume Modeling:** Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident to determine which portions of a community may be affected by a release of such materials.

**Regulated facility:** An industrial facility, warehouse, or another site that handles/transfers, processes, stores, or produces chemicals that also meets certain thresholds in quantity and type that meets levels subjecting the facility to regulation under hazardous materials statutes.

**Reportable Quantity:** The minimum quantity of hazardous material released, discharged, or spilled that triggers reporting requirements to federal, state, and local authorities according to statutes and regulations.

**Response:** The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.

**School:** An educational facility where the direct instruction of children takes place; an elementary, middle, or high school.

**Shelter-in-Place:** While often confused with shelter activities associated with weather events or lockdown/shelter drills for active shooters, the term, as used in this document, refers specifically to a method of protecting the public during a hazardous materials event when responders and local authorities order people in the affected area to remain indoors and take temporary measures to seal their buildings and prevent the ingress of toxic or dangerous vapors.

**Special Events:** Athletic events with spectators, ceremonies like graduation, theater or concert performances, or outside events on school property that involve large numbers of visitors, not typically on school or district property.

**Special Needs:** Students that require a 504 or Individual Educational Plans (IEPs)

**Staging Area:** An area outside the on-scene area and in the cold zone where assets marshal and prepare before deploying on-scene into an incident.

**Toxic substances:** Substances believed to produce long-term adverse health effects.

**Vulnerable Facilities:** Facilities of particular concern during a hazmat incident because they contain populations that are particularly susceptible to harm or could require substantial assistance during a response to a hazardous materials incident (schools, hospitals, nursing homes, daycare centers, jails), or facilities that fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or any facility that includes large concentrations of people (shopping centers, recreation centers, stadiums, concert venues, gymnasiums)

**Warm Zone:** An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a brief period.

## Situation and Assumptions

### *Situation*

[Modify this section according to the specifics of your district. Note: Some of these statements are true for all districts in the state.]

1. Hazardous materials are common and used, transported, and produced across every community in Texas.
2. Facilities, rail lines, roadways, and pipelines in our community use, store, produce, and transport hazardous materials near some district schools.
3. Schools within the [DISTRICT NAME] ISD are within 1000 yards of some of these hazards.
4. At least one of the district's schools or facilities is within 1000 yards of an active rail line requiring a district train derailment plan.
5. The school district owns and uses hazardous materials on its campuses, transportation or repair facilities, and other properties in science laboratories, swimming pools, athletic, custodial, and maintenance storage rooms, warehouses, and police/security departments.
6. Police or security forces on school campuses may carry pepper spray or other irritants to defend themselves or others.
7. Students, faculty, or visitors may also carry irritant chemicals onto school property.
8. Students, staff, visitors, and intruders to school property may use irritant chemicals, chemical bombs, incendiary devices, or other chemicals in pranks or deliberate attacks on or near district property.
9. Interest in and use of chemical explosives or incendiaries or law enforcement contact involving students or staff associated with bombmaking activity may indicate planning for larger attacks against district properties.
10. All the district's facilities and transportation routes are in [Attachment X] of this annex.
11. All known fixed-site hazards to district properties are in [Attachment X] of this annex.
12. All railroads and rail yards within 1000 yards of district properties are in [Attachment X] of this annex.
13. All pipelines within 1000 yards of district properties are in [Attachment X] of this annex.

- 14. All known hazardous materials road transport corridors within 1000 yards of district properties are in [Attachment X] of this annex.
- 15. All school District hazardous materials storage locations and the most recent inventories of those locations are in [Attachment X] of this annex.

[NOTE: Attachments identified in 10, 11, 12, 13, 14, & 15 above may combine into one or more Attachment to the Hazardous Materials annex. For individual schools or facilities, the maps may show relevant transport infrastructure and facility locations relative to the individual facility.]

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[For each school’s EOP, consider adding the following under SITUATION]

**Internal Hazards**

Hazardous Materials within this school are in:

- [LIST LOCATIONS]
- [LIST LOCATIONS]

A copy of the hazardous materials inventory and Safety Data Sheets are at each storage location and [LOCATION OF THE [HMIRT] COPY OF INVENTORY AND SDS].

**Internal Threats**

[BRIEFLY DESCRIBE HOW THE SCHOOL/FACILITY IDENTIFIES INTERNAL THREATS INVOLVING STUDENTS OR FACULTY USING, MAKING, OR POSSESSING CHEMICAL BOMBS, IRRITANT SPRAYS (PEPPER SPRAY), OR OTHER BOMBMAKING MATERIAL AND WHO IS RESPONSIBLE FOR THAT THREAT ASSESSMENT]

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**Assumptions**

[Modify this section according to the specifics of your district. Note: Some of these statements are true for all districts in the state.]

- 1. Hazardous materials emergencies can occur at any time or place, affecting district properties with little or no notice.
- 2. Other emergency events like flooding, fire, earthquake, or tornados can trigger hazardous materials emergencies.
- 3. Notice of a hazardous materials incident occurring off-campus affecting a district property will come from local response agencies.
- 4. Notice of small spills and other internal incidents will come from students, faculty, or staff.
- 5. Hazardous Materials incidents will result in one of three protective actions: LOCALIZE INCIDENT (Isolate, Deny Entry, & Contain), STAY (Shelter-in-Place), or EVACUATE (Hazmat Evacuation).
- 6. EVACUATE (Hazmat Evacuation) and STAY (Shelter-in-Place) decisions will be at the recommendation of the community incident commander/first responders in consultation with [District Emergency Management Authority] unless direction from responders/incident commander is unavailable and catastrophic danger is imminent and apparent.

7. Evacuation and Reunification Annexes of this plan address hazardous materials specific requirements as referenced in this annex.
8. The Shelter Annex of this plan addresses hazardous materials-specific requirements as referenced in this annex.
9. During a hazardous materials incident, changes to the conditions of the incident, weather, or wind direction may necessitate a change in protective actions from shelter to evacuation.

## Concept of Operations

### Prevention

Hazardous materials prevention actions prevent a hazardous materials incident from occurring. [DISTRICT NAME] will undertake the following hazardous materials prevention activities:

[Modify this section according to the specifics of your district. The term “District facilities” in this document usually denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations. Note: Some of these statements are true for all districts in the state.]

1. Perform a hazardous materials threat assessment at the district level [every X years] or [in the year before a Safety Audit Conducted by the Texas School Safety Center] identifying hazardous materials related industrial and commercial facilities, active rail lines, hazardous materials roadway transportation corridors, and pipelines within 1000 yards of any district property line (including non-classroom facilities and athletic venues), with the results recorded in [Attachment X or Attachments X, Y, and Z] to this annex.
2. Each school and district facility will conduct a hazardous materials inventory at the [beginning or end] of each school year of all hazardous materials located on district property. During this inventory, disposal of old or no longer used material will occur according to federal, state, and local directives. The district will identify and use alternative or safer products whenever possible.
3. Schools and facilities will maintain copies of Safety Data Sheets (SDS) within proximity to any hazardous materials storage location.
4. Schools and facilities will provide copies of SDS (electronic or paper) for each hazardous material on their property to the school or Hazardous facility Materials Incident Response Team, which will maintain a centralized copy in a designated location for their use and the use of first responders in the event of an incident requiring outside support.
5. Each school and facility will report their hazardous materials inventory to [The school district emergency management authority/office] before [Date] of each year, using the format specified in [Attachment X] to this annex.
6. Each school and facility will maintain control over all hazardous material, using and securely storing it according to the information contained on manufacturers’ Safety Data Sheets (SDS).
7. Immediately report the theft, tampering, or improper use of hazardous materials on any district property to [District Emergency Management Authority/Office].
8. The [DISTRICT POLICE OR OTHER RESPONSIBLE ELEMENT] will coordinate with local law enforcement and report to the [School Safety Committee or District Threat

**Assessment Team** any report or incident of students, faculty, or staff that involves expressed interest or activity that includes chemical irritants (i.e., pepper spray), irritant devices (i.e., stink bombs, smoke bombs), chemical bombs, bombmaking, or incendiary devices.

9. The **DESIGNATED DISTRICT OFFICIAL** will coordinate with community governments to implement zoning and land use restrictions near school properties to reduce the number of hazardous materials threats within 1000 yards of school property.
10. The **DISTRICT NAME** will assess hazardous materials threats as part of any new school development or construction and before acquiring property or repurposing of an existing property to determine the hazardous materials risks posed to any property under consideration.
11. The **DISTRICT NAME** will assess the installation of hazardous materials mitigating engineering controls as part of any new construction, significant repairs, refurbishment, remodel, or expansion of any existing construction.
12. The **DISTRICT NAME** will coordinate with and participate in any Local Emergency Planning Committee (LEPC), if active, within the district's boundaries to address hazardous materials risks to schools and district facilities.

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**[For each school's EOP, consider substituting the following under PREVENTION]**

1. Annually, **XX** days **BEFORE/AFTER FIRST/LAST** day of school, the **HMIRT** will conduct a hazardous materials inventory of all hazardous materials on school property.
2. The **HMIRT** will ensure a copy of the inventory and manufacturer Safety Data Sheets for each hazardous material stored is available near the storage container.
3. The **HMIRT** will maintain a copy of all hazardous materials inventories, lists of storage locations, and copies of all Safety Data Sheets in a binder located in **HAZARDOUS MATERIALS INVENTORY LOCATION**.
4. The **HMIRT** will coordinate the safe disposal of all old, used, or no longer needed hazardous materials on school property.
5. Faculty, staff, and administrators will identify safer alternatives to hazardous materials whenever possible.
6. Individuals ordering, purchasing, or using hazardous materials on school property will order, store, and use only as much as needed and limit storage to required quantities for a single school year.
7. **SCIENCE TEACHERS IN CHARGE OF LABS** will inspect all equipment, apparatus, and gas systems annually for any evidence of leaks or needed repairs and report their inspection results to the **HMIRT** and the **MAINTENANCE CONTACT** for repair or **SUPPLY CONTACT** for replacement.
8. **MAINTENANCE OR CUSTODIAL REPRESENTATIVE** will inspect all HVAC, windows, doors, and other points of air ingress for seal and energy efficiency annually and report their inspection results to the **HMIRT**.
9. The **HMIRT** will contact the DEMC and/or responsible parties for all known external hazardous materials risks/threats within 1000 yards of school property annually and coordinate their notification procedure in the event of an incident.

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## Preparedness

Preparedness activities improve the readiness of the [DISTRICT NAME]'s staff, faculty, students, and stakeholders to respond to a hazardous materials event should one affect a district property. The [DISTRICT NAME] will conduct the following preparedness activities:

1. Conduct hazardous materials awareness training for each new hire and volunteer within the district covering hazardous materials awareness, spill response, and evacuation/shelter instructions applicable to their position.
2. Conduct hazardous materials awareness training for each district employee and volunteer every [X] year(s) after their initial training.
3. Establish Hazardous Materials Incident Response Teams ([HMIRT]) at each school and district facility.

[NOTE: Schools with existing response teams can modify this section to fit their circumstances. For example: "Each facility [INCIDENT RESPONSE TEAM] will designate [X] individuals for hazmat awareness training to serve as hazmat response advisors during any hazmat incident."]

4. Train each [HMIRT] member annually in hazardous materials recognition and spill response immediately before conducting their facility's annual hazardous materials inventory.

[NOTE: Schools with existing response teams should modify this section to designate training for specific individuals and existing Incident Response Teams]

5. The [DISTRICT EMERGENCY MANAGEMENT OFFICE/AUTHORITY] will conduct regular coordination with local emergency management and response organizations and dispatch centers to ensure quick notification of the district and affected properties in the event of a hazardous materials incident that may affect the district.
6. The [DISTRICT EMERGENCY MANAGEMENT OFFICE/AUTHORITY] will maintain a district list. Each school principal or facility manager will maintain an individualized property list of all known hazardous materials risks within 1000 yards of school property to include the contact information of responsible parties and any procedures coordinated in advance with the responsible parties regarding notification and response to hazardous materials releases affecting the district.
7. The [DISTRICT NAME] will conduct hazardous materials exercises at a district level every [X] year(s), according to the following schedule:

[Modify the following table according to the guidance contained in the Hazardous Materials Train Derailment Emergency Planning Guide and local/district policy]

Type of Exercise	Frequency	Element Tested
Tabletop	Annually	Evacuation or Shelter-in-Place
Functional	Every 2 Years	Small Spill, Evacuation or Shelter-in-Place
Full Scale	Every 3 Years	Evacuation or Shelter-in-Place

8. Each school and district property will conduct hazardous materials drills for each of the three responses according to the following schedule:

[Modify the following table according to the guidance in the Hazardous Materials Train Derailment Emergency Planning Guide and local/district policy. NOTE: Evacuation/Reunification or Shelter-in-Place Drills may or may not include hazardous materials elements. Districts should attempt to include hazardous materials elements in evacuation and shelter drills when possible.]

Response Tested	Frequency
Small Spill Response	Annually
Evacuation/Reunification	Tri-annual
Shelter-in-Place	Bi-Annually

- [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will provide a copy of the district and any at-risk school/facility emergency plan to local emergency management and coordinate this and any other plans with local responders and emergency management authorities upon a plan entering into force and after each review/update.

