



SAFETY ALERT

(213) 241- 3199

No. 03-02

PROCEDURES – RESPONDING TO TOXIC AIR EMISSIONS

February 2003

Many District facilities are located in industrial areas, often in close proximity to sources of odorous or potentially toxic emissions. These emissions may disrupt District operations and potentially affect the health of students and staff. While incidents involving such emissions may be short-term or transient in nature, it is essential they be reported immediately and properly documented using the following procedure:

- 1) Notify the Site Administrator.
- 2) If the incident appears to be affecting facility occupants, shelter-in-place or remove staff and students from the affected area, upwind from the source of emissions.
- 3) Call 911, School Police (213-625-6631), and the Office of Environmental Health and Safety (213-241-3199).
- 4) The responding agencies may also assist in determining the need for sheltering in place, or evacuating the affected area.
- 5) Standby until further notice from the Site Administrator.
- 6) Contact the South Coast Air Quality Management District at (800) CUT-SMOG, and file a complaint detailing the incident.
- 7) Make an entry on the attached Air Quality Incident Log, noting wind direction.

If you have questions on these procedures, please call the Office of Environmental Health and Safety at 213-241-3199.

Attachment

DISTRIBUTION: All Schools and Offices

