

Emergency Response guide for Laboratories



Emergency (Medical, Police and Fire)

Police Department- 9-91 from MSM phone

MSM Police – (404) 752-1794 or (404) 752-1795

Environmental Health and Radiation Safety

Charles Bynum: Associate Director/RSO Ph: (404) 756-5783 cell (702)

498-1654

Shaka Rucker: Safety Specialist Ph: (404) 756-6668 cell (505)-374-668

HAZARDOUS MATERIAL PERSONAL EXPOSURE

Chemical Spill on Body

Flood exposed area with running water for at least 15 minutes (Sink may be appropriate depending on size of spill).

Remove contaminated clothing and shoes while in shower.

Contact MSM Police- (404) 752-1794 or (404) 752-1795

SDS should accompany injured person for medical treatment.



Biological Spill on Body

Remove any contaminated clothing and place in red biohazard bag.

Wash contaminated area with thoroughly with soap and water.

Contact MSM Police- (404) 752-1794 or (404) 752-1795



Hazardous Material in Eye

Rinse eyeball and under eyelids with water for 15 minutes.

Hold eyelids open to ensure thorough washing.

Contact MSM Police- (404) 752-1794 or (404) 752-1795



CHEMICAL SPILLS

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

A SMALL VOLUME AND LOW HAZARD chemical spill is one that does not pose a health threat beyond those associated with the chemicals 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

- **Notify** Campus police.
- **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 MSM Police-** (404) 752-1794 or (404) 752-1795
- **REMAIN** safely in the area to inform emergency responders of:
 1. Number and extent of injured people
 2. 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 Microorganisms, a MAJOR Spill involves a material that is infectious via inhalation.

Minor Spill

- **Notify MSM Police-** (404) 752-1794 or (404) 752-1795
- **Alert** people in the immediate area of spill.
- **Remove** broken glass with forceps or scoop and place in rigid, puncture resistant container.
- **Place** paper towels soaked in 10% bleach or an appropriate disinfectant directly on the spill and apply for 20 minutes.
- **Wipe** the area clean and discard towels in biohazard bag. Repeat as needed.
- **Discard** the spill clean-up material and contaminated PPE in a biohazard 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.
- **WASH** affected areas of exposure and remove contaminated clothing into red biohazard waste bag.
- **CONTACT MSM Police-** (404) 752-1794 or (404) 752-1795
- **REMAIN** safely in the area to inform emergency responders of :
 1. Number and extent of injured people
 2. Name(s) of agent(s) involved, and volumes(s)
 3. Hazards associated with the materials(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, contact Director of Public Safety to develop and emergency plan. If you have already developed this plan execute it during the emergency.**
 - Actively participate in emergency drills
 - Follow the instructions that will be given to you by the Police officer or Security guard.
 - Know at least two evacuation routes for your building and know your assembly area.
 - RESPOND to alarms however proceed with caution. Evacuate the building safely.
 - 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 instructed to do so by campus safety** (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 know how, contact Director of Public safety (404) 752-1794 or (404) 752-1795 for information and training.
 - Be prepared to assist disable coworkers, or workers who may not be fluent in English.
 - Don not expect emergency responders to have the time to answer questions. Stay out of their way to allow them to do their job.
 - 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** handle grips or trigger.
- **Sweep** the fire, spraying side to side at the base of the flames.
- **Ventilate** the area after the fire is completely extinguished.
- **Contact MSM police** 404) 752-1794 or (404) 752-1795

Large Fires

- Activate the nearest fire alarm pull station and alert others.
- Assist others in danger.
- Evacuate the area, use the stairs and close doors behind you.
- Move away from the building exterior and assemble with the floor marshal.
- **Contact MSM police** 404) 752-1794 or (404) 752-1795 and report location, injuries and other hazards.
- Inform emergency responders of any hazards, injuries, or locations of persons remaining inside.
- Remain outside the building until cleared for reentry.

Wise Words...

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



Work-Related Accident, Injury, or Illness Instructions

Before completing this form the incident must be reported to your manager or appropriate designee. In addition to your manager, if this is a chemical or radiation exposure issue Environmental Health and Radiation Safety may require notification (404.756.5783) that an incident has occurred. If there has been a security breach, vehicle damage, theft, suspicious person/event, or emergency that requires government agencies: Contact the Department of Public Safety at 404.752.1794 or 404.752.1795

What should be reported?

- Incident/accident
- Injury, work caused illness and significant first aid treatment
- Dangerous event or near miss (an incident which could have caused serious injury or extensive property damage but did not)
- Property damage or hazardous activity observed.

What do you do with this form?

- Save as a Word document and complete electronically or print the form and complete manually
 - **If incident only:** complete sections A, B, and D
 - **If an injury has occurred:** the entire form must be completed and sent by email to toagodfrey@msm.edu or by fax to 404.752.1639
 - **If a Workers Compensation claim must be filed:** the entire form must be completed and sent by email to agodfrey@msm.edu or by fax to 404.752.1639

Contacts

- Human Resources Main Line – 404.752.1600 or Arlene Godfrey – 404.752.1964
- Office of Disability Services and Leave Management – 404.752.1871