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[For each school’s EOP, consider substituting the following under PREPAREDNESS]

- The [HMIRT] [Or other existing Incident Response Team] will coordinate the following hazardous materials drills according to the schedule shown:

Drill	Frequency/Date
EVACUATE (Hazmat Evacuation)	
Gas Leak/Evacuation	
STAY (hazmat Shelter in Place)	
EVACUATE and REUNIFICATION (due to hazmat)	

- The [HMIRT] will conduct a Hazardous Materials Communication training event for all faculty and staff [ANNUALLY, BIANNULLY, TRIANNUALLY] on or before the [START/END] of a school year.
- The [HMIRT] will conduct incidental and large spill response training for all [HMIRT] members and faculty/staff that utilize hazardous materials [ANNUALLY, BIANNUALLY, TRIANNUALLY] on or before the [START/END] of a school year.
- [HMIRT] members will complete the following training within [XX] days of their appointment to the [HMIRT]:
  - FEMA [IS-100.C: Introduction to the Incident Command System, ICS-100](#)
  - FEMA [IS-5.A: An Introduction to Hazardous Materials](#)

[Modify this section to include this or other training as appropriate depending on local requirements. The above online courses serve as a recommended minimum for all facility leaders/response teams]

- [HMIRT] members will complete the following annually, beginning with their appointment to the [HMIRT]:

- a. Incidental Spill Response and Large Spill Response Procedures
  - b. Review of this Hazardous Materials Emergency Response Plan
6. The [HMIRT] and faculty/staff responsible for hazardous materials will inspect Incidental Spill Response Kits, Decontamination Kits or Stations, and Shelter-in-Place kits [QUARTERLY, ANNUALLY, EVERY SEMESTER]. [SCHOOL/FACILITY NAME] will maintain a record of the inspection in [LOCATION].

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**Response**  
**Incident Classification**

All hazardous materials incidents in the district fall into one of three categories/levels:

**Level I—LOCALIZE INCIDENT (Isolate, Deny Entry, & Contain)**

An incident on or near school property involving an incidental spill or release of small quantities of hazardous materials posing no or low risk to faculty, staff, and student health. Such responses will trigger a response by the school/facility [HMIRT] and affect a localized evacuation and cleanup by trained personnel or designated contractors. While such spills may affect school operations in part of a facility, these responses do not require the evacuation of an entire facility and allow for continued operations within the facility, not in immediate proximity to the spill.

**Level II—STAY (Major Incident Requiring Shelter-In-Place)**

An incident near district property or properties resulting in an order by the responding agencies’ incident commander for the property to implement shelter-in-place procedures. This response is the default response of any facility to an external incident unless instructed otherwise by responders, the incident commander, DEMC, or when the danger is immediate, for example, from fire or explosion.

**Level III—EVACUATE (Major Incident Requiring Hazmat Evacuation):**

An incident near a district property or properties resulting in an order by the responding agencies’ incident commander to immediately evacuate the property or when the danger to life and health is immediate. This response requires the movement of the occupants to a safely distant location where they may await transportation to a reunification site outside of the area affected by the incident. May occur on foot or by vehicle, depending on the threat and its immediacy.

**Notification/Reporting**

[Modify this section as needed to conform with district and school plans, policies, and procedures as well as local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

In the event of a Level I – Localized Incident Response, the first faculty or staff member aware of the incident will notify the facility/school [HMIRT] according to the school’s emergency response procedures and spill response plan. The school/facility [HMIRT LEADER] will notify

the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] of the incident and request any additional support, if necessary.

Notification of Level II and Level III Major Incidents will, in most cases, come from local first responders and emergency management. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will coordinate with local emergency dispatch agencies to ensure timely notification of the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] of any incident within 1000 yards of district property. Upon such notification, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will initiate notification of the affected properties' [HMIRT, PRINCIPAL, DESIGNATED LEADER] and notify the district [Emergency Support Team/EOC or other coordinating activity] to coordinate district-level support to the affected properties and request outside support via the [incident commander or city/county Emergency Operations Center].

### **Response Activities**

#### **Level I—LOCALIZED INCIDENT (isolate, Deny Entry, & Contain)**

[Modify this section as needed to conform with district and school plans, policies, and procedures as well as local circumstances. Districts with existing response team structures should modify the term [HMIRT] to meet local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. The first staff or faculty member aware of a small-scale, localized hazardous materials incident on district property will evacuate and isolate the immediate area of the incident, deny access to the area, and report it to the [HMIRT] via the procedures outlined in the school or facility emergency plans, policies, or procedures.
2. Those in the immediate area of the spill, after an evacuation, will perform hasty decontamination (eyewash, clothing removal, washing of the skin, etc.) and first aid for any individuals contaminated by the incident or injured by it, according to the school's hazardous materials incident response procedures and plans.
3. The notified member of the [HMIRT] will contact the other members of the [HMIRT] to assemble and assess the incident according to the school or facility's localized hazardous materials incident response procedures. The [HMIRT] will consult the material's SDS (if known) or other reference material to determine the appropriate evacuation distances and response procedures.
4. In the event of contaminated or injured students, faculty, or staff, the [HMIRT] will initiate medical incident notification procedures of family and, if needed, call 911 and request fire or EMS response.
5. Upon completing the initial assessment, the [HMIRT] will develop an action plan according to the localized hazardous materials incident response procedures.
6. The [HMIRT] leader will notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] of the incident, their initial assessment, and their action plan. If required, the [HMIRT leader] will request additional support from the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] to implement the incident action plan, and the

- [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will activate the district [EMERGENCY MANAGEMENT SUPPORT TEAM/EOC] to support the response.
7. In the event of an incidental hazardous materials incident with no injuries to faculty, staff, or students, and where the [HMIRT] possesses the ability to contain, clean up, and resolve the incident in accordance with the law governing incidental spills, it will do so.
  8. If an incident exceeds the [HMIRT] ability to contain, clean up, and resolve the incident, is more than an incidental spill, or if the incident resulted in injury or contamination of faculty, student, staff, or visitors, then the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] must provide approval of any incident action plan before its initiation.
  9. The [DISTRICT NAME] maintains a list of approved hazardous materials clean-up contractors. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will coordinate with any school or facility requiring such support if the [HMIRT] identifies it as necessary based on their initial assessment and action plan.

### Level II—STAY (Major Incident Requiring Shelter)

[This is the default response to all external hazmat incidents unless instructed otherwise by responders, the Incident Commander, or the DEMC. Modify this section as needed to conform with district and school plans, policies, procedures, and local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. Upon notification of a significant incident within 1000 yards of a [DISTRICT NAME] property line from a school, facility, local emergency dispatch, emergency management, or responding agency, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will contact or notify the school/facility [HMIRT] and begin to coordinate support.
2. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will notify or activate the [EMERGENCY SUPPORT TEAM/DISTRICT EOC] to provide coordination and support to affected properties within the district.
3. Upon notification of a significant incident within 1000 yards of a [DISTRICT NAME] property line, the facility/school [HMIRT] will notify the faculty, staff, students, and visitors according to the school/facility response plans, policies, and procedures.
4. If not already in communication, the [HMIRT leader] of the affected school/facility will notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] of the situation via [SPECIFY PRIMARY AND ALTERNATE MEANS].
5. Upon notification of a significant incident within 1000 yards, the affected school/facility [HMIRT] will notify staff, faculty, students, and visitors to move immediately indoors and initiate the school/facility hazardous materials shelter-in-place plan, with or without being told to do so by responders or the incident commanders, until they receive further instructions from first responders, incident command, or the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR].
6. The [DISTRICT EMERGENCY MANAGEMENT LIASON] will report to the [CITY/COUNTY] Emergency Operations Center (EOC) if activated by local emergency management to conduct coordination between [DISTRICT NAME] and the community during the incident.

- The [DISTRICT NAME] will implement [ANNEX X – SHELTER] of the [DISTRICT NAME] Emergency Operations Plan.

### Level III—EVACUATE (Major Incident Requiring Hazmat Evacuation)

[Facilities should evacuate only when instructed to do so by responders, the Incident Commander, the DEMC, or other designated district leader. The exception is when the danger is immediate, for example, from fire or explosion. In this case, facilities and schools should immediately conduct evacuation on their own, notifying the DEMC of the decision. Modify this section as needed to conform with district and school plans, policies, procedures, and local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

- Upon notification of a significant incident within 1000 yards of a [DISTRICT NAME] property line from a school, facility, local emergency dispatch, emergency management, or responding agency, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will contact or notify the school/facility [HMIRT] and begin to coordinate support.
- The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will notify or activate the [EMERGENCY SUPPORT TEAM/DISTRICT EOC] to provide coordination and support to affected properties within the district.
- Upon notification of a significant incident within 1000 yards of a [DISTRICT NAME] property line, the facility/school [HMIRT] will notify the faculty, staff, students, and visitors according to the school/facility response plans, policies, and procedures.
- Upon notification of a significant incident within 1000 yards, the affected school/facility [HMIRT] will notify staff, faculty, students, and visitors to move immediately indoors and initiate the school/facility hazardous materials shelter-in-place plan, with or without being told to do so by responders or the incident commanders, until they receive further instructions from first responders, incident command, or the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR].
- If direction from responders/incident commanders is unavailable and catastrophic danger is imminent and apparent, the [HMIRT] or [OTHER] may initiate EVACUATE (Hazmat Evacuation). The [HMIRT] must account for wind direction and the location of the incident and attempt to move the property's occupants by any means necessary to the closest rally point crosswind or upwind of the incident. If possible, the [HMIRT] should request immediate assistance from responders and the DEMC to select the designated evacuation rally point.
- The [DISTRICT EMERGENCY MANAGEMENT LIASON] will report to the [CITY/COUNTY] Emergency Operations Center (EOC) if activated by local emergency management to conduct coordination between [DISTRICT NAME] and the community during the incident.
- Upon notification of an evacuation order by the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR], first responders, or the incident command, a school/facility [HMIRT] will request a *distance and direction* from the official ordering the evacuation.

8. The school/facility will immediately notify faculty, staff, students, and visitors of the evacuation order according to the school/facility hazardous materials emergency plans, policies, and procedures.
9. The school/facility will immediately implement its [EVACUATION/REUNIFACTION] plan for hazardous materials incidents.
10. The [DISTRICT NAME] will implement [ANNEX X – Evacuation] and [ANNEX X – REUNIFACTION] of the [DISTRICT NAME] Emergency Operations Plan.

## Recovery

[Modify this section according to local conditions, policy, and legal advice.]

When the incident response concludes, containing the spread of hazardous materials and eliminating the immediate threat to the life and health of the community's citizens, the community begins its recovery. During recovery, the community may control access to contaminated areas, conduct hazardous materials cleanup and waste removal operations, decontaminate property and the environment, and conduct longer-term environmental and property restoration. This process may continue for an extended period of days, weeks, months, or even years. Hazardous materials contractors conduct much of the recovery effort under the supervision of state and federal authorities. Usually, this is the Texas Commission on Environmental Quality (TCEQ) and the US Environmental Protection Agency (EPA) but may involve other state and federal agencies depending on what spilled and where it spilled.

Under state and federal law and regulations, the "responsible party" for a hazardous materials incident is responsible for the costs of the response to the incident and the costs of cleanup and restoration during the recovery. The responsible party is responsible for the hazardous material released, which may or may not be the party responsible for the incident. In the case of a facility, it is the facility's owner/operator. In a transportation incident, the responsible party is the transportation company carrying the materials, be it a railroad, a trucking company, or a pipeline operator. For localized incidents involving materials owned or controlled by the [DISTRICT NAME], the district is the responsible party. In cases where the responsible party for the hazardous materials was not the cause of the incident, the responsible party or their insurance company may sue individuals or organizations that caused the incident.]

1. For localized incidents where [DISTRICT NAME] is the responsible party, upon completion of the Incident Action Plan by the school/facility [HMIRT], the [HMIRT] will submit a Hazardous Materials Incident Report, included in [ATTACHMENT X] of this annex within [XX hours/days] of any incident conclusion.
2. Based on the Hazardous Materials Incident Report, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will consult with [DESIGNATED DISTRICT OFFICIAL/LEGAL COUNSEL] regarding cost recovery or legal action, if applicable.
3. For localized incidents involving the deliberate release of hazardous materials on school property, the responsible official for the affected school(s) and [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will consult with [DESIGNATED DISTRICT OFFICIAL/LEGAL COUNSEL] regarding criminal charges, civil suits, or other cost recovery measures.
4. In major incidents occurring off school property where another party is the responsible party, and where the incident affected school operations or required recovery operations resulting in

- [DISTRICT NAME] incurring additional costs, the [DISTRICT OFFICIAL] will appoint a District Recovery Coordinator to work with the local community Recovery Coordinator or Recovery Team (if appointed by the mayor or county judge) to facilitate reimbursement of district incurred costs during the incident response and recovery phase.
5. The District Recovery Coordinator will work with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] to develop a District Recovery Plan addressing any remediation necessary to restore full operations to District Property.
  6. As part of the District Recovery Plan, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will implement access controls and perimeter security of any district property contaminated and not cleaned up immediately, and that will undergo remediation during the recovery phase.
  7. The District Recovery Coordinator will gather and document all costs incurred during the incident response and the recovery and maintain records of those costs and actions taken during the response and recovery necessary to facilitate claims against the responsible party or reimbursement through state or federal programs.
  8. The District Recovery Coordinator, in coordination with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and the community Recovery Coordinator or Team, will review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and monitor their implementation.
  9. The District Recovery Coordinator, in coordination with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and the community Recovery Coordinator or Team, will monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.

