

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

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 4454-8434, Facilities 4454-8607 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 4454-8434, Facilities 4454-8607 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)

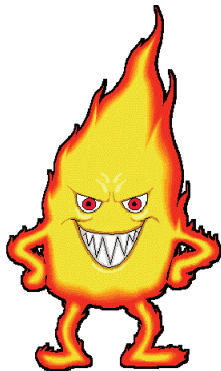
Building Evacuation Instructions

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 4454-8434 and Director of Facilities at 4454-8607.**
- 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 (4454-8434) and Director of Facilities (4454-8607) 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 4454-8434 Facilities 4454-8607**



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 4454-8434, Facilities 4454-8607 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 55864160

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
---	----------------------------

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.