

Emergency Response Guide for Laboratories



Emergency Numbers:

Director of Safety and Security	6682-4109
Director of Facility Management	5586-4160
CMU-Q Chemical Hygiene Officer	3343-0554
Laboratory Manager	5526-1543
CMU-Q Security Control Room	4454-8550
Health Safety, Security and Environment (HSSE)	4454-0999

HAZARDOUS MATERIAL PERSONAL EXPOSURES

Chemical Spill on Body

Flood exposed area with running water for at least 15 minutes

Remove contaminated clothing and shoes while in shower

Contact Safety and Security 6682-4109, Facilities 5586-4160 and HSSE 4454-0999

MSDS should accompany injured person for medical treatment



Biological Spill on Body

Remove any contaminated clothing

Wash contaminated area with thoroughly with soap and water

Contact Safety and Security 6682-4109, Facilities 5586-4160 and HSSE 4454-0999



Hazardous Material in Eye

Rinse eyeball and under eyelids with water for 15 minutes

Hold eyelids open to ensure thorough washing

Contact Safety and Security 6682-4109 Facilities 5586-4160 and HSSE 4454-0999



CHEMICAL SPILLS

SMALL VOLUME AND LOW HAZARD versus **LARGE VOLUME AND/OR HIGH HAZARD**

A **SMALL VOLUME & LOW HAZARD** chemical spill is one that does not pose a health threat beyond those associated with the chemical's normal handling. The volume should also be within the capacity of the lab's spill kit. All other spills are considered **LARGE VOLUME AND/OR HIGH HAZARD**

Small Volume and Low Hazard Spill

- **ALERT** people in the immediate area of the spill
- **AVOID** breathing vapors from the spill
- **WEAR** protective clothing and gloves when addressing spill
- **CONFINE** spill to a small area
- **USE** the appropriate spill kit
- **COLLECT** the residue, place in labeled container and dispose of as hazardous waste
- **CLEAN** the spill area

Large Volume and/or High Hazard Spill

- **ALERT** people in the immediate area of the spill
- **ASSIST** to your own needs first and then assist injured or contaminated people
- **CONTROL** the spread of contamination by removing contaminated clothing if needed; keep people away from the location
- **STOP** work, turn off equipment, close doors as you exit
- **EVACUATE** to a safe location
- **CONTACT** Safety and Security 6682-4109, Facilities 5586-4160 and HSSE 4454-0999
- **REMAIN** safely in the area to inform emergency responders of:
 - Number and extent of injured people
 - Name(s) of chemicals involved, and volume

BIOLOGICAL SPILLS

MINOR SPILL versus MAJOR SPILL

A MINOR SPILL is one that does not pose a health threat beyond that associated with the normal handling of the Microorganisms; a MAJOR SPILL involves a materials that is infectious via inhalation.

Minor Spill

- **ALERT** people in the immediate area of the spill.
- **WEAR** protective clothing and gloves when addressing spill.
- **REMOVE** broken glass with forceps or scoop and place in a rigid, puncture-resistant container.
- **PLACE** paper towels soaked in 10% bleach directly on the spill and apply for 20 minutes.
- **WIPE** the area clean and discard towels in biowaste bag. Repeat as needed.
- **DISCARD** the spill clean-up material and contaminated PPE in biowaste container.
- **WASH** hands thoroughly.
- **REPORT** the incident to a supervisor.