### **Mitigation**

[Modify this section according to local conditions and policies. Mitigation are actions taken to reduce the threat or damages caused by hazardous materials incidents. The term “district facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. Within [XX hours/days] of the conclusion of any hazardous materials incident response in the district, the [HMIRT] of any affected school/facility will conduct an after-action review of the incident and submit a Hazardous Materials Incident Response Report ([ATTACHMENT X of this Annex]) to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR]. This report includes recommendations for changes to an existing district or school/facility procedure.
2. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will initiate a District level after-action review of any incident, develop an improvement plan based on the results, review district and school emergency operations plans, and perform any necessary updates.
3. During all new school construction, repair, maintenance, retrofitting, or refurbishment of facilities, the [DISTRICT BUILDING OFFICIAL] will evaluate mitigation of hazardous materials incident effects as part of the effort, to include structural improvements, the use of special materials, engineering controls that mitigate the risks from hazardous materials events, including secure ventilated storage facilities for hazardous materials, engineering

controls for HVAC systems that allow for remote control/rapid shutdown, HVAC system controls that allow for the closure of external air intakes in shelter-in-place mode to create positive pressure inside the structure to keep contaminants out, eyewash and shower decontamination stations near school laboratories or other facilities with elevated risks of hazardous materials incidents, or other mitigation measures.

4. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will develop specific special events plans for all athletic and performing arts venues and other events held within schools and district facilities that include high concentrations of visitors to address EVACUATE (Hazmat Evacuation) and STAY (Shelter-in-Place) in the event of a hazardous materials incident.
5. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will maintain communications with local emergency responders and dispatch centers in the event of a hazardous materials incident occurring before or after regular school operations that might affect bus routes or require a school or facility not to open.

### ***Addressing the Needs of Students, Staff, and Visitors With Special Needs, Disabilities, and Medical Conditions***

[Modify this section according to local conditions and policies – note – individuals with special needs, staff, and visitors, must also be included in all other sections of emergency plans, where applicable]

1. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will coordinate with [HEAD OF THE SPECIAL NEEDS INSTRUCTIONAL AND SUPPORT PROGRAM] to ensure that every student 504 or IEP addresses that individual's personal plan for emergencies, including hazmat evacuation and shelter in place as outlined in [REFERENCES].
2. Hazardous materials-related drills, exercises, and training will include individuals with special needs, disabilities, medical conditions, and their caregivers.
3. [OPTIONAL] The [NAME] CERT Team will conduct annual training, drills, and exercises to assemble and assist special needs, disabled, and medically vulnerable students, staff, and visitors in the event of an evacuation or shelter-in-place. CERT Team members under the age of 18 must have adult supervision.
4. [OPTIONAL] The District will train and coordinate the necessary medical authorizations for school nurses or other qualified personnel to administer oxygen or other lifesaving care to individuals with conditions that make them more vulnerable to respiratory distress in a hazmat emergency. Schools within 1,000 yards of a known hazard will maintain portable oxygen according to school medical policy outlined in [REFERENCE TO SCHOOL MEDICAL PROGRAM POLICY].
5. [OPTIONAL] [NAME OF ESPECIALLY VULNERABLE SCHOOL OR PROPERTY] will pre-stage a handicapped compatible bus on the property during school hours with a designated, trained, and licensed driver to assist in the evacuation of disabled students, staff, and visitors.

## Organization and Assignment of Responsibilities

### General

The [DISTRICT NAME] and associated schools will utilize their regular emergency organization described in [REFERENCE TO BASIC PLAN COVERING ORGANIZATION] to respond to and recover from incidents involving hazardous materials. The [DISTRICT NAME] and associated schools will utilize the Incident Command System and the National Incident Management System when interfacing with external support, first responders, incident command posts, Emergency Operations Centers, and other outside organizations in the response.

### Assignment of Responsibilities

[The following is an example and will require customization to each school district's organization and needs. After each official, include a description of their responsibilities under the district plan]

#### District

1. [DISTRICT EMERGENCY MANAGER COORDINATOR]
  - a. List Roles and Responsibilities here
2. District Superintendent
  - a. List Roles and Responsibilities here
3. Assistant Superintendent
  - a. List Roles and Responsibilities here
4. School Police/Security Supervisor
  - a. List Roles and Responsibilities here
5. District Nurse
  - a. List Roles and Responsibilities here
6. Transportation Director
  - a. List Roles and Responsibilities here
7. Custodial/Maintenance Supervisor
  - a. List Roles and Responsibilities here
8. School Board Trustees
  - a. List Roles and Responsibilities here
9. District Commander School Police or Security
  - a. List Roles and Responsibilities here
10. Food Service Supervisor
  - a. List Roles and Responsibilities here

11. Athletic Director

- a. List Roles and Responsibilities here

[Modify the following for each school and make sure personnel at each school are aware of their assignments; you may want to keep lists as a separate attachment to the plan.]

**School**

1. Principal/Facility Manager

- a. Describe roles and responsibilities here

2. Assistant Principal/Vice Principal

- a. Describe roles and responsibilities here

3. Secretary

- a. Describe roles and responsibilities here

4. School Nurse

- a. Describe roles and responsibilities here

5. Custodian

- a. Describe roles and responsibilities here

6. Science Lab Supervisor/Teacher

- a. Describe roles and responsibilities here

7. [HMIRT]

- a. Describe roles and responsibilities here

[Districts with existing incident response team structures can identify those here and any hazmat related roles and responsibilities assigned to them]

8. Classroom Teachers

- a. Describe roles and responsibilities here

9. Instructional Assistants

- a. Describe roles and responsibilities here

10. Special Needs Instructors

- a. Describe roles and responsibilities here

11. Special Needs Assistants

- a. Describe roles and responsibilities here

12. Physical Education Teachers

- a. Describe roles and responsibilities here

13. Athletic Director/Coaches

a. Describe roles and responsibilities here

14. Groundskeepers

a. Describe roles and responsibilities here

15. Band Leaders

a. Describe roles and responsibilities here

16. Drama Teachers

a. Describe roles and responsibilities here

17. Bus Drivers

a. Describe roles and responsibilities here

## Direction and Control

[The following is an example and will require customization to the organization and needs of each school district.]

### General

The direction and control of any hazardous materials incident will begin at the school or district facility level with the leader of the school/facility [HMIRT], who will be the Incident Commander for that facility. That will usually be the Principal or Assistant Principal.

The [HMIRT] leader of each school or district facility affected by a hazardous materials incident will direct that facility's response under the guidance and orders of the incident command post established by local responders. The [HMIRT] leader is responsible for determining protective actions and the response for their facility in coordination with local response agencies and the incident command post.

At the District Level, the Superintendent will lead the district effort, with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] acting as the Assistant Leader, coordinating the response in support of school [HMIRT]s. The District Superintendent will guide the District Level response. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR OR DISTRICT EOC/RESPONSE TEAM] will coordinate resources and support to school and district facility [HMIRT]s.

[IF THE DISTRICT HAS AN EOC OR GROUP THAT ASSEMBLES IN THE EVENT OF A MAJOR INCIDENT, DESCRIBE ITS ROLE IN DIRECTING THE RESPONSE HERE]

The [SCHOOL DISTRICT LIAISON] will represent the [DISTRICT NAME] within the community EOC, if activated, in communication and coordination with the Superintendent and the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR].

### Specific

[Depending on the district organization, address specifics related to the overall direction of a response here. Specifically, identify who makes localized incident response decisions, who

makes decisions regarding shelter-in-place and evacuation, and identify an order of succession should a key leader be absent or incapacitated.]

## Readiness Levels

[Customize this section to the needs of your district, the following is an example]

### ***Emergency Level IV***

Normal Operations – Conduct prevention and preparedness activities, training, drills, and exercises according to established schedules.

### ***Emergency Level III***

Increased Readiness – Notification by community Emergency Management of an unusual shipment or event that suggests an increased risk of hazardous materials incident or threat, to include reports of unsubstantiated threats by individuals to district property. [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will monitor the situation and, if applicable, alert the [HMIRT] of any affected properties.

### ***Emergency Level II***

High Readiness – Notification from the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or a school or district facility [HMIRT] of an incident in their vicinity, not yet determined by local responders. The [DISTRICT EMERGENCY MANAGER] will notify [HMIRT]s of each school or district facility impacted by the event. All [HMIRT]s affected in the vicinity of the incident will assemble and prepare their facility to respond. Depending on proximity to the event, [HMIRT]s may initiate the STAY response (shelter in place) or order a localized evacuation (for example, of a room or a part of a building). The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will monitor the situation and remain in contact with affected [HMIRT] until further instruction from the local responder Incident Command, the local Emergency Operations Center, or local emergency dispatch.

### ***Emergency Level I***

Major Incident Notification – Notification received by the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or a school or district facility [HMIRT] of a major incident within the district that impacts one or more school or district facilities. The [HMIRT] of all affected facilities will assemble and initiate an immediate STAY response (shelter-in-place) unless instructed to EVACUATE (Hazmat Evacuation) by the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or the Incident Commander. [HMIRT] or [OTHER] may order EVACUATE (Hazmat Evacuation) of a property when the danger is immediate and apparent. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will notify the District Superintendent and activate the District EOC. If the local EOC activates, the [DISTRICT EOC LIAISON] will report to the EOC. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will alert the [TRANSPORTATION DIRECTOR] to assemble buses and drivers, evaluate routes, and prepare to conduct the District Evacuation/Reunification plan on direction from the [SCHOOL SUPERINTENDENT].

## Administration and Support

[Customize this section to the needs and organization of your District and District Emergency Operations Plan. The following is only an example.]

### **Support**

When an incident exceeds the capability of the district to respond or requires resources, materials, personnel, or other resources the district cannot provide, the [DISTRICT SUPERINTENDENT] will notify the local Incident Commander or Emergency Operations Center (if activated) of the need for that resource.

### **Hazardous Materials Incident Report**

The Hazardous Materials Incident Report and Action Plan Form is in [ATTACHMENT X] of this Annex.

### **Resources**

The district resources for emergency response are in [ANNEX X] of [DISTRICT NAME] Emergency Operations Plan.

District, School, and District Facility Hazardous Materials resources are in [ATTACHMENT X] of this Annex [OR ANNEX X OF [DISTRICT NAME] EMERGENCY OPERATIONS PLAN].

### **Documentation and Cost Recovery**

[For many districts, this section is of high importance. To recoup expenses in a hazardous materials incident, schools, district facilities, and the district must maintain accurate and complete records of all actions taken, expenses incurred, and other related materials. Districts *must* customize this section to their circumstances and personnel structure. Record keeping in the event of an incident is vital. The district and schools may wish to designate specific people by position to maintain records of actions taken during a response, purchases made, resources utilized, personnel hours worked to address the incident, damages, and estimates of repair, decontamination, cleanup, or other expenses, and miles driven by district vehicles.]

[HMIRT] Leaders and the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will maintain accurate records of all their actions during a Hazardous Materials Response and the expenditure of any funds, resources utilized, or other expenses incurred by the district. Within [XX DAYS/WEEKS/MONTHS] of any Hazardous Materials Incident Response, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will compile these records and reports and provide a complete account to the [DISTRICT COST RECOVERY DESIGNEE].

Under federal and state regulation, the party transporting, storing, or using hazardous materials involved in the incident is known as the responsible party. The responsible party is liable for the costs incurred by others in the response and recovery and for environmental damage, personal injury, or death. The responsible party is liable whether they caused the incident or not. However, they or their insurance company may seek civil restitution from individuals or organizations found to be responsible for a hazardous materials incident.

In many cases, restitution for hazardous materials incidents may involve legal action by communities. The [DISTRICT COST RECOVERY DESIGNEE] will coordinate any legal action with the local community regarding cost recovery from responsible parties. The [LEGAL REPRESENTATIVE OF THE SCHOOL DISTRICT] will pursue any legal action against responsible parties or their insurance companies to recover District costs for any hazardous materials incident where the District is not the responsible party.

If the responsible party is unidentifiable, absconds, or proves unable or unwilling to pay, depending on the material released, the U.S. Environmental Protection Agency (EPA) may provide up to \$25,000 to local governments for reimbursement of expenses. The [DISTRICT COST RECOVERY DESIGNEE] will coordinate with the local government to assist in submitting a request under the Local Governments Reimbursement (LGR) Program to the EPA Region VI office in Dallas according to the rules outlined on the EPA LGR website and 40 CFR Part 310.

### **Post-Incident Review**

1. Within [XX hours/days] of the conclusion of any hazardous materials incident response in the district, the [HMIRT] of any affected school/facility will conduct an after-action review of the incident and submit a Hazardous Materials Incident Response Report ([ATTACHMENT X of this Annex]) to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR]. This report includes recommendations for changes to an existing district or school/facility procedure, engineering controls, or building modifications.
2. Within [XX HOURS/DAYS/WEEKS] of the conclusion of any Level II or III hazardous materials incident response or full-scale exercise, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will initiate a District level after-action review, develop an improvement plan based on the results, initial a school safety committee review of district and school emergency operations plans and perform any necessary updates to plans or procedures
3. Within [XX DAYS/WEEKS] of any incident response concluding, the [DISTRICT BUILDING OFFICIAL] in consultation and coordination with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and the School District Safety Committee, will review and reassess engineering controls, school, and facility construction, and existing or proposed mitigation efforts as part of any recovery following a Level II or III hazardous materials incident response. The [SCHOOL BUILDING OFFICIAL] in coordination with the [DISTRICT SUPERINTENDENT] will develop a short and long term improvement plan for affected facilities as part of the recovery process and submit that plan to the [SCHOOL BOARD] for approval, based on their review of any Level II or III hazardous materials incident.

### **Training**

[Customize this section to the needs and organization of your District, teacher, and staff contractual arrangements, local ordinances, or other guidance or regulation. The following is an example.]

