EMERGENCY GUIDE

MEDICAL

Medical emergencies include any illnesses or injuries that result from known or unknown causes.

Immediate procedures:

- Remain calm.
- Call for medical assistance or assign another person to call.
- Initiate lifesaving measures if required and you are trained.
- Do not move a victim unless there is danger of further harm.
- Keep the victim warm.
- Remain with the victim until medical assistance arrives.

Personal injury or illness resulting from spills or fire should be treated according to specific procedures outlined in the corresponding section of this emergency response guide.

FIRE/EVACUATION

Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported immediately.

Immediate Procedures:

- **R** RESCUE - When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via a safe fire exit. **Do not** use elevators.
- **A** ALARM - Sound the alarm by pulling a fire box and call from a safe distance, to notify the Operations Center of the precise location of the fire.
- **C** CONFINE - Close all doors, windows and other openings, if it is safe to do so.
- **E** EVACUATE – Evacuate the building and gather at the designated meeting site (if known).

**NEVER** enter a room that is smoke filled.
**NEVER** open a door if the door or handle is warm to touch.

Special Needs:

- Be aware of impaired staff and visitors who need to be alerted or assisted or both.
Maintenance Areas:

- Prepare to shut off piped gases and compressed gas cylinders, which may feed a fire.

Clothing on fire:

- **Roll the person around on the floor to smother flame**, or drench with water if a safety shower is immediately available.
- Obtain medical assistance, if necessary.
- Immediately report the incident to your supervisor.

**HAZARDOUS MATERIAL SPILL**

*Do not* work with a chemical until you are familiar with all of the hazards of the chemical and its use precautions, including what to do in the event of a spill. The cleanup of a chemical spill should only be done by trained and properly equipped personnel. Specific procedures for spill cleanup will vary depending on the location of the spill (elevator, corridor, chemical storeroom, work area), the amount and physical properties of the spilled material (volatile liquid, solid, or toxic gas), and the degree and type of material toxicity. **Responsibility for spill cleanup rests with the facility causing the spill.** If the individual responsible is unknown, or unable to clean up the spill due to injury, then responsibility for dealing with the spill rests with the Department. **Custodians are not trained to clean up spills of hazardous materials.** The Environmental Health and Safety Department, University Police Department, and Campus Security officers will provide support as required to assist the facility.

The types, quantities and conditions of use of hazardous materials in buildings can vary significantly. For these reasons safe spill response procedures require planning. As a user of hazardous materials you should **know the location of** the following in the event of a spill:

- The nearest spill kit.
- The nearest safety shower.
- The nearest eye wash.
- The nearest fire alarm pull box.
- MSDSs for materials used in your work area.
- The nearest safe evacuation route.

**Minor Chemical Spill (“Incidental Spill”)**

- Alert people in the immediate area of spill.
- Wear personal protective equipment (PPE), including safety goggles, gloves that are impervious to the chemical spilled, long-sleeve clothing, and impervious shoes or boots.
- Avoid breathing vapors from the spill.
- Increase ventilation in the area of the spill.
- Confine the spill to the smallest area possible.
- Do not walk through the spilled chemical.
- Turn off ignition and heat sources and isolate incompatibles or reactive chemical substances, if this can be accomplished safely.
Cover or block environmental receptors such as sinks or floor drains to prevent spilled materials from reaching the outdoors.

Use an appropriate kit to neutralize and/or absorb the spill.

Collect neutralized and/or absorbed materials, place in an appropriate container, label as hazardous waste, and store in Satellite Accumulation Area.

After a spill is thoroughly cleaned or neutralized, clean spill area with water.

**Major Chemical Spill ("Non-Incidental Spill")**

- Attend to any injured or contaminated persons and remove them from exposure.
- Obtain medical assistance, if necessary.
- Alert people in the facility to evacuate to a safe distance.
- Turn off ignition and heat sources and isolate incompatibles or reactive chemical substances, if this can be accomplished safely.
- Close doors to the affected area.
- Post “Do Not Enter” signs or barrier tape at all entrances to the affected area.
- Assign a person knowledgeable of the incident and facility to assist emergency personnel from a safe distance.
- Obtain emergency assistance immediately.
- Notify your EH&S immediately.

**Chemical Spill on Body:**

- Immediately rinse the affected area with running water from faucet or safety shower **continuously for at least 15 minutes.**
- Remove contaminated clothing at once.
- Make sure chemical has not accumulated in shoes.
- Review MSDS(s) for hazards.
- Obtain medical assistance.
- Immediately report the incident to your supervisor.

**Hazardous Material Splashed in Eye:**

- Immediately rinse eyeball and inner surface of eyelid with running water from a faucet or eyewash **continuously for 15 minutes.**
- Forcibly hold eye open to ensure effective wash behind both eyelids.
- Review MSDS(s) for hazards.
- Obtain medical assistance.
- Immediately report the incident to your supervisor.

**RADIATION SPILL**

**Immediate Procedures:**

- Notify the EH&S Office.
- Close doors to the affected area and prevent unauthorized access.
Assign a person familiar with incident and facility to assist emergency personnel and to provide them with information.

Decontaminate affected areas only if you are properly trained and equipped.

**Radiological Spill on Body:**

- Remove any contaminated clothing.
- Thoroughly rinse the exposed area with water.
- Obtain medical assistance, if necessary.
- Immediately report the incident to your supervisor.

**BIOLOGICAL/BLOOD SPILL**

**Immediate Procedures:**

- Notify the EH&S Office.
- Close doors to the affected area and prevent unauthorized access.
- Assign a person familiar with incident and facility to assist emergency personnel and to provide them with information.
- Disinfect contaminated areas only if you are trained and properly equipped.

**Biological Spill on Body:**

- Remove any contaminated clothing.
- Carefully wash the exposed area with soap and water for 1 minute, taking care not to cause any injury or breakage to the skin.
- Review the MSDS(s) for hazards.
- Obtain medical assistance, if necessary.
- Immediately report the incident to your supervisor.

**Minor Cuts and Puncture Wounds (Including Needle Stick Injuries):**

- Carefully wash the injury with soap and water for several minutes.
- Obtain medical assistance and recommendations about post exposure medical treatment for bloodborne illness.
- Immediately report the incident to your supervisor.