

## **Emergency Procedures**

Fire or Smoke

Chemical Spill

Radioactive Material Spill

Biological Agent Spill

Injury – First Aid

## **IN CASE OF FIRE OR FIRE ALARM**

### **I. NOTIFICATION**

- A. IF THE FOLLOWING IS REPORTED OR IF YOU SEE SMOKE, OR FLAMES, OR SMELL SMOKE OR HEAR A FIRE ALARM, **IMMEDIATELY:**
- Activate fire alarm, if not activated.
  - Call Fire Department: 9-911 (from a safe location).
  - Call Fire Safety Director: 677-7464 (from a safe location).
  - Report any change in conditions to the Fire Department and Fire Safety Director.
- B. IF YOU THINK YOU SMELL A PECULIAR OR UNFAMILIAR ODOR, **IMMEDIATELY CALL:**
1. Fire Safety Director: 677-7464
- C. INFORMATION TO BE GIVEN TO FIRE DEPARTMENT:
1. WHAT IS EMERGENCY: (Alarm, Smoke, Flames, etc.)
  2. ADDRESS: 2121 W. Holcombe, one block west of Main Street, Texas Medical Center.
  3. TYPE OF OCCUPANCY: High Rise Medical Research Facility.
  4. WHAT FLOOR: \_\_\_\_\_ ROOM # \_\_\_\_\_.
  5. TELEPHONE NUMBER: \_\_\_\_\_.
  6. LISTEN TO THE DISPATCHER, **let dispatcher hang up first.**

### **II. EMERGENCY PROCEDURES PRIORITIES**

- A. Emergency Procedures if the following is reported or you see smoke, flames or smell something burning:
- Isolate fire - close door if you can do so safely.
  - Activate fire alarm.
  - Call Fire Department 9-911(from a safe location).
  - Call Fire Director 677-7464(from a safe location).
  - Evacuate Using Exit Stairwells.
  - Fire Extinguishment if small and you can do so safely.
- B. EMERGENCY PROCEDURES IN THE EVENT OF AN ALARM ONLY:
1. Call Fire Safety Director 677-7464.
  2. **Minimum procedure:** Proceed to the stairwells and prepare to exit.
  3. Report any change in conditions to the Fire Department and the Fire Safety Director.

## **Chemical Spills**

### **MINOR SPILLS:**

1. Alert people in immediate area of spill.
2. Wear protective equipment, including safety goggles or face shield, gloves and lab coat.
3. Avoid breathing vapors from spill.
4. Use appropriate kit to neutralize and adsorb inorganic acids and bases. For other chemicals, use appropriate kit or adsorb spill with vermiculite, dry sand or paper towels. Collect residue, place in container, label container and call the Safety Office at extension 7953.
5. Clean spill area with detergent and water.

### **MAJOR SPILLS:**

1. Immediately call the Security Desk at extension 7464.
2. Alert people in the surrounding area to evacuate.
3. Attend to injured or contaminated persons and remove them from exposure. In case of personal contamination, remove affected clothing and flush contaminated skin with water for at least fifteen minutes. Seek medical attention immediately.
4. Close doors to affected areas as you leave.
5. Have person with knowledge of incident and laboratory assist emergency personnel upon arrival.

## **Radioactive Material Spills**

### **MINOR SPILLS:**

1. Notify all personnel in the area that a spill occurred.
2. Cover the spill with absorbent paper to prevent its spread.
3. Wearing disposable gloves, remove the contaminated absorbent paper. Place in a plastic bag along with your disposable gloves, and dispose of the bag in the appropriate radioactive waste container.
4. Take wipe tests to determine the extent of the contamination. If contamination is still present, clean the area with an appropriate solvent using a clean hand/dirty hand method and resurvey.
5. Notify Safety Office of the event (extension 7953).

### **MAJOR SPILLS:**

1. Clear the area of all persons not involved in the spill, and close the door to the laboratory room.
2. Prevent the spread of the materials by covering the spill with absorbent pads. **DO NOT TRY TO CLEAN UP!**
3. Confine the movement of all personnel potentially contaminated to minimize additional contamination.
4. Call the Security Desk at extension 7464.
5. Contaminated clothing should be removed and stored for further evaluation. If the spill is on the skin, flush thoroughly and wash with mild soap and lukewarm water.

## **Biological Agent Spills**

1. Alert people in immediate area of spill.
2. Decontaminate with 1:10 bleach solution (solution should be in contact with spill for at least 15 minutes).
3. Cover the spill with absorbent paper.
4. Wearing disposable gloves, remove the absorbent paper and place in an autoclavable bag (orange or red) for proper disposal.
5. Clean spill area with detergent and water.

## **Injuries / First-Aid**

To contact the IBT Medical Emergency Team, call the Security Desk at extension 7464.