FEMA independent study courses recommended for all essential emergency planning and response personnel within any school district include:

- [IS-100.C: Introduction to the Incident Command System, ICS-100](#)
- [IS-5. A: An Introduction to Hazardous Materials](#)

Training for **HMIRT** members also includes:

- [IS-200.C: Basic Incident Command System for Initial Response](#)

Advanced training for other leaders in emergency response roles can include:

- [IS-700.B: An Introduction to the National Incident Management System](#)
- [IS-800.D: National Response Framework, An Introduction](#)

School Emergency Managers and planners may also benefit from the completion of:

- [IS-362.A: Multi-Hazard Emergency Planning for Schools](#)
- [IS-235.C: Emergency Planning](#)
- [IS-366.A: Planning for the Needs of Children in Disasters](#)
- [IS-36: Multihazard Planning for Childcare](#)
- [IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship](#)
- [IS-368: Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations](#)
- [IS-15.B: Special Events Contingency Planning for Public Safety Agencies<sup>1</sup>](#)
- [IS-520: Introduction to Continuity of Operations Planning for Pandemic Influenzas](#)
- [IS-2500: National Prevention Framework, an Introduction](#)
- [IS-2600: National Protection Framework, an Introduction](#)
- [IS-2700: National Mitigation Framework, an Introduction](#)

School Districts establishing their own Emergency Operations Center or assigning a district representative to a community EOC may wish to have EOC personnel complete:

- [IS-2200: Basic Emergency Operations Center Functions](#)

Districts with Public Information Officers or District Superintendents may wish to complete:

- [IS-29.a: Public Information Officer Awareness](#)

School and facility faculty, staff, volunteers, and support personnel may be assigned OSHA 1910.1200 Hazard Communication compliant training upon hiring or volunteering and every [specify number] year(s) after that; and receive (annually) training on the three primary hazardous materials incident responses (localized, shelter-in-place, evacuation) and their role in the response.

### ***Personal Protective Equipment***

[Customize this to the specifics in your district. Certain high-risk schools/facilities may consider acquiring and maintaining escape hoods or other respiratory protection for staff/students or bus

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<sup>1</sup> Recommended for school resource officers and those responsible for emergency planning related to athletic events and other special events like graduation ceremonies or performances.

drivers, medically vulnerable staff, students, or those with special needs. Note: escape hoods do not offer universal protection against all substances; they may or may not be helpful depending on the circumstances of your district.]

Each [DISTRICT NAME] property with hazardous materials on-site will have a fully stocked, regularly checked Spill Control Response Kit for localized, incidental spills and appropriate gloves, goggles, and masks for [HMIRT] members. Each [DISTRICT NAME] property with hazardous materials on-site will have a Decontamination Kit or designated shower/eyewash point with the capability to conduct eyewash and gross decontamination (washing) as well as bags and materials to contain any contaminated clothing or materials.

[LIST SPILL CONTROL RESPONSE KIT CONTENTS]

[LIST DECONTAMINATION KIT]

The [DISTRICT NAME] [LOCATION] will stock replacement materials for Spill Control Response Kits and Decontamination Kits, as well as PPE to support shelter-in-place and evacuation operations [i.e., suits, boots, masks, escape hoods, etc.]. [DESIGNATED SUPPLY OFFICIAL] will inspect the supply annually and order replacement materials for any used during the year. [HMIRT]s will request resupply through [DESIGNATED SUPPLY OFFICIAL] of any materials expended or utilized during an incident or exercise.

### **Shelter Equipment**

Each school or district facility within 1000 yards of an identified Hazardous Materials industrial or commercial facility, rail line, transportation route, or pipeline will maintain the following material to implement shelter-in-place operations:

[LIST ANY SPECIAL MATERIALS FOR SHELTER-IN-PLACE] [i.e., plastic sheeting, duct tape, towels, bottled water, etc.]

### **Plan Testing and Updates**

[Specify exercise frequency, type, and AAR process here, or reference it elsewhere in your Emergency Operations Plan. Include all three hazardous materials responses (localized, shelter, evacuate). Reference the procedure by which you will conduct after-action reviews and plan updates and the approval authority for updates to the plan.]

### **Communications**

[Reference a Communications Annex, Attachment, or another reference in your existing Emergency Operations Plan. Ensure that reference identifies at least two means to communicate, primary and backup, only one of which may be cellphone or internet, and the means and procedures by which you will communicate within the district and with outside and supporting agencies and emergency management to include: [HMIRT]s with District, local EOC with District, between the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and the District Superintendent, [HMIRT]s with local incident commanders/first responders, communications between [HMIRT]s and students, faculty, and staff. Also, be sure to reference your reunification annex and how the district will communicate with parents/guardians and the public.]

## Annex Development and Maintenance

[DISTRICT EMERGENCY MANAGEMENT COORDINATOR] is responsible for preparing and maintaining this annex. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will consolidate recommended changes from after-action reviews and [HMIRT] reports and present them to the [SUPERINTENDENT] for approval and submission to the [SCHOOL DISTRICT SAFETY COMMITTEE or SCHOOL BOARD].

[HMIRT] leaders are responsible for preparing and maintaining their own school/district facility response plans. They will submit any changes for approval to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR].

The [SCHOOL SAFETY AND SECURITY COMMITTEE OR OTHER DESIGNATED PARTY] will review this annex every three years, before any school safety audit, and update it per [REFERENCE IN BASIC PLAN]. Additionally, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will review this annex following any Level II or III hazardous materials Incident Response, community-level exercise, or any other event resulting in an after-action review at a district level.

[HMIRT]s will update their hazardous materials inventories annually, submitting them to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] for inclusion in [ATTACHMENT X] of this annex.

Designated officials, divisions, offices, and departments will develop and maintain standard operating procedures (SOPs) necessary to perform their duties as assigned in this annex. Responsible parties will provide copies of any SOP to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] to maintain continuity during personnel changes.

## References

Department of Education, [Guide to Developing High-Quality School Emergency Operations Plans](#) (2013).

Department of Education, [The Role of Districts in Developing High-Quality School Emergency Operations Plans](#) (2019)

Federal Emergency Management Agency, [Developing and Maintaining Emergency Operations Plans, CPG-101 v2: Comprehensive Preparedness Guide](#) (2010)

National Response Team, [NRT-1: Hazardous Materials Emergency Planning Guide](#) (2001)

Texas Division of Emergency Management, [LEPC Guide](#) (2019)

Texas Division of Emergency Management, [Annex Q – Hazmat and Oil Spill Response, Plan Templates and Checklists](#) (2013)

Texas State School Safety Center, [School Pipeline Safety Toolkit](#)

US Department of Transportation, [Emergency Response Guidebook](#)

## Attachments

[Customize and develop Attachments to this Annex based on the circumstances and requirements of your district. The following are suggestions. Attachments 4, 5, 6, 7, and 8 may also form a single map/annex or be in the form of a Geographic Information System database, referenced here by location and responsible party.]

Attachment 1	Action Items for Emergency Planning Mission Areas
Attachment 2	[HMIRT] Response Checklist
Attachment 3	Hazardous Materials Incident Report
Attachment 4	Schools and District Facilities within 1000 yards of an active rail line
Attachment 5	Schools and District Facilities within 1000 yards of an LEPC Identified Hazardous Materials Commercial or Industrial facility
Attachment 6	Schools within 1000 yards of a Hazardous Materials Transportation Routes
Attachment 7	Schools within 1000 yards of a Pipeline
Attachment 8	Bus Routes with Mapped Hazardous Materials Threats and Hazards
Attachment 9	School and District Facility Hazardous Materials Response Plan Template
Attachment 10	School and District Facility Hazardous Materials Inventories and SDS

## Attachment 1 of [SCHOOL DISTRICT NAME] Hazardous Materials Emergency Operations Plan

### [SAMPLE] Action Items for Emergency Planning Mission Areas

TEC § 37.108(a) lists five mission areas required for each district’s emergency plan: prevention, preparedness, response, recovery, and mitigation. In addition to the measures listed in the preceding annex, the following list of action items or projects undertaken for each mission area allows long-term tracking of measures your district takes to enhance your multi-hazard emergency plan.

Prevention: TSSC defines prevention as “actions districts take to avoid an incident or to intervene to stop an incident from occurring.” Prevention activities help identify and remove or eliminate risks rather than mitigate or reduce their effects.

Action Item/Description	Status: Initiated (I) or Completed (C)	Date

Preparedness: TSSC defines prevention as “actions districts conduct to increase their level of readiness to respond to emergencies and disasters. Actions involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for hazards and developing district plans.” Preparedness activities are those a district, school, or district facility conducts before an incident that increases their ability to respond and the speed and effectiveness of that response.

**VOLUME 4: EMERGENCY PLAN TEMPLATES**

Hazardous Materials and Train Derailment Emergency Planning Guide for School Districts and Community Colleges

Action Item/Description	Status: Initiated (I) or Completed (C)	Date

Response: TSSC defines response as “short-term activities including immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans.”

Action Item/Description	Status: Initiated (I) or Completed (C)	Date

Recovery: TSSC defines response as “both short-term and long-term efforts for rebuilding and revitalization of the affected area ... characterized by the activities undertaken by the district and community to establish a ‘new normal’.” When the incident response concludes, the recovery begins.

Action Item/Description	Status: Initiated (I) or Completed (C)	Date

**VOLUME 4: EMERGENCY PLAN TEMPLATES**

Hazardous Materials and Train Derailment Emergency Planning Guide for School Districts and Community Colleges

Mitigation: “activities that eliminate or reduce the loss of life and property from a disaster by avoiding or lessening the impact and providing value by creating safer communities.” Hazardous materials mitigation measures reduce the risks and effects of a hazardous materials incident.

<b>Action Item/Description</b>	<b>Status: Initiated (I) or Completed (C)</b>	<b>Date</b>

## Attachment 2 of [SCHOOL DISTRICT NAME] Hazardous Materials Emergency Operations Plan

### [SAMPLE] [HMIRT] Incident Response Checklist

Based on initial information and (if needed) investigation by the [HMIRT]:

- Is the event an Immediate or Eminent Attack or Threat? If Yes:
  - Contact Law Enforcement and school security immediately
  - Depending on the threat, begin either lockdown/shelter-in-place or evacuation
- Is the event a Small/Localized Spill? If Yes:
  - Evacuate the immediate area of the spill if not already accomplished.
  - a. Is there a fire, threat of fire, or was there an explosion? If Yes:
    - Initiate evacuation procedures by activating the nearest fire alarm if not already done
    - Call 911
    - Call the DEMC
  - b. If safe to do so, attempt to discover/identify:
    - Material(s) involved
    - Approximate quantity of materials
    - Any other information about the spill/incident (explosion, fire)
    - Any injuries or contamination of people?
    - Contaminated areas?
  - c. Are there injuries or contaminated students or staff? If Yes:
    - Call 911, if needed, and notify the school nurse
    - Move injured person(s) to a safe area away from the incident location, if safe to do so
    - Conduct emergency decontamination
    - Render first aid
  - d. Is it an **incidental spill**? If Yes:
    - Safely contain or clean up the spill according to policy and training using an incidental spill kit
  - e. Does the substance pose toxic vapor, potential fire, explosive, or other hazards (spills not on fire or that did not explode but might)? If Yes:
    - Determine the appropriate evacuation area based on information in the ERG or an SDS and evacuate the area, room, or building, as required
    - Only if it is safe to do so, open windows to ventilate the space and close any doors (Note: you may need to evacuate adjacent rooms if the school has open ceilings).
    - Call 911
    - Notify the DEMC

- Is it an External Event Requiring STAY (Shelter in Place)? If Yes:
  - Call 911 if the fire department is not already on scene
  - Follow instructions from the Incident Commander or senior fire department official
  - Initiate STAY (shelter in place) procedures for the school/facility
  - Notify the DEMC
- Is it an External Event Requiring EVACUATE (Hazmat Evacuation)? If Yes:
  - Call 911 if the fire department is not already on scene  
Follow the instructions of the fire department/Incident Commander
  - Determine an evacuation point with the incident commander or senior fire department official on the scene
  - Identify a safe route to the evacuation point and ensure it is upwind and, if necessary, uphill from the incident
  - Make sure the evacuation point is outside of the initial isolation area as defined by the incident command for the substances spilled
- Is direction from responders/incident commanders unavailable and catastrophic danger from hazmat impacts to life and health imminent? If Yes:
  - Consider initiating EVACUATE to the designated site closest crosswind or upwind, immediately on foot
  - Consider initiating EVACUATE procedures for any special needs or disabled or vulnerable staff, students, or visitors
  - Contact the DEMC and notify them of the evacuation and begin coordination for bus transport from the evacuation point to the reunification site
- If the threat is not immediate, is there time to coordinate vehicle transportation to the reunification site? If Yes:
  - Contact the DEMC to coordinate.
  - Evacuate via vehicle directly to the reunification site

## Attachment 3 of [SCHOOL DISTRICT NAME] Hazardous Materials Emergency Operations Plan

### [SAMPLE] Hazardous Materials Incident Report

School or Facility Affected:

Incident Reported By (name and contact information):

Length of Incident (hours, minutes):

Location of Incident:

- Inside the School/Facility
- On school/facility grounds, outdoors
- Off school property affecting school operations

Responsible Party (if known):

- School/District (school-owned or supplied hazardous materials)
- Student, Visitor, or Intruder (deliberate or accidental acts involving materials brought onto campus not supplied by the school)
- Other public or private entity (i.e., railroad, pipeline company, commercial vehicle operator, factory, warehouse, etc.)

