

Clayton County Public Schools
Emergency Response Procedures for Hazardous Spills
Building Level
Teaching & Learning Department - Science

In the event of an emergency spill of hazardous or toxic materials, the school building personnel are to notify the main switchboard of Clayton County Public Schools (770-473-2700).

Identify the:

- (a) person reporting the emergency;
- (b) name of the school;
- (c) location within the building (i.e. room number, adjacent storage room, etc.);
- (d) contents of the spill;
- (e) any injuries;
- (f) any pending threat; and
- (g) any other information pertaining to the spill.

In case of any injury and/or other emergency, notify appropriate emergency personnel. Please complete the "Accident Report Form" and return to a copy to Mrs. Janetta Greenwood, Central Office, Administration Complex.

Clayton County Schools
Emergency Response Information Form

School Personnel Reporting Emergency _____

Name of School _____

Exact Location Within the Building

Room Number _____

Other Information _____

Contents of Spill _____

Injuries _____

Pending Threat _____

Other Information _____

Clayton County Schools
Science Department
Accident Report Form

Name of Person Making Report _____

Injured Person _____ Date of Accident _____

Age of Injured _____ Time of Injury _____

Place of Accident _____

Equipment Involved _____

Nature of Injury _____

Treatment Given: First Aid _____

Other Treatment _____

Person (Parent or Other) Notified _____

Attending Physician's Name _____

What Was Person Doing When Accident Occurred _____

Name of Witnesses _____

What Were the Contributing Factors to the Accident? _____

What Corrective Action is Being Taken to Alleviate Conditions Leading to the Accident?

Return Copy to Ms. Katrina Ford, Central Office, Administration Complex
CC: School Principal, Department Chair