Many hazardous materials are stored onsite at business offices, hospitals, and reclamation centres. They are eventually moved, by various means of transportation and trucking, to purchasing outlets or, in the case of waste products, to disposal or storage sites. The movement of this material can place some communities at risk.

Being prepared to deal with the accidental release of hazardous material can save lives and protect the health of personnel. The following is a list of some of the key steps you may want to consider should toxic items be released into your environment.

 This is not a complete list. Each organization should augment tit as needed so that the resulting policy meets the requirements of each location and business operation.

**Hazardous Release (inside a building)**

* Once an incident is reported, the organization’s Incident Command Team (ICT) is notified and partially activated.
* ICT contacts the incident reporter and any other reputable information source in the vicinity.
* If the threat is serious and credible, emergency services are contacted.
* ICT attempts to ascertain if the incident is accidental or intentional.
* If a terrorist attack is suspected, this information and the supporting evidence should be presented to the authorities.
* Until an official response occurs, the ICT should ensure that all doors, windows, and other vents are closed or sealed.
* Ventilation systems in the affected building(s) should be shut down.
* If feasible and safe, all building(s) in the affected area should be evacuated and an ICT member sent to the assembly point(s) with further instructions.
* If it is **not** safe or feasible to evacuate the facility or area, employees and visitors should be instructed to implement a shelter-in-place procedure. Personnel in the affected building(s) should consider themselves quarantined until told otherwise by the ICT or authorities.
* Until given an “all clear” signal, personnel and guests should remain in their shelter.

**Hazardous Release (in the immediate area)**

* Once an incident is reported, ICT is notified and partially activated.
* The ICT meets at the Incident Command Operations Centre (ICOC) and declares an emergency.
* ICT contacts the incident reporter and any other reputable information source in the vicinity.
* If the threat is serious and credible, emergency services are contacted.
* ICT attempts to ascertain if the incident is accidental or intentional. If a terrorist attack is suspected, this information and the supporting evidence should be presented to the authorities.
* If feasible and safe, all building(s) in the affected area should be evacuated and an ICT member sent to the assembly point(s) with further instructions.
* If it is **not** safe or feasible to evacuate the facility or area, a shelter-in-place procedure should be initiated. Personnel in the affected building(s) should consider themselves quarantined until told otherwise by the ICT or authorities.
* ICT members should be assigned to block access to the affected area while posting warning signs or other “keep away” indicators.
* Until an official response occurs, the ICT should ensure that all doors, windows, and other vents are closed or sealed.
* Ventilation systems in the affected building(s) should be shut down.
* Until given an “all clear” signal, personnel and guests should remain in their shelter.

**Bomb Detonation / Explosion, Radiological or Biological Release**

* The organization’s ICT meets at the ICOC and declares an emergency.
* The Incident Commander verifies the nature, extent, and credibility of the emergency.
* Detailed information on the event is relayed to the authorities along with names of witnesses (if available).
* ICT members are dispatched to oversee evacuation of the site.
* A list of any hazardous or explosive materials located near the event site should be referenced and made available to the ICT.
* ICT members should be assigned to block access to the affected area while posting warning signs or other “keep away” indicators.
* ICT members should take steps to prevent any tampering with potential evidence onsite.
* If feasible and safe, all building(s) in the affected area should be evacuated and an ICT member sent to the assembly point(s) with further instructions.
* If it is **not** safe or feasible to evacuate a facility or area, a shelter-in-place procedure should be initiated. Personnel in the affected building(s) should consider themselves quarantined until told otherwise by the ICT or authorities.
* ICT members at the ICOC attempt to ascertain if the incident is accidental or intentional.
* If a terrorist attack is suspected, this information and the supporting evidence should be presented to the authorities.
* Until an official response occurs, the ICT should ensure that all doors, windows, and other vents are closed or sealed.
* Ventilation systems in the affected building(s) should be shut down.