Name, Address, and Contact Information of Responsible Party (if known):

Specific location of the incident (name of room, facility, or address where the incident occurred):

Actions Taken:

(Describe the incident, actions taken, and any external contacts, from the time of notification to conclusion of the incident, attach additional sheets if necessary)

Lessons Learned:

(Conduct an After Action Review after every incident, document at least two best practices or things that worked well and two things that require improvement, also include what you plan to do to make those improvements and any recommendations for the DEMC regarding changes to district policy or items that may help other district properties improve their response, attach additional sheets if necessary)

## **[SAMPLE] Hazardous Materials Incident Report**

PAGE 2

### ***Cost Report***

#### Supplies Expended:

(List any supplies or materials expended by the school in responding to the incident, attach additional sheets if necessary)

#### Personnel Time:

(List time worked on the incident by position and number of personnel, attach additional sheets if necessary)

#### Other Itemized Expenses:

### **III. SHELTER AND EVACUATION/REUNIFICATION PLAN MODIFICATIONS FOR HAZMAT INCIDENTS**

## Shelter Plan Sample Content

INSERT THE FOLLOWING INTO YOUR SHELTER PLANS, MODIFIED FOR FORMAT, CONTENT, AND CIRCUMSTANCE. THE FOLLOWING ARE SUGGESTIONS:

- [RESPONSIBLE POSITION] at each school and facility have the authority to initiate shelter-in-place for a hazardous materials incident affecting the school property, with or without guidance from the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or first responders.
- Upon initiation of a shelter-in-place, the [RESPONSIBLE POSITION] initiating the action will immediately notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] at [PHONE NUMBER] or [ALTERNATE MEANS OF NOTIFICATION].
- Upon notification of a hazardous materials incident requiring a Shelter-In-Place, students and staff of affected facilities will immediately close all windows and doors.
- The [NAME OF RESPONSIBLE POSITIONS] will turn off all fans, HVAC, and other ventilation systems according to the following instructions:

[SPECIFY INSTRUCTIONS HERE OR STATE THAT SCHOOLS WILL FOLLOW THEIR PROCEDURES]

- The [RESPONSIBLE POSITION] will initiate a reverse evacuation, ordering students, faculty, staff, and visitors to move indoors immediately to assigned classrooms or designated indoor gathering points.

[NOTE: Gathering points, classrooms, and other designated shelter-in-place locations must have access to restrooms and water for consumption that do not require individuals to leave the building or go outdoors. Portable units may require evacuation into other buildings.]

- Visitors and students not assigned to a classroom or other faculty and staff not assigned specific responsibilities will report to [DESIGNATED PLACE].
- [RESPONSIBLE POSITION] will instruct visitors to remain on campus and join the shelter effort. No personnel should leave the campus if possible. Individuals attempting to leave may become victims or face detainment by authorities.
- [RESPONSIBLE POSITION] will sweep the campus, lock and secure all outer doors and check all unoccupied spaces to close doors/windows.
- Room leaders and assistants will tape exterior windows and doors with duct tape from the room's shelter in place kit
- Seal gaps at the bottoms of exterior doors with towels from the shelter in place kits or with coats, clothing, rags, or other materials.
- Do not open exterior doors or windows until given the all-clear by [RESPONSIBLE POSITION].
- Keep interior doors closed and sealed as much as possible.
- Room Leaders will report completion of procedures and accountability to the [HMIRT] at [LOCATION OR NUMBER] via [MEANS OF COMMUNICATION]
- Report any medical problems, signs or symptoms of exposure, unusual smells, or difficulty breathing immediately to the [HMIRT] at [LOCATION OR NUMBER] via [MEANS OF COMMUNICATION].

- If the shelter-in-place order will last more than an hour or affect arrival/dismissal times, students may utilize cellphones to contact parents/family on instructions from the [HMIRT].
- The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will work with the [DISTRICT PUBLIC AFFAIRS OFFICIAL] to notify student families and the public and provide instructions for families of students affected by the shelter.
- No one will leave their classroom/gathering point or the building, except on instruction from the [HMIRT] or during planned bathroom breaks organized by the [HMIRT].

## Evacuation Plan Sample Content

INSERT THE FOLLOWING INTO YOUR EVACUATION PLANS, MODIFIED FOR FORMAT, CONTENT, AND CIRCUMSTANCE. THE FOLLOWING ARE SUGGESTIONS. NO MATTER THE FORMAT OR CONTENT, THE PROCEDURES OUTLINED IN YOUR BASIC PLAN, HAZARDOUS MATERIALS ANNEX AND SHELTER, EVACUATION, AND REUNIFICATION ANNEXES MUST ALIGN AND BE CONSISTENT:

- [RESPONSIBLE POSITION] at each school and facility have the authority to initiate evacuation for a hazardous materials incident affecting the school property, with or without guidance from the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or first responders.
- Upon initiation of an evacuation, the [RESPONSIBLE POSITION] initiating the action will immediately notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] at [PHONE NUMBER] or [ALTERNATE MEANS OF NOTIFICATION].
- Evacuation for gas leaks, carbon monoxide, or small, contained incidents or spills will follow the same procedures as those used in fire evacuations, to the same assembly points, unless directed otherwise by first responders or the local [HMIRT] leader.
- [OPTIONAL] Whenever evacuation due to a suspected gas leak occurs, [RESPONSIBLE POSITION TITLE] will initiate a shutdown of the gas supply to the affected building.
- Evacuation due to an external hazardous materials incident or train derailment will follow the same procedures as other evacuations, except:
- Each property will designate four hazardous materials evacuation points (one in each cardinal direction), each:
  - With suitable access for buses and a safe area for all students, staff, and visitors;
  - And at least [DISTANCE HERE – e.g., 1000 feet (333 yards) or 800 meters (1/2 mile)] from the school property.
- Whenever the responding Incident Commander, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR], or the [RESPONSIBLE POSITION] orders an evacuation due to a hazardous materials incident, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and the [HMIRT] of the affected property will work with responders to select which evacuation site to use based on wind direction and location of the spill.
- In case of a hazardous materials evacuation, all district's properties will evacuate to a pre-selected hazardous materials incident location announced by the [HMIRT] for that location and communicated via [MEANS OF COMMUNICATION].
- [OPTIONAL] Vulnerable schools within 1000 yards of a known hazard with special needs students or disabled students or staff will maintain a handicapped compatible bus with a trained and licensed driver at their property to assist with the evacuation of those with mobility issues.
- Upon notification of an evacuation due to a hazardous materials event, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will consult with the property [HMIRT], local responders, emergency management, and the [DISTRICT SUPERVISOR] and decide whether or not to initiate the district reunification plan in [ANNEX X] of this EOP.

- During the evacuation and every 15 minutes while at the designated evacuation point, the [HMIRT] team will monitor the wind direction and seek additional guidance from first responders should they monitor a change in wind direction or speed that might put the evacuation site in danger.



## IV. EXAMPLE HAZMAT EMERGENCY PROCEDURES FOR SCHOOLS/CLASSROOMS

[NOTE: The following are samples/guidelines. Modify these to conform with existing procedures and local circumstances. Replace items in brackets highlighted in Yellow with local information. Remove items in brackets highlighted in Green that offer additional instructions before publication.]

## Incidental Spill/Release of Hazardous Materials

- Contact head office and request activation of the Hazardous Materials Incident Response Team
- Evacuate students from the immediate vicinity of the spill or the classroom, if necessary.
- If trained and the spill is incidental, wear protective equipment and contain the spill using the nearest small spill incident response kit. Do not allow it, if possible, to enter drains.
- Conduct emergency decontamination of students, faculty, or staff exposed to the material and conduct first aid of any cuts, burns, or other injuries.
- In a safe area, away from the spill, meet with the [HMIRT] and provide the following information, if known:
  - Material spilled
  - Quantity spilled
  - Location of the spill
  - Measures taken to contain or clean up the spill
  - Identity of students, faculty, or staff contaminated by the spill
    - Measures taken to decontaminate them
  - Identity of students, faculty, or staff injured in the event
    - Nature of their injuries and treatment provided

## Uncontrolled Large Spill or Release (Non-incidental)

- Evacuate everyone from the room immediately.
- If safe to do so, turn off lights, open windows, and close doors on the way out.
- If a science lab, ensure the primary gas valve is off, and ventilation systems are on if equipped.
- Activate the nearest fire alarm and notify the head office to activate the Hazardous Materials Incident Response Team and where they should meet you/find you.
- Evacuate the building according to the procedures for a fire emergency.
- Conduct accountability according to procedures for a fire emergency.
- Conduct emergency decontamination of students, faculty, or staff exposed to the material and then conduct first aid of any cuts, burns, or other injuries.
- In a safe area outside of the building, meet with the **HMIRT** and provide the following information, if known:
  - Material spilled
  - Quantity spilled
  - Location of the spill
  - Measures taken to contain or clean up the spill
  - Identity of students, faculty, or staff contaminated by the spill
  - Measures taken to decontaminate them
  - Identity of students, faculty, or staff injured in the event
  - Nature of their injuries and treatment provided

## Gas Leak or Carbon Monoxide Alarm

- Activate the nearest fire alarm if the alarm is not already sounding.
- Turn off lights, extinguish all flames, open windows, close the door on the way out.
- If a science lab, or if otherwise equipped, shut off the main gas valve for the lab and facility.
- Notify the [head office or designated point of contact] of the leak or smell of gas, ask them to activate the [HMIRT] and where they should meet you/find you.
- Instruct students, faculty, and staff to turn off all cellphones and not turn them on again until instructed to do so. Stress the importance of this as part of everyone's safety. Cellphones, radios, and electrical/electronic devices may ignite gas vapors and cause an explosion.
- Evacuate the building according to Hazardous Materials Evacuation Emergency instructions.
- Conduct accountability according to procedures for a fire emergency.
- Assess students, faculty, and other staff for difficulty breathing or other respiratory problems or injuries. Provide first aid and seek help.
- In a safe area outside of the building, meet with the [HMIRT] and provide the following information, if known:
  - Reason for suspecting a gas leak.
  - Measures taken to contain it (if a science lab)
  - Identity of students, faculty, or staff injured in the evacuation or suffering from respiratory issues
  - Nature of their problems and any treatment provided
- [RESPONSIBLE PERSON OR GROUP] will turn off power to the building/campus according to previously established procedures.
- [RESPONSIBLE PERSON OR GROUP] will sweep the campus to ensure a complete evacuation and report their status to the [HMIRT] via [MEANS OF COMMUNICATION].
- If the evacuation will last more than an hour or affects arrival/dismissal times, students may utilize cell phones to contact parents/family on instructions from the [HMIRT].

## Hazardous Materials Shelter-in-Place Emergency

- Upon notification of a hazardous materials incident requiring a Shelter-In-Place, immediately close all windows and doors.
- If responsible, turn off all fans, HVAC, and other ventilation systems according to instructions.
- Initiate a reverse evacuation. Move all students, faculty, and staff indoors immediately to assigned classrooms or designated indoor gathering points:

[LIST GATHERING POINTS OR INCLUDE A MAP]

[NOTE: Gathering points, classrooms, and other designated shelter-in-place locations must have indoor access to restrooms and water for consumption that do not require individuals to leave the building or go outdoors. Instructional trailers or other facilities may require evacuation into other buildings.]

- Visitors, students not assigned a classroom, or other faculty and staff will report to [DESIGNATED PLACE]. Instruct visitors to remain on campus and join the shelter effort. No personnel should leave the campus if possible. Individuals attempting to leave may become victims or be subject to detainment by local authorities.
- [POSITION TITLE OF RESPONSIBLE PERSONS] will sweep the campus, lock and secure all outer doors and check all unoccupied spaces to close doors/windows.
- Room leaders and assistants will tape exterior windows and doors with duct tape from the room's shelter in place kit
- Seal gaps at the bottoms of exterior doors with towels from the shelter in place kits or with coats, clothing, rags, or other materials.
- Do not open exterior doors or windows until given the all-clear.
- Keep interior doors closed and sealed as much as possible.
- Teachers will report completion of procedures and accountability to the [HMIRT] at [location/number] via [MEANS OF COMMUNICATION]
- Report any medical problems, signs or symptoms of exposure, unusual smells, or difficulty breathing immediately to the [HMIRT] at [location/number] via [MEANS OF COMMUNICATION].
- If the shelter-in-place order will last more than an hour or affects arrival/dismissal times, students may be allowed to utilize cellphones to contact parents/family on instructions from the [HMIRT].
- No one will leave their classroom/gathering point, or the building except on instruction from the [HMIRT] or according to planned bathroom breaks organized by the [HMIRT].

## Hazardous Materials Evacuation Emergency

- In some instances, vehicle evacuation may be possible. Until the arrival of busses to evacuate the campus, execute a shelter-in-place for hazardous materials. The [HMIRT] will provide instructions via [MEANS OF COMMUNICATION]. Do not allow individuals to “self-evacuate” as this may create traffic hazards or result in their injury.
- Upon notification of a Hazardous Materials Evacuation, the ([HMIRT]) will provide a route off-campus and a meeting point for all faculty, staff, and students.

[Consider pre-designating gathering points in the four cardinal directions (North, South, East, and West) of the campus/building. Using information from the DEMC, LEPC, or local emergency management/fire department, it may be possible to determine evacuation routes and points for high-risk schools and district facilities ahead of time based on the location and content of known hazardous materials risks to the property. For example, a school next to railroad tracks to its immediate north might have designated evacuation routes and gathering points to a store parking lot 900 yards from the school to the south, a park 750 yards to the east, and a church 800 yards to the west. That way, in the event of a derailment, the [HMIRT]/incident commander need only determine the wind direction to determine which point to use.]

