Sample letter

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: All parents/Guardians of (Name of school) Students

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians:

Mercury was spilled in (location of spill) at about (time) today. The following steps were taken following the spill:

* The room was evacuated after the spill occurred.
* The windows, doors and air conditioning vents in this room were closed to keep mercury vapors from moving to another part of the school.
* The (name of agency or hazmat team you contacted for help) was contacted to help during spill cleanup.

I called the (name of local or state health department) to see if any health effects may occur from exposure to mercury during the spill. Health effects should not occur because of the short amount of time people were exposed to mercury. To protect staff and students from further exposure following the spill:

* Anyone who may have touched mercury, or gotten it on their skin, thoroughly washed their skin following evacuation.
* Clothing and shoes of everyone in the classroom were tested to see if they had mercury on them. The items that had mercury on them were placed in bags. Each bag was labeled with the owner’s name and phone number. If mercury can be removed from the items, they will be returned to their owners. If they cannot be cleaned we will let you know. The items will be thrown out.

A professional contractor will be hired to clean up the spill. The classroom will be reopened after the spill is cleaned up and air testing has been completed.

If you have questions about the spill, please contact the:

* (Name and phone number for school)
* (Name of health department who provided health effects information)
* (Name of environmental agency assisting with spill cleanup)

Thank you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (School official and title)

(Name of school)