

Emergency Procedures



1. Report to the laboratory instructor immediately;

- a. If you have an accident,
- b. Observe another student who has an accident or needs assistance, or
- c. Observe behavior or procedures that you feel may be hazardous.

2. If chemicals are spilled on you or if you see chemicals spilled on another student:

a. Call for help from your instructor.

- b. If anyone has been injured or exposed to toxic chemicals or chemical vapors, have someone **call Campus Safety at 8888 or 911** and seek medical attention immediately. Report that this is an emergency and give your name, phone and location; location of the spill; the name and amount of material spilled; extent of injuries; safest route to the spill.
- c. Use the eyewash station for eye exposures to rinse immediately holding eyelids open and flush for 15 minutes. Don't wait to see if the chemicals will injure you!
- d. Use the safety shower if the spill exposure is extensive. Portions of your body or clothing that have been in contact with chemicals should be flushed thoroughly with water.
- e. Without endangering yourself, remove victims to fresh air.
- f. If evacuating, leave the spill area and alert others in the area and direct/assist them in leaving. Close doors behind you if time permits.
- g. Only if directed, work with the instructor to clean up spills on the bench or floor. Do not attempt alone! Do not try to pick up broken glass by yourself!



3. In case of fire:

a. Try not to panic and immediately call for help from your instructor;

- b. Have someone immediately **call Campus Safety at 8888 or 911** from a safe place and **pull the fire alarm** on your way out.
- c. If clothing is burning, slowly walk to the safety shower and pull the handle (or ask someone nearby to pull the handle).
- d. If a shower is not readily available do one of the following:
 - i. Stop, drop and roll on the floor to extinguish the flames away from a spill and/or broken glass; or
 - ii. Have others quickly wrap you in a fire blanket if available and roll you on the floor to extinguish the flames.
- e. Small fires on the bench top or floor may be put out with a fire extinguisher or smothered by covering the fire with a fire blanket. **Only use a fire extinguisher if properly trained.**
- f. When using a fire extinguisher remember the acronym PASS: Pull the pin, Aim nozzle at the base of the fire, Squeeze the trigger, and Sweep the extinguishing agent from side to side to cover the area. Fire extinguishers are most effective on very small contained fires or to provide a quick route of escape.



4. **Minor Injuries:** Wash minor cuts or burns with cold water and get bandages from the stockroom. **Report all such incidents, no matter how minor, to the instructor.** Supervisor(s) must complete and fax in reporting forms within 24 hours to Campus Safety at 7040.

Contact the Environmental Health and Safety Office at 7494 with questions