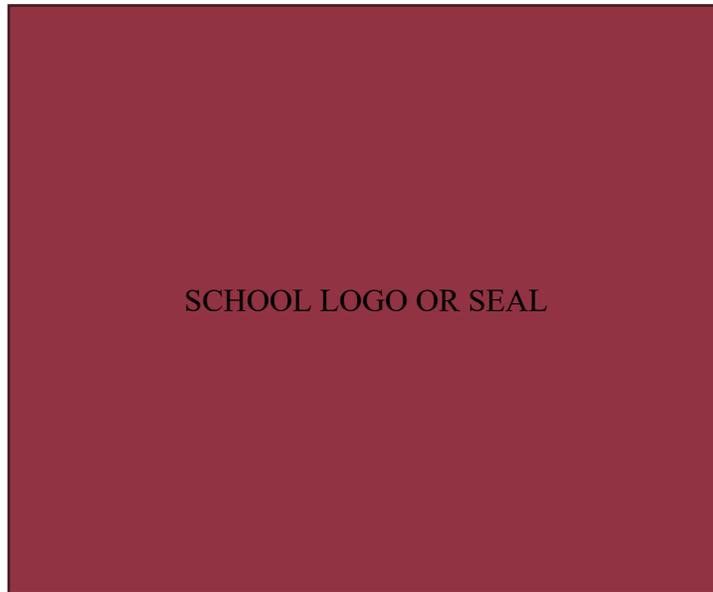
- Visitors should depart campus along the same route.
- Individuals outdoors will gather under the responsibility of designated group leaders and immediately evacuate according to instructions.
- Classroom teachers will turn out lights, close windows, and lock doors behind them.
- Students not in classrooms will report to [DESIGNATED GATHERING POINTS] and follow [GROUP LEADERS] instructions.
- Students should gather any personal items (backpacks, purses, or other items) in their immediate possession. Do not allow students to return to lockers or leave the classroom/group unless instructed by the [HMIRT].
- Turn off all electronics and electrical devices, including cellphones. Instruct students and staff to turn off cell phones as cell phones may ignite certain chemical vapors and gases.
- Instruct students, faculty, and staff NOT to use cellphones until you have reached the evacuation gathering point, and it is safe to do so. Stress the importance of this as part of everyone’s safety.
- Students, staff, or faculty requiring assistance to move, and special needs classrooms will [describe procedures here].

[Some high-risk schools and facilities may wish to maintain a means of transport on campus for emergency evacuation of special needs or disabled students, faculty, or staff in the event of an emergency evacuation order.]

- [RESPONSIBLE PARTY] will sweep campus, lock doors, and ensure a total evacuation of the property before departing the campus and inform the [HMIRT] via [means of communication] of their status.
- Upon reaching the evacuation point, group leaders will conduct accountability and report their results to the [HMIRT] via [MEANS OF COMMUNICATION].
- From the evacuation point, initiate regular evacuation/reunification procedures.

# **V. SCHOOL EMERGENCY OPERATIONS PLAN ANNEX—HAZMAT AND TRAIN DERAILMENT TEMPLATE**

# **[SAMPLE] Hazardous Materials and Train Derailment RESPONSE PLAN**



**[NAME OF SCHOOL OR DISTRICT FACILITY]**

**[NAME OF DISTRICT]** Independent School District

**[NOTE: Replace items in brackets highlighted in Yellow with local information.]**

**[NOTE: Remove items in brackets highlighted in Green that offer additional instructions before publication]**

**MODIFY ALL ITEMS IN THIS PLAN SHOULD TO LOCAL CONDITIONS AND DISTRICT POLICIES, IN COORDINATION WITH DISTRICT EMERGENCY MANAGEMENT COORDINATOR**

## **[NAME OF SCHOOL] Hazardous Materials and Train Derailment Response Plan**

### **Authority**

1. Texas Education Code § 37.108, Multihazard Emergency Operations Plan, Safety and Security Audit
2. Texas Health and Safety Code, Chapter 502, Texas Hazard Communication Act
3. Texas Health and Safety Code, Chapter 505, Manufacturing Facility Community Right-to-Know Act
4. Texas Health & Safety Code, Chapter 506, Public Employer Community Right-to-Know Act
5. Texas Health and Safety Code, Chapter 507, Non-manufacturing Facilities Community Right-to-Know Act

### **Purpose**

This annex establishes the policies and procedures that [NAME OF SCHOOL] will implement in a hazardous materials incident or train derailment affecting the school. The annex and its appendices identify hazardous materials risks within the district and define the roles, responsibilities, and organizational relationships of those charged with executing this plan.

### **Situation and Assumptions**

#### **Situation**

##### *Internal Hazards*

Hazardous Materials within this school are in:

- [LIST LOCATIONS]
- [LIST LOCATIONS]

A copy of the hazardous materials inventory and Safety Data Sheets are at each storage location and [LOCATION OF THE [HMIRT] COPY OF INVENTORY AND SDS].

##### *Internal Threats*

[BRIEFLY DESCRIBE HOW THE SCHOOL/FACILITY IDENTIFIES INTERNAL THREATS INVOLVING STUDENTS OR FACULTY USING, MAKING, OR POSSESSING CHEMICAL BOMBS, IRRITANT SPRAYS (PEPPER SPRAY), OR OTHER BOMBMAKING MATERIAL AND WHO IS RESPONSIBLE FOR THAT THREAT ASSESSMENT]

##### *External Hazards*

[This section may be or reference a map or other visual representation]

##### *Fixed Facilities*

[List/show fixed hazardous materials commercial or industrial facilities within 1000 yards of school property lines. Include their contact information, address, and other information available from the Local Emergency Planning Committee (LEPC) or the District Emergency Management Coordinator.]

*Railroads*

[List/show rail lines or railyards within 1000 yards of school/facility property lines, the primary operator (i.e., Union Pacific), and their emergency contact information]

*Pipelines*

[List/Show pipelines within 1000 yards of school/facility property lines and emergency contact information]

*Roadway Hazardous Materials Transportation Corridors*

[List/show known hazardous materials transportation corridors/major roadways within 1000 yards of the school/facility property lines]

**Assumptions**

1. Hazardous materials emergencies can occur at any time or place affecting the school, with little or no notice.
2. Other emergency events like flooding, fire, earthquake, or tornados can trigger Hazardous materials emergencies.
3. Notice of a hazardous materials incident occurring off-campus affecting a district property will primarily come from local response agencies.
4. Notice of incidental spills and other internal incidents will come from students, faculty, or staff.
5. The school [Hazardous Materials Incident Response Team (HMIRT)] will lead the response to any hazardous material incident.
6. Hazardous Materials incidents will result in one of three primary protective actions: LOCALIZE INCIDENT (incidental spill response or large, localized spill response), STAY (hazardous materials shelter in place), or EVACUATE (gas leak or hazardous materials evacuation).
7. EVACUATE (Hazmat Evacuation) and STAY (Shelter-in-Place) decisions will be at the recommendation of the community incident commander/first responders in consultation with [District Emergency Management Coordinator] unless direction from first responders/incident commander is unavailable and catastrophic danger is imminent and apparent.
8. During a hazardous materials incident, changes to the conditions of the incident, weather, or wind direction may necessitate a change in protective actions from shelter to evacuation.

**Concept of Operations****Prevention**

1. Annually, [XX] days [BEFORE/AFTER FIRST/LAST] day of school, the [HMIRT] will conduct a hazardous materials inventory of all hazardous materials on school property.
2. The [HMIRT] will ensure a copy of the inventory and manufacturer Safety Data Sheets for each hazardous material stored is available near the storage container.
3. The [HMIRT] will maintain a copy of all hazardous materials inventories, lists of storage locations, and copies of all Safety Data Sheets in a binder located in [HAZARDOUS MATERIALS INVENTORY LOCATION].

4. The [HMIRT] will coordinate the safe disposal of all old, used, or no longer needed hazardous materials on school property.
5. Faculty, staff, and administrators will identify safer alternatives to hazardous materials whenever possible.
6. Individuals ordering, purchasing, or using hazardous materials on school property will order, store, and use only as much as needed and limit storage to required quantities for a single school year.
7. [SCIENCE TEACHERS IN CHARGE OF LABS] will inspect all equipment, apparatus, and gas systems annually for any evidence of leaks or needed repairs and report their inspection results to the [HMIRT] and the [MAINTENANCE CONTACT] for repair or [SUPPLY CONTACT] for replacement.
8. [MAINTENANCE OR CUSTODIAL REPRESENTATIVE] will inspect all HVAC, windows, doors, and other points of air ingress for seal and energy efficiency annually and report their inspection results to the [HMIRT].
9. The [HMIRT] will contact the DEMC and/or responsible parties for all known external hazardous materials risks/threats within 1000 yards of school property annually and coordinate their notification procedure in the event of an incident.

**Preparedness**

1. The [HMIRT] will coordinate the following hazardous materials drills according to the schedule shown:

Drill	Frequency/Date
EVACUATE (Hazmat – Off-site incident)	
EVACUATE (Gas Leak/Evacuation)	
STAY (Hazmat Shelter in Place)	
EVACUATE and REUNIFICATION (due to hazmat)	

2. The [HMIRT] will conduct a Hazardous Materials Communication training event for all faculty and staff [ANNUALLY, BIANNULLY, TRIANNUALLY] on or before the [START/END] of a school year.
3. The [HMIRT] will conduct incidental and large spill response training for all [HMIRT] members and faculty/staff that utilize hazardous materials [ANNUALLY, BIANNUALLY, TRIANNUALLY] on or before the [START/END] of a school year.
4. [HMIRT] members will complete the following training within [XX] days of their appointment to the [HMIRT]:
  - a. FEMA [IS-100.C: Introduction to the Incident Command System, ICS-100](#)
  - b. FEMA [IS-5.A: An Introduction to Hazardous Materials](#)
5. [HMIRT] members will complete the following annually, beginning with their appointment to the [HMIRT]:
  - a. Incidental Spill Response and Large Spill Response Procedures
  - b. Review of this Hazardous Materials Emergency Response Plan

6. The [HMIRT] and faculty/staff responsible for hazardous materials will inspect Incidental Spill Response Kits, Decontamination Kits or Stations, and Shelter-in-Place kits [QUARTERLY, ANNUALLY, EVERY SEMESTER]. [SCHOOL/FACILITY NAME] will maintain a record of the inspection in [LOCATION].

### Response

All hazardous materials incidents affecting the school/facility fall into one of three categories/levels:

#### *Level I—LOCALIZE INCIDENT (Isolate, Deny Entry, & Contain):*

An incident on or near school property involving an incidental spill or release of small quantities of hazardous materials posing no or low risk to faculty, staff, and student health. Such responses will trigger a response by the [HMIRT] and affect a localized evacuation and cleanup by the [HMIRT] or designated contractors. While such spills may affect school operations in part of a facility, these responses do not require the evacuation of an entire facility and allow for continued operations within the facility, not in immediate proximity to the spill.

#### *Level II—STAY (Major Incident Requiring Shelter-In-Place):*

An incident near district property or properties resulting in an order by the responding agencies' incident commander for the property to implement shelter-in-place procedures.

#### *Level II—EVACUATE (Major Incident Requiring Hazmat Evacuation):*

An incident near the school/facility that results in an order by the responding agencies' incident commander to conduct immediate evacuation of the property and requires the movement of the occupants to a safely distant location where they may await transportation to a reunification site outside of the area affected by the incident.

### Notification/Reporting:

[Modify this section as needed to conform with district and school plans, policies, and procedures as well as local circumstances. The term "facilities" in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

In the event of a Level I – Localized Incident Response, the first faculty or staff member aware of the incident will notify the [HMIRT] according to the emergency response procedures and spill response plan. The school/facility [HMIRT] leader will notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] of the incident and request any additional support, if necessary.

Notification of Level II and Level III Major Incidents will, in most cases, come from local first responders and emergency management or the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR]. Upon such notification, the [OFFICE] will initiate notification of the [HMIRT] and notify the [DEMC], if not already in communication, to coordinate district-level support to the affected properties and request outside support via the [incident commander or city/county Emergency Operations Center].

## Response Activities

### Level I—LOCALIZE INCIDENT (*Isolate, Deny Entry, & Contain*)

[Modify this section as needed to conform with district and school plans, policies, and procedures as well as local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. The first staff or faculty member aware of a small-scale, localized hazardous materials incident on district property will evacuate the immediate area of the incident, prevent access to the area, and report it to the [HMIRT] via the procedures outlined in the school or facility emergency plans, policies, or procedures.
2. Those in the immediate area of the spill, after an evacuation, will perform hasty decontamination (eyewash, clothing removal, washing of the skin, etc.) and first aid for any individuals contaminated by the incident or injured by it, according to the school's hazardous materials incident response procedures and plans.
3. The notified member of the [HMIRT] will contact via [SPECIFY MEANS] the other members of the [HMIRT] to assemble and assess the incident according to the school or facility's localized hazardous materials incident response procedures. The [HMIRT] will consult the material's (if known) SDS or other reference material to determine the appropriate evacuation distances and response procedures.
4. In the event of contaminated or injured students, faculty, or staff, the [HMIRT] will initiate medical incident notification procedures of family and, if needed, call 911 and request fire or EMS response.
5. Upon completing the initial assessment, the [HMIRT] will develop an action plan according to the I hazardous materials incident response procedures in [Appendix XX of this plan].
6. The [HMIRT] leader will notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] of the incident, their initial assessment, and their action plan. If required, the [HMIRT] leader will request additional support from the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] to implement the incident action plan, and the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will activate the district [EMERGENCY MANAGEMENT SUPPORT TEAM/EOC] to support the response.
7. In the event of a routine hazardous materials incident with no injuries to faculty, staff, or students, and where the [HMIRT] possesses the ability to contain, clean up, and resolve the incident, it will do so.
8. If an incident exceeds the [HMIRT] ability to contain, clean up, and resolve the incident, or if the incident resulted in injury or contamination of faculty, student, staff, or visitors, then the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] must provide approval of any incident action plan before its initiation.
9. The [DISTRICT NAME] maintains a list of approved hazardous materials clean-up contractors. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will coordinate with any school or facility requiring such support if the [HMIRT] identifies it as necessary based on their initial assessment and action plan.