Major Spill

- **ALERT** everyone in the lab and stop work.
- **CONTROL** the area by keeping people away and isolate spill.
- **EVACUATE** all personnel to adjacent area. Avoid breathing aerosols.
- **WASH** affected areas of exposure and remove contaminated clothing into biohazard waste bag.
- **CONTACT** Safety and Security 6682-4109, Facilities 5586-4160 and HSSE 4454-0999
- **REMAIN** safely in the area to inform emergency responders of
 - Number and extent of injured people
 - Name(s) of agent(s) involved, and volume(s)
 - Hazards associated with the material(s)

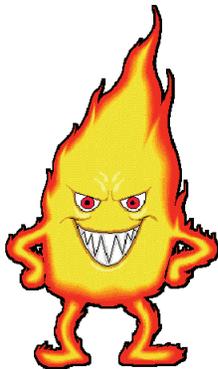
Building Evacuation Instructions

1. **Exit quickly. Take coats, keys and personal items with you, if you can do so safely.**
 2. **Once outside, move away from the building to the assembly area, so you can be accounted for.**
 3. **Do not return to the building when the alarm is turned off. Wait for instructions.**
 4. **If mobility impaired, implement the emergency plan you developed with the Director of Safety and Security at 6682-4109, and Director of Facilities at 5586-4160.**
- Actively participate in emergency drills
 - Follow the instructions that will be given to you by the Security Guard
 - Know at least two evacuation routes for your building, and know your assembly area
 - **ALWAYS** respond to alarms. Do not assume it is a false alarm. Evacuate the building immediately. (In addition to keeping yourself safe,
 - Take your coat, keys, medication, etc., with you in the event you are not able to get back into the building quickly.
 - Do not stop once you are outside the building. Move away from the door and proceed to your designated assembly area. Remain there for further instructions.
 - **Do not re-enter the building until told to do so** by the responding agency (Remember that silencing an alarm does not mean the building is necessarily safe to reenter.
 - Know how and when to use a fire extinguisher. If you do not know how, contact the Director of Safety and Security (6682-4109) and Director of Facilities (5586-4160) for information and training.
 - Be prepared to assist disabled coworkers, or workers who may not be fluent in English.
 - Do not expect emergency responders to have the time to answer your questions. Stay out of their way and allow them to do their jobs.
 - Be familiar with the campus evacuation plan in the event that it becomes necessary to evacuate the campus.

LABORATORY FIRES

Small Fires

- **Keep** the exit at your back
- **Use** the nearest fire extinguisher
- **Pull** the pin to break the seal
- **Aim** at the base of the fire
- **Squeeze** handles grips or trigger
- **Sweep** the fire, spraying side to side at the base of the flames
- **Ventilate** the area after the fire is completely extinguisher
- **Contact Safety and Security** 6682-4109 **Facilities** 5586-4160



Large Fires

- **Activate** the nearest fire alarm pull station and alert others
- **Assist** others in danger
- **Evacuate** the area, use stairs and close doors behind you
- **Move** away from the building exterior and assemble with floor marshal
- **Contact Safety and Security** 6682-4109, **Facilities** 5586-4160 and HSSE 4454-0999 and report location, injuries and other hazards
- **Inform** emergency responders of any hazards, injuries, or locations or persons remaining inside
- **Remain** outside the building until clear for reentry

Wise Words...

Familiarize yourself with locations of exits, extinguishers and fire alarm pull stations.



Accident Reporting

If you have received a cut, a burn, or an exposure to a hazardous material, please REPORT IT. Let a faculty member and the Director of Safety and Security/ Facilities know. The contact information are:

Stephen McCarty Director of Safety and Security	Office 4454-8434	Mobile 6682-4109
Elissar Hajjar Director of Facilities	Office 4454-8607	Mobile 5586-4160

Reasons to report:

1. Accident investigation of a minor injury can help to uncover and correct a problem. Left unreported, it could happen again to someone else.
2. An injury may not require treatment now, but it could become a problem at a later time.
3. The Director of Safety and Security will investigate and determine what can be done to prevent a recurrence.
4. Accident reports should be submitted to the Director of Human Resources:

Taher Giaedi Director of Human Resources and Operations	Office 4454-8638
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Have your faculty member submit a Supervisor's Injury/Illness Report.
<https://www.cmu.edu/hr/assets/workers-comp/workers-comp-forms.pdf>

A copy of the report will go to Safety and Security. You may be contacted if there are additional information needed to complete the investigation.