**Emergency Procedure for Suspicious Odors**

(ex. gas, chlorine)

1. Evacuate the site immediately (follow Evacuation Plan

Take Emergency Card Book, Medication Lock Box and Portable Phone (so parents can be called if needed.)

2. Call 911, then contact Supervisor/Manager.

3. Call Maintenance Supervisor and Executive Director.

4. Maintenance Supervisor reports findings to HR Manager and Executive Director.

6. Maintenance Supervisor will continue to monitor the site and confer with

Emergency Personnel regarding returning to the classroom.

**IMPORTANT**

Please put the numbers below in your Emergency Card Book:

911

312-9619 (Maintenance Supervisor’s cell phone)

713-8445 (Executive Director)