

## Annex D: External Chemical Spill

This document can be customized to your own facility/agency needs

**Purpose:** To inform staff of action to be taken in the event of an external chemical spill.

**Policy:** The following action will be taken in the event of an external chemical spill.

1. Shut down outside intake ventilation.
2. Close all doors to the outside and close and lock all windows.
3. Maintenance staff should set all ventilation systems to 100% recirculation so that no outside air is drawn into the building. When this is not possible, ventilation systems should be turned off. This is accomplished by pulling the fire alarm.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the "closed" position. Seal any gaps around window type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens and bathrooms.
7. Close as many internal doors as possible in the building.
8. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grills, range vents, dryer vents, and other openings to the outside.
9. If the gas or vapor is soluble or partially soluble in water, hold a wet cloth over your nose and mouth if gases start to bother you. For a higher degree of protection, go into the bathroom, close the door, and turn on the shower in a strong spray to wash the air.
10. If an explosion is possible outdoors, close drapes, curtains, or shades over windows. Stay away from external windows to prevent injury from flying glass.
11. Tune into the Emergency Broadcasting System on the radio or television for further information and guidance.

Review facility evacuation plans. Law enforcement agencies will decide if residents should be evacuated.

**\* For an internal chemical spill, see Safety Data Sheets (SDS) \***

**\*See Appendix H for Shelter in Place information and Appendix I for Evacuation information\***