*Level II—STAY (Major Incident REQUIRING SHELTER-In-Place)*

[Modify this section as needed to conform with district and school plans, policies, and procedures as well as local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. Upon notification of a significant incident within 1000 yards of a [DISTRICT NAME] property line from a school, facility, local emergency dispatch, emergency management, or responding agency, the [OFFICE] will contact or notify the school/facility [HMIRT] to assemble and implement the response.
2. If not already in communication, the [HMIRT] leader will notify the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] of the situation via [SPECIFY PRIMARY AND ALTERNATE MEANS].
3. Upon notification of a significant incident within 1,000 yards, the affected school/facility [HMIRT] will notify staff, faculty, students, and visitors to move immediately indoors and initiate the school/facility hazardous materials shelter-in-place plan, with or without being told to do so by responders or the incident commanders, until they receive further instructions from first responders, incident command, or the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR].

*Level III—EVACUATE (Major Incident Requiring Hazmat Evacuation)*

[Modify this section as needed to conform with district and school plans, policies, and procedures as well as local circumstances. The term “facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. Upon notification of a significant incident within 1000 yards, the affected school/facility [HMIRT] will notify staff, faculty, students, and visitors to move immediately indoors and initiate the school/facility hazardous materials shelter-in-place plan, with or without being told to do so by responders or the incident commanders, until they receive further instructions from first responders, incident command, or the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE].
2. Upon notification of an evacuation order by the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR], first responders, or the incident command, a school/facility [HMIRT] will request a *distance and direction* from the official ordering the evacuation or a destination.
3. The school/facility will immediately notify faculty, staff, students, and visitors of the evacuation order according to the school/facility hazardous materials emergency plans, policies, and procedures.
4. The school/facility will immediately implement its [EVACUATION/REUNIFICATION] plan for hazardous materials incidents.
5. The [DISTRICT NAME] will implement [ANNEX X – Evacuation] and [ANNEX X – REUNIFICATION] of the [DISTRICT NAME] Emergency Operations Plan.

## Recovery

Modify this section according to local conditions, policy, and legal advice.

The [HMIRT] leader will submit a Hazardous Materials Incident Report, included in [APPENDIX X] of this annex within [XX hours/days] of any incident conclusion. Reports must include personnel time, supplies expended, and any other costs incurred.

1. For all hazardous materials incidents where [DISTRICT NAME] is the responsible party, the [HMIRT] leader will coordinate with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] to implement a recovery plan, if needed, for the affected property.
2. For localized incidents involving the deliberate release of hazardous materials on school property, the [SCHOOL OFFICIAL RESPONSIBLE FOR SAFETY OR DISCIPLINE] in coordination with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE OR SCHOOL RESOURCE OFFICER] will consult with [DESIGNATED DISTRICT OFFICIAL/LEGAL COUNSEL] regarding criminal charges, civil suits, or other cost recovery measures.
3. In major incidents occurring off school property where another party is the responsible party, and where the incident affected school operations or required recovery operations resulting in [DISTRICT NAME] incurring additional costs, the [DISTRICT OFFICIAL] will appoint a [DISTRICT RECOVERY COORDINATOR] to work with the local community Recovery Coordinator or Recovery Team (if appointed by the mayor or county judge) to facilitate reimbursement of district incurred costs during the incident response and recovery phase. Affected district properties will participate in recovery teams where necessary.
4. As part of the District Recovery Plan, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] will implement access controls and perimeter security of any district property contaminated in the incident that will undergo remediation during the recovery phase. Affected properties will coordinate with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] regarding access controls and re-entry into affected properties.
5. [SCHOOL PRINCIPAL] will coordinate with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] on issues related to the recovery and return of personal and district property.

## Mitigation

[Modify this section according to local conditions and policies. Mitigation are actions taken to reduce the threat or damages caused by hazardous materials incidents. The use of the term “district facilities” in this document denotes facilities other than a school: transportation yards, district offices, warehouses, athletic venues, and performing arts venues located away from an educational campus or shared with other organizations.]

1. Within [XX hours/days] of the conclusion of any hazardous materials incident response in the district, the [HMIRT] of any affected school/facility will conduct an after-action review of the incident and submit a Hazardous Materials Incident Response Report ([APPENDIX X of this Annex]) to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE]. This report includes recommendations for changes to an existing district or school/facility procedure and a time and expense report.

2. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] will initiate a District level after-action review of any incident, develop an improvement plan based on the results, review district and school emergency operations plans, and perform any necessary updates. Affected [HMIRT] leaders will participate in this process.
3. School principals will coordinate with the [DISTRICT BUILDING OFFICIAL] and [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] during all new school construction, repair, maintenance, retrofitting, or refurbishment of facilities to address hazmat threats and risks. The [DISTRICT BUILDING OFFICIAL] will evaluate mitigation of hazardous materials incident effects as part of the effort, to include structural improvements, the use of special materials, engineering controls that mitigate the risks from hazardous materials events, including secure ventilated storage facilities for hazardous materials, engineering controls for HVAC systems that allow for remote control/rapid shutdown, HVAC system controls that allow for the closure of external air intakes in shelter-in-place mode to create positive pressure inside the structure to keep contaminants out, eyewash and shower decontamination stations near school laboratories or other facilities with elevated risks of hazardous materials incidents, or other mitigation measures.
4. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] will maintain communications with local emergency responders and dispatch centers in the event of a hazardous materials incident occurring before or after regular school operations that might affect bus routes or require a school or facility not to open. This information will be communicated to [SCHOOL PRINCIPALS], who will communicate with their respective students, families, and community regarding school closures or delays.

## Organization and Assignment of Responsibilities

### General

[SCHOOL/FACILITY NAME] will utilize their regular emergency organization described in [REFERENCE TO BASIC PLAN COVERING ORGANIZATION] to respond to and recover from incidents involving hazardous materials. [SCHOOL/DISTRICT NAME] will utilize the Incident Command System and the National Incident Management System when interfacing with external support, first responders, incident command posts, Emergency Operations Centers, and other outside organizations involved in the response.

### Assignment of Responsibilities

[The following is an example and will require customization to the organization and the needs of each school or facility. After each official, include a description of their responsibilities under the district plan]

#### School

1. Principal/Facility Manager
  - a. Describe roles and responsibilities here
2. Assistant Principal/Vice Principal
  - a. Describe roles and responsibilities here

3. Secretary
  - a. Describe roles and responsibilities here
4. School Nurse
  - a. Describe roles and responsibilities here
5. Custodian
  - a. Describe roles and responsibilities here
6. Science Lab Supervisor/Teacher
  - a. Describe roles and responsibilities here
7. [HMIRT]
  - a. Describe roles and responsibilities here
8. Classroom Teachers
  - a. Describe roles and responsibilities here
9. Instructional Assistants
  - a. Describe roles and responsibilities here
10. Special Needs Instructors
  - a. Describe roles and responsibilities here
11. Special Needs Assistants
  - a. Describe roles and responsibilities here
12. Physical Education Teachers
  - a. Describe roles and responsibilities here
13. Athletic Director/Coaches
  - a. Describe roles and responsibilities here
14. Groundskeepers
  - a. Describe roles and responsibilities here
15. Band Leaders
  - a. Describe roles and responsibilities here
16. Drama Teachers
  - a. Describe roles and responsibilities here
17. Bus Drivers
  - a. Describe roles and responsibilities here

[The following is an example and will require customization to the organization and needs of each school district.]

## Hazardous Materials Incident Response Teams ([HMIRT])

[Districts with existing Incident Response Teams incorporating hazmat response-related responsibilities into those teams should modify this section accordingly to their circumstances and requirements. Schools not using a team approach to response should strongly consider it.]

### General

The direction and control of any hazardous materials incident will begin at the school or district facility level with the leader of the school/facility [HMIRT], who will be the Incident Commander for that facility. That will usually be the Principal or Assistant Principal.

The [HMIRT] leader of each school or district facility affected by a hazardous materials incident will direct that facility's response under the guidance and orders of the local first responder's incident command post. The [HMIRT] leader is responsible for determining protective actions and the response for their facility in coordination with local response agencies and the incident command post.

At the District Level, the Superintendent will lead the district effort, with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] acting as the Assistant Leader, coordinating the response in support of school [HMIRT]s. The District Superintendent will guide the District Level response. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR OR DISTRICT EOC/RESPONSE TEAM] will coordinate resources and support to school and district facility [HMIRT]s as instructed by the District Superintendent.

[IF THE DISTRICT HAS AN EOC OR GROUP THAT ASSEMBLES IN THE EVENT OF A MAJOR INCIDENT, DESCRIBE HOW IT WILL INTERFACE WITH SCHOOL [HMIRT]S HERE]

### Specific

[Depending on the district organization, address specifics related to the overall direction of a response here. Specifically, identify who makes localized incident response decisions, who makes decisions regarding shelter-in-place and evacuation, and identify an order of succession should a key leader be absent or incapacitated.]

## Readiness Levels

[Customize this section to the needs of your district, the following is an example]

### Emergency Level IV

Normal Operations – Conduct prevention and preparedness activities, training, drills, and exercises according to established schedules.

### Emergency Level III

Increased Readiness – Notification by community Emergency Management of an unusual shipment or event that suggests an increased risk of hazardous materials incident or threat, to include reports of unsubstantiated threats by individuals to district property. [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will monitor the situation and, if applicable, alert the [HMIRT] of any affected properties.

### ***Emergency Level II***

High Readiness – Notification from the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or a school or district facility [HMIRT] of an incident in their vicinity, as yet undetermined by local responders. The [DISTRICT EMERGENCY MANAGER] will notify [HMIRT]s of each school or district facility impacted by the event. All [HMIRT]s affected in the vicinity of the incident will assemble and prepare their facility to respond. Depending on proximity to the event, [HMIRT]s may initiate STAY (shelter in place) or a localized evacuation. [DISTRICT EMERGENCY MANAGEMENT] will monitor the situation and remain in contact with affected [HMIRT]s until further instruction from the local responder Incident Command, the local Emergency Operations Center, or local emergency dispatch.

### ***Emergency Level I***

Major Incident Notification – Receive notification by the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or a school or district facility [HMIRT] of a major incident within the district that impacts one or more school or district facilities. The [HMIRT]s of all affected facilities will assemble and initiate an immediate shelter-in-place unless instructed to evacuate by the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] or the Incident Commander. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will notify the District Superintendent and activate the District EOC. If the local EOC activates, the [DISTRICT EOC LIAISON] will report to the EOC. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will alert the [TRANSPORTATION DIRECTOR] to assemble buses and drivers, evaluate routes, and prepare to conduct the District Evacuation/Reunification plan on direction from the [SCHOOL SUPERINTENDENT].

## **Administration and Support**

[Customize this section to the needs and organization of your school and District Emergency Operations Plan. The following is only an example.]

### ***Support***

When an incident exceeds the capability of a school or facility to respond or requires resources, materials, personnel, or other resources, the [HMIRT] Leader will contact the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and request district support. The [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] in coordination with the [DISTRICT EOC LIAISON] and the [DISTRICT SUPERINTENDENT] will notify the local Incident Commander, [COMMUNITY OFFICE OF EMERGENCY MANAGEMENT], or community Emergency Operations Center (if activated) when the emergency exceeds district resources and the district or one of its schools requires additional support and resources.

### ***Hazardous Materials Incident Report***

The Hazardous Materials Incident Report and Action Plan Form is in [APPENDIX X] of this Annex.

## Resources

The district resources for emergency response are in [ANNEX X] of [DISTRICT NAME] Emergency Operations Plan.

District, School, and District Facility Hazardous Materials resources are in [APPENDIX X] of this Annex [OR ANNEX X OF [DISTRICT NAME] EMERGENCY OPERATIONS PLAN].

## Documentation and Cost Recovery

[For many districts, this section is of high importance. To recoup expenses in the event of a hazardous materials incident, schools, district facilities, and the district must maintain accurate and complete records of all actions taken, expenses incurred, and other related materials. Districts *must* customize this section to their circumstances and personnel structure. Record keeping in the event of an incident is vital. The district and schools may wish to designate specific people by position to maintain records of actions taken during a response, purchases made, resources utilized, personnel hours worked to address the incident, damages, and estimates of repair, decontamination, cleanup, or other expenses, and miles driven by district vehicles.]

[HMIRT] Leaders and the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will maintain accurate records of their actions during a Hazardous Materials Response and the expenditure of any funds, resources utilized, or other expenses incurred by the district. Within [XX DAYS/WEEKS/MONTHS] of any Hazardous Materials Incident Response, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] will compile these records and reports and provide a complete account to the [DISTRICT COST RECOVERY DESIGNEE].

Under federal and state regulation, the party transporting, storing, or using hazardous materials involved in the incident is known as the responsible party. The responsible party is liable for the costs incurred by others in the response and recovery and for environmental damage, personal injury, or death. The responsible party is liable whether or not they caused the incident. However, they or their insurance company may seek civil restitution from individuals or organizations found to be responsible for a hazardous materials incident.

In many cases, restitution for hazardous materials incidents may involve legal action by communities. The [DISTRICT COST RECOVERY DESIGNEE] will coordinate any legal action with the local community regarding cost recovery from responsible parties. The [LEGAL REPRESENTATIVE OF THE SCHOOL DISTRICT] will pursue any legal action against responsible parties or their insurance companies to recover District costs for any hazardous materials incident where the District is not the responsible party.

If the responsible party is unidentifiable, absconds, or proves unable or unwilling to pay, depending on the material released, the U.S. Environmental Protection Agency (EPA) may provide up to \$25,000 to local governments for reimbursement of expenses. The [DISTRICT COST RECOVERY DESIGNEE] will coordinate with the local government to assist in submitting a request under the Local Governments Reimbursement (LGR) Program to the EPA Region VI office in Dallas according to the rules outlined on the EPA LGR website and 40 CFR Part 310.

## Post Incident Review

1. Within [XX hours/days] of the conclusion of any hazardous materials incident response in the district, the [HMIRT] of any affected school/facility will conduct an after-action review of the incident and submit a Hazardous Materials Incident Response Report ([APPENDIX X of this Annex]) to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE]. This report includes recommendations for changes to an existing district or school/facility procedure, engineering controls, or building modifications.
2. Within [XX HOURS/DAYS/WEEKS] of the conclusion of any Level II or III hazardous materials incident response or full-scale exercise, the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] will initiate a District level after-action review, develop an improvement plan based on the results, initial a school safety committee review of district and school emergency operations plans and perform any necessary updates to plans or procedures
3. Within [XX DAYS/WEEKS] of any incident response concluding, the [DISTRICT BUILDING OFFICIAL] in consultation and coordination with the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR/OFFICE] and the School District Safety Committee, will review and reassess engineering controls, school, and facility construction, and existing or proposed mitigation efforts as part of any recovery following a Level II or III hazardous materials incident response. The [SCHOOL BUILDING OFFICIAL] in coordination with the [DISTRICT SUPERINTENDENT] will develop a short and long term improvement plan for affected facilities as part of the recovery process and submit that plan to the [SCHOOL BOARD] for approval, based on their review of any Level II or III hazardous materials incident.

## Training

[Customize this section to the needs and organization of your District, teacher, and staff contractual arrangements, local ordinances, or other guidance or regulation. The following is an example.]

### [HMIRT] Members

[HMIRT] members will complete the following training on hazardous materials recognition and response on the following schedule:

- [IS-5.A: An Introduction to Hazardous Materials](#) [Recommended Interval: Once]
- OSHA 1910.120 Awareness level training (annually) [OPTIONAL]
- [IS-100.C: Introduction to the Incident Command System, ICS-100](#) [[Recommended Interval: Once every three (3) years, or whenever updated]
- [IS-200.C: Basic Incident Command System for Initial Response](#) [Recommended Interval: Once every three (3) years, or whenever updated]

### School and Facility Faculty, Staff, Volunteers, and Support Personnel

- OSHA 1910.1200 Hazard Communication compliant training upon hiring or volunteering and every [X] year(s) after that.
- Training on the three primary hazardous materials incident responses (localized, shelter-in-place, evacuation) and their role in the response (annually).

## Personal Protective Equipment

[Customize this to the specifics in your district. Certain high-risk schools/facilities may consider acquiring and maintaining escape hoods or other respiratory protection for staff/students or bus drivers, medically vulnerable staff, students, or those with special needs. Note: escape hoods do not offer universal protection against all substances; they may or may not be helpful depending on the circumstances of your district.]

Each [DISTRICT NAME] property with hazardous materials on-site will have a fully stocked, regularly checked Spill Control Response Kit for localized, incidental spills and appropriate gloves, goggles, and masks for [HMIRT] members. Each [DISTRICT NAME] property with hazardous materials on-site will have a Decontamination Kit or designated shower/eyewash point with the capability to conduct eyewash and gross decontamination (washing) as well as bags and materials to contain any contaminated clothing or materials.

[LIST SPILL CONTROL RESPONSE KIT CONTENTS]

[LIST DECONTAMINATION KIT]

The [DISTRICT NAME] [LOCATION] will stock replacement materials for Spill Control Response Kits and Decontamination Kits, as well as PPE to support shelter-in-place and evacuation operations [i.e., suits, boots, masks, escape hoods, etc.]. [DESIGNATED SUPPLY OFFICIAL] will inspect the supply annually and order replacement materials for any used during the year. [HMIRT]s will request resupply through [DESIGNATED SUPPLY OFFICIAL] of any materials expended or utilized during an incident or exercise.

## Shelter Equipment

Each school or district facility within 1000 yards of an identified Hazardous Materials industrial or commercial facility, rail line, transportation route, or pipeline will maintain the following material to implement shelter-in-place operations:

[LIST ANY SPECIAL MATERIALS FOR SHELTER-IN-PLACE] [i.e., plastic sheeting, duct tape, towels, bottled water, emergency rations, or food.]

## Plan Testing and Updates

[Specify exercise frequency, type, and AAR process here, or reference it elsewhere in your Emergency Operations Plan. Include all three hazardous materials responses (localized, shelter, evacuate). Reference the procedure by which you will conduct after-action reviews and plan updates and the approval authority for updates to the plan.]

## Communications

[Reference a Communications Annex, Appendix, or another reference in your existing Emergency Operations Plan. Ensure that reference identifies at least two means to communicate, primary and backup, only one of which may be cellphone or internet, and the means and procedures by which you will communicate within the school/facility and with outside and supporting agencies and emergency management to include: [HMIRT]s with District, local EOC with District, between the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] and

the District Superintendent, HMIRTs with local incident commanders/first responders, communications between [HMIRT]s and students, faculty, and staff. Also, be sure to reference your reunification annex and how the district will communicate with parents/guardians and the public].

## Annex Development and Maintenance

[PRINCIPAL OR OTHER DESIGNATED POSITION] is responsible for preparing and maintaining this annex. The [PRINCIPAL OR [HMIRT] LEADER] will consolidate recommended changes from after-action reviews and [HMIRT] reports and present them to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] for approval and submission to the [SCHOOL DISTRICT SAFETY COMMITTEE or SCHOOL BOARD].

This annex will be reviewed every three years, before any school safety audit, and updated per [REFERENCE IN BASIC PLAN] and following any Level II or III hazardous materials Incident Response.

The [HMIRT] will update the school/facility hazardous materials inventories annually, submitting them to the [DISTRICT EMERGENCY MANAGEMENT COORDINATOR] for inclusion in [APPENDIX X] of this annex.

Designated officials, divisions, offices, and departments will develop and maintain standard operating procedures (SOPs) necessary to perform their duties as assigned in this annex. Responsible parties will provide copies of any SOP to the [PRINCIPAL OR [HMIRT] Leader] to maintain continuity during personnel changes.

## References

Department of Education, [Guide to Developing High-Quality School Emergency Operations Plans](#) (2013).

Department of Education, [The Role of Districts in Developing High-Quality School Emergency Operations Plans](#) (2019)

Federal Emergency Management Agency, [Developing and Maintaining Emergency Operations Plans, CPG-101 v2: Comprehensive Preparedness Guide](#) (2010)

National Response Team, [NRT-1: Hazardous Materials Emergency Planning Guide](#) (2001)

Texas A&M Division of Emergency Management, [LEPC Guide](#) (2019)

Texas A&M Division of Emergency Management, [Annex Q – HazMat and Oil Spill Response, Plan Templates and Checklists](#) (2013)

Texas State School Safety Center, [School Pipeline Safety Toolkit](#)

US Department of Transportation, [Emergency Response Guidebook](#)

## Appendices

[Customize and develop Appendices to this Annex based on the circumstances and requirements of your district. The following are suggestions. Schools/districts may wish to combine Appendices 3, 4, 5, 6, and 7 into a single map/annex.]

- Appendix 1 [HMIRT] Response Checklist
- Appendix 2 Hazardous Materials Incident Report
- Appendix 3 Active rail lines within 1000 yards of the [SCHOOL/FACILITY]
- Appendix 4 LEPC Identified Hazardous Materials Commercial or Industrial facilities within 1000 yards of the [SCHOOL/FACILITY]
- Appendix 5 Hazardous Materials Transportation Routes within 1000 yards of the [SCHOOL/FACILITY]
- Appendix 6 Pipelines within 1000 yards of the [SCHOOL/FACILITY]
- Appendix 7 Bus Routes with Mapped Hazardous Materials Threats and Hazards
- Appendix 8 Hazardous Materials Response Procedures [See the previous appendix of this guide for examples]
- Appendix 9 School and District Facility Hazardous Materials Inventories and SDS

## Appendix 1 of [SCHOOL DISTRICT NAME] Hazardous Materials Emergency Operations Plan

### [SAMPLE] [HMIRT] Incident Response Checklist

## Attachment 2 of [SCHOOL DISTRICT NAME] Hazardous Materials Emergency Operations Plan

### [SAMPLE] [HMIRT] Incident Response Checklist

Based on initial information and (if needed) investigation by the [HMIRT]:

- Is the event an Immediate or Eminent Attack or Threat? If Yes:
  - Contact Law Enforcement and school security immediately
  - Depending on the threat, begin either lockdown/shelter-in-place or evacuation
- Is the event a Small/Localized Spill? If Yes:
  - Evacuate the immediate area of the spill if not already accomplished.
    - a. Is there a fire, threat of fire, or was there an explosion? If Yes:
      - Initiate evacuation procedures by activating the nearest fire alarm if not already done
      - Call 911
      - Call the DEMC
    - b. If safe to do so, attempt to discover/identify:
      - Material(s) involved
      - Approximate quantity of materials
      - Any other information about the spill/incident (explosion, fire)
      - Any injuries or contamination of people?
      - Contaminated areas?
    - c. Are there injuries or contaminated students or staff? If Yes:
      - Call 911, if needed, and notify the school nurse
      - Move injured person(s) to a safe area away from the incident location, if safe to do so
      - Conduct emergency decontamination
      - Render first aid
    - d. Is it an **incidental spill**? If Yes:
      - Safely contain or clean up the spill according to policy and training using an incidental spill kit
    - e. Does the substance pose toxic vapor, potential fire, explosive, or other hazards (spills not on fire or that did not explode but might)? If Yes:
      - Determine the appropriate evacuation area based on information in the ERG or an SDS and evacuate the area, room, or building, as required

- Only if it is safe to do so, open windows to ventilate the space and close any doors (Note: you may need to evacuate adjacent rooms if the school has open ceilings).
- Call 911
- Notify the DEMC
- Is it an External Event Requiring STAY (Shelter in Place)? If Yes:
  - Call 911 if the fire department is not already on scene
  - Follow instructions from the Incident Commander or senior fire department official
  - Initiate STAY (shelter in place) procedures for the school/facility
  - Notify the DEMC
- Is it an External Event Requiring EVACUATE (Hazmat Evacuation)? If Yes:
  - Call 911 if the fire department is not already on scene
  - Follow the instructions of the fire department/Incident Commander
  - Determine an evacuation point with the incident commander or senior fire department official on the scene
  - Identify a safe route to the evacuation point and ensure it is upwind and, if necessary, uphill from the incident
  - Make sure the evacuation point is outside of the initial isolation area as defined by the incident command for the substances spilled
- Is direction from responders/incident commanders unavailable and catastrophic danger from hazmat impacts to life and health imminent? If Yes:
  - Consider initiating EVACUATE to the designated site closest crosswind or upwind, immediately on foot
  - Consider initiating EVACUATE procedures for any special needs or disabled or vulnerable staff, students, or visitors
  - Contact the DEMC and notify them of the evacuation and begin coordination for bus transport from the evacuation point to the reunification site
- If the threat is not immediate, is there time to coordinate vehicle transportation to the reunification site? If Yes:
  - Contact the DEMC to coordinate.
  - Evacuate via vehicle directly to the reunification site

## Appendix 2 of [SCHOOL DISTRICT NAME] Hazardous Materials Emergency Operations Plan

### [SAMPLE] Hazardous Materials Incident Report

School or Facility Affected:

Incident Reported By (name and contact information):

Length of Incident (hours, minutes):

Location of Incident:

- Inside the School/Facility
- On school/facility grounds, outdoors
- Off school property affecting school operations

Responsible Party (if known):

- School/District (school-owned or supplied hazardous materials)
- Student, Visitor, or Intruder (deliberate or accidental acts involving materials brought onto campus not supplied by the school)
- Other public or private entity (i.e., railroad, pipeline company, commercial vehicle operator, factory, warehouse)

Name, Address, and Contact Information of Responsible Party (if known):

Specific location of the incident (name of room, facility, or address where the incident occurred):

Actions Taken:

(Describe the incident, actions taken, and any external contacts, from the time of notification to conclusion of the incident, attach additional sheets if necessary)

Lessons Learned:

(Conduct an After Action Review after every incident, document at least two best practices or things that worked well and two things that require improvement, also include what you plan to do to make those improvements and any recommendations for the DEMC regarding changes to district policy or items that may help other district properties improve their response, attach additional sheets if necessary)

***Cost Report***

Supplies Expended:

(List any supplies or materials expended by the school in responding to the incident, attach additional sheets if necessary)

Personnel Time:

(List time worked on the incident by position and number of personnel, attach additional sheets if necessary)

Other Itemized Expenses: