



## **Department of Public Safety & Environmental Health**

### **EMERGENCY PROCEDURES**

**-PLEASE POST-**

**Non-Emergency Department of Public Safety call 313-593-5333**

**University of Michigan-Dearborn Emergency call 911 from any campus phone.**

**EMERGENCY PREPAREDNESS  
AT  
THE UNIVERSITY OF MICHIGAN-DEARBORN**

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Response Flipchart has been developed to assist in minimizing the negative effects from such events and is to be used in conjunction with the Emergency Response Plan located on the Public Safety website at [http://www.umd.umich.edu/public\\_safety\\_env\\_health/](http://www.umd.umich.edu/public_safety_env_health/). Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and post this flipchart in your work area or laboratory for quick reference. Once you are familiar with the information here, you will be better prepared to protect yourself and co-workers.

**Reminder: Program the Public Safety phone number into your cell phone...313-593-5333 since 911 calls from a cell phone are routed to a local police agency and must then be rerouted to Public Safety; therefore, creating a delay in response.**

**DO NOT FILE THIS DOCUMENT!!!**

If you have any questions concerning a unique situation not covered in this reference, need additional emergency information, or would like to schedule a training course, please contact the University of Michigan-Dearborn Department of Public Safety at 313-593-5333 or Environmental, Health & Safety (EHS) office at 313-593-4914.

**WHAT YOU CAN DO TO PREPARE:**

- Keep emergency supplies in your office or laboratory (medications, flashlights, comfortable shoes, bottled water, batteries, and portable radios).
- Post this Emergency Procedures Flipchart in a *visible* location in your office/laboratory.
- Become familiar with the quickest exit route from your building.
- Locate the nearest fire extinguisher and fire alarm pull station.
- Schedule crime prevention courses with Public Safety.
- Schedule fire extinguisher training or other safety courses with the EHS office.

**INTRODUCTION**

# EVACUATION

Public Safety will notify occupants to evacuate the building. (If the fire alarm is activated, you MUST vacate immediately.)

Do NOT use elevators.

Close, but do not lock doors.

Evacuate in groups to assist with a count at the pre-designated meeting point.

Assist those with disabilities.

Assemble at the buildings pre-designated meeting point.

Do not re-enter the building until "ALL CLEAR" is issued by Public Safety.

## **EVACUATION**

Prior to an emergency, prepare an evacuation plan and have it available at all times. If you do not have one prepared, contact the EHS office at 313-593-4914 to assist you in preparing one.

The following should be included in the evacuation plan:

1. Primary and secondary evacuation routes.
2. Procedures for the evacuation of persons with disabilities.
3. Designated person(s) familiar with the building and its evacuation plan responsible for meeting with the responding officer(s).
4. Pre-arranged meeting point at least 500 feet away from the building.

### **REMEMBER!**

- Walk, do not run to nearest exit.
- Do not use elevators.
- Assist people with special needs.
- Do not re-enter until advised to do so by Public Safety & Environmental Health. If you cannot return to your building, wait for instructions from Public Safety or other organization in charge.

If you are unable to evacuate the building during an emergency, call 911 from any campus phone or 313-593-5333 from a cell phone. Provide your location and status to the Public Safety Communications Officer.

**EVACUATION**

# FLOODING

If you can, secure vital equipment, records and hazardous materials to a higher, safer ground.

Shut off all electrical equipment.

Secure all laboratory experiments.

Wait for instructions from Public Safety for immediate action.

Do NOT return to your building until you have been instructed to do so by Public Safety.

If assisting in cleanup, report to the Environmental Health and Safety office any oil, chemical, or radioactive material suspected in flood waters at 313-593-5333.

Do NOT dump floodwater down the storm drain.

## **FLOODING**

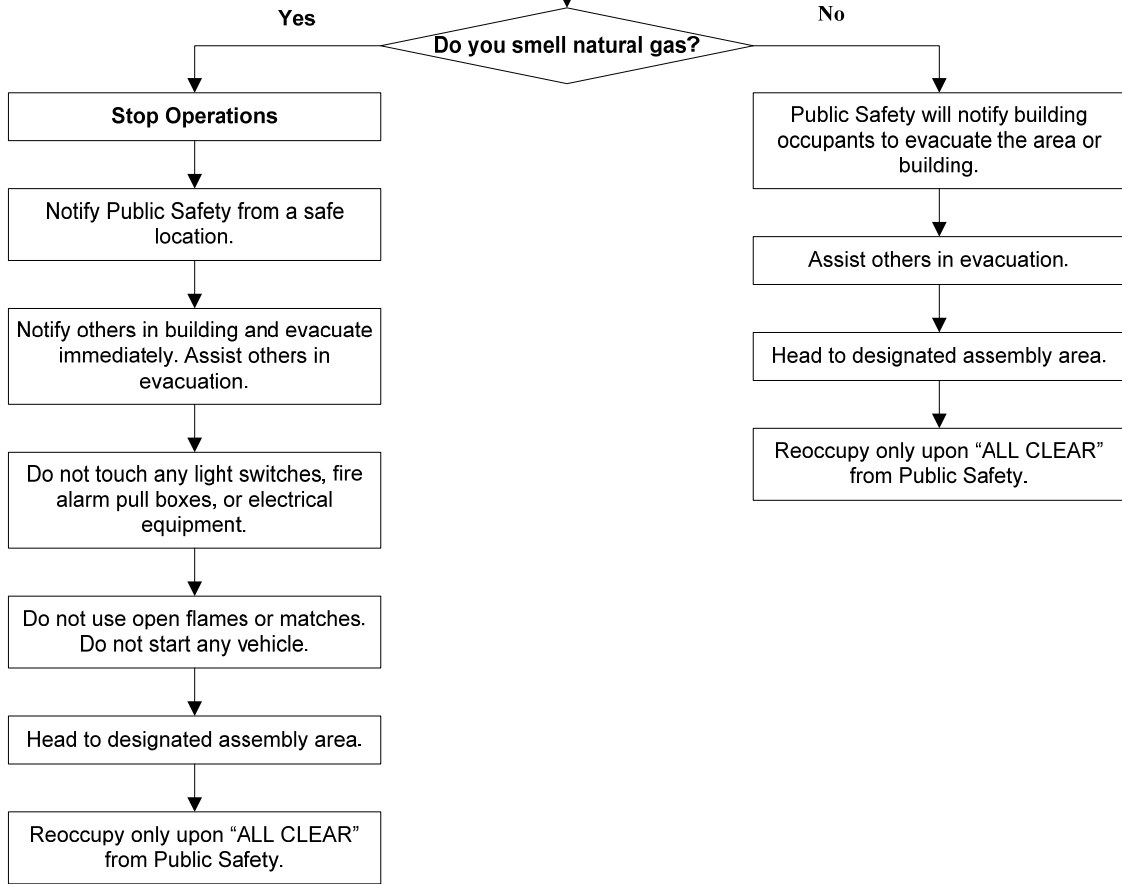
### **IN CASE OF IMMINENT OR ACTUAL FLOODING:**

1. If you can safely do so,
  - Secure vital equipment, records, and hazardous materials (chemical, biological, and/or radioactive)--move to higher, safer ground.
  - Shut off all electrical equipment.
  - Secure all laboratory experiments.
  - Wait for instructions from Public Safety for immediate action.
2. Do not return to your building until you have been instructed to do so by Public Safety.
3. If assisting in cleanup, report to the EHS office at 313-593-5333 any oil, chemical, biological, or radioactive materials suspected of mixing with the floodwaters.
4. Do not dump floodwater down the storm drain.

Minor or area flooding of campus could be a result of major rainstorms, a water main break, or loss of power to sump pumps. In case of imminent, weather-related flooding, Public Safety will monitor the National Weather Service and other emergency advisories to determine necessary action.

**FLOODING**

# LOSS OF UTILITIES



## **LOSS OF UTILITIES**

In the event of a major, campus-wide outage, the University of Michigan-Dearborn has emergency generators that will restore power to some areas of campus. To report a power outage call Public Safety 313-593-5333 after business hours.

Keep a flashlight and batteries in key locations throughout your work areas.

### **ELECTRICAL OUTAGE:**

1. Remain calm.
2. Follow directions from Public Safety or Facilities Management for immediate action.
3. If evacuation of a building is required, seek out persons with special needs and provide assistance.
4. Laboratory personnel should secure all experiments, store chemicals in their original locations, unplug electrical equipment, and shut off research gases prior to evacuating. Close fume hoods and vacate laboratory space until the power is returned.
5. Do not light candles or other types of flame for lighting.
6. Unplug all electrical equipment (including computers) and turn off the light switches.

### **IF PEOPLE ARE TRAPPED IN AN ELEVATOR:**

1. Tell passengers to stay calm and that you are getting help.
2. Call 911 from any campus phone or 313-593-5333 from a cell phone, and provide information.
3. Stay near the passengers until police or other assistance arrives, provided it is safe to stay in the building.

### **GAS LEAK:**

1. Stop all operations.
2. **DO NOT TOUCH ANY LIGHT SWITCHES OR ELECTRICAL EQUIPMENT.**
3. Notify Public Safety after hours at 911 from any campus phone or 313-593-5333 from a cell phone.

**POWER OUTAGES (LOSS OF UTILITIES)**

## TORNADO OR SEVERE WEATHER

Public Safety will notify the campus via email or telephone "fan out", if time permits; or will activate the weather alert siren to "take cover."

"Take cover" in the lowest level/floor of an interior hallway or corridor. Avoid areas with glass, gymnasiums, or free span roofs.

Floor Captains assist in directing occupants to shelter locations.

Once in shelter location, the Floor Captains need to determine unaccounted person(s).

Floor Captains will notify Public Safety of unaccounted person(s) and injuries.

Public Safety will notify when "ALL CLEAR."

Be cautious of broken glass, sharp objects, and trip hazards when returning back to the work area, classroom, or locations designated by Public Safety.

## **TORNADO OR SEVERE WEATHER**

A **TORNADO WATCH** means a tornado could potentially develop, and a **TORNADO WARNING** means a tornado has actually been sighted.

### **TO REPORT A TORNADO:**

Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone.

### **SEEK SHELTER/SAFETY IN THE FOLLOWING AREAS:**

- Basement or lowest floor of interior hallway or corridor away from windows.
- If no basement is available, seek shelter under a sturdy workbench or heavy furniture (table or desk).
- In open country, move away from the tornado path at a right angle.
- If there is no time to escape, lie flat in the nearest depression (ditch or ravine).

### **AVOID THE FOLLOWING:**

- Top floors of buildings.
- Areas with glass windows or doors.
- Auditoriums, gymnasiums, cafeterias or other areas with large, free span roofs.
- Automobiles.

### **DURING A TORNADO, KEEP THE FOLLOWING ITEMS WITH YOU:**

- Flashlight.
- Radio.
- Portable or cell phone.

### **LISTEN FOR:**

- Radio reports.
- The University of Michigan-Dearborn or City of Dearborn weather alert siren.

**The silencing of the siren does not mean it is safe to leave the shelter area.  
Wait for a command or "ALL CLEAR" signal is issued by Public Safety.**

**TORNADO OR SEVERE WEATHER (TAKE COVER)**

**SUSPICIOUS  
PACKAGE OR OBJECT**



Do NOT touch, move, or open article.



Isolate the package.



Open window(s) in the immediate area.



Evacuate immediate area.



Notify Public Safety by campus phone at  
911 or cell phone at 313-593-5333.

## SUSPICIOUS PACKAGE OR OBJECT

If you receive or discover a suspicious package or foreign device:

**DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!!!**

**IMMEDIATELY DIAL 911 from any campus phone or 313-593-5333 from a cell phone TO REPORT THE OBJECT TO PUBLIC SAFETY.**

### LETTER & PARCEL BOMB RECOGNITION CHECKLIST

**Be cautious of:**

- \*Foreign mail, air mail, and special deliveries
- \*Restrictive markings such as "confidential" or "personal"
  - \*Excessive postage
- \*Handwritten or poorly typed address
  - \*Incorrect titles
- \*Misspellings of common words
- \*Oily stains or discolorations on package
  - \*Excessive weight
- \*Rigid, lopsided, or uneven envelopes
  - \*Protruding wires or tinfoil
  - \*Excessive tape or string
  - \*Visual distractions
  - \*No return address

**If you receive a call from a person reporting a bomb threat, please turn to the bomb threat section, and attempt to complete the questionnaire if the time and situation permits.**

**IF YOU ARE SUSPICIOUS OF A MAILING AND ARE UNABLE TO VERIFY THE CONTENTS WITH THE ADDRESSEE OR SENDER:**

1. Do not touch or move the article by putting in water or a confined space such as a desk drawer or filing cabinet.
2. Do not open the article.
3. Isolate the mailing and evacuate the immediate area.
4. If possible, open windows in the immediate area to assist in venting potential explosive gases.
5. If you have any reason to believe a letter parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone for assistance.

**SUSPICIOUS PACKAGE OR OBJECT**

# BOMB THREAT

Keep the person talking as long as possible  
(pretend to have difficulty hearing).

Call Public Safety from a campus phone at 911  
or a cell phone at 313-593-5333 immediately if  
you have received a bomb threat. (If you can't  
make the call yourself, have a colleague notify  
Public Safety).

Complete the following attached sheet in detail.

Wait for instructions from Public Safety for  
immediate action.

# BOMB THREAT DATA SHEET

## QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Phone number on display? \_\_\_\_\_

Phone number call was received on? \_\_\_\_\_

Time received: \_\_\_\_\_ Date: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

## CALLER'S VOICE

Calm	Loud	Nasal
Angry	Laughter	Stutter
Excited	Crying	Lisp
Slow	Normal	Raspy
Rapid	Distinct	Deep
Soft	Slurred	Ragged
Accent	Clearing Throat	Disguised
Familiar	Deep Breath	Cracking Voice

If voice was familiar, whom did it sound like?

Sex of caller:    Male                  Female

Age: \_\_\_\_\_

## BACKGROUND SOUNDS

Street Noise	Animal Sounds
Factory Machines	Kitchen Noises
Voices	Clear
PA System	Static
Music	Long Distance
House Noise	Local
Motor	Booth
Office Machinery	Other

## THREAT LANGUAGE

Well Spoken (Well educated)	Taped
Incoherent	Irrational
Message Read by Threat Maker	Foul

**REMARKS:** \_\_\_\_\_

The Department of Public Safety, in general, does not recommend that buildings be evacuated as a result of bomb threats. This however does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include, but are not limited to, the following:

Message Received:

- Urgency
- Exactness
- Plea
- Specific location within the building
- Any specific description of the device

Current Turmoil:

- National and Local scene
- Personal vendetta

**IMPORTANT:** *Call 9-1-1 immediately*, from any campus phone or 313-593-5333 from a cell phone, after receiving a bomb threat. Complete the requested information in as much detail as possible and provide this form to the police.

**BOMB THREAT**

**VIOLENT, CRIMINAL  
BEHAVIOR OR HOSTILE  
INTRUDER**



If you are a victim or observe a criminal act or suspicious person on campus, immediately report this to Public Safety at 911 from a campus phone or 313-593-5333 from a cell phone.



If there is gunfire or if explosives discharged, take cover immediately.



Provide information to Public Safety (for example, the nature of the incident, location, description of person/property involved).



Assist Public Safety when they arrive by supplying them with available information.

## **VIOLENT, CRIMINAL BEHAVIOR, OR HOSTILE INTRUDER**

UM-Dearborn has zero tolerance for the violence of one person toward another. Everyone shares in the responsibility of helping make our campus a safe place. We are all asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting such activity.

If you are a victim of a crime or observe a criminal act or a suspicious person on campus, immediately report the incident to Public Safety at 911 from any campus phone or 313-593-5333 from your cell phone and provide the following information:

1. Nature of the incident, and if any weapons may be involved.
2. Location of the incident.
3. Description of person(s) involved or vehicles involved, including license plate number (if known).
4. Description of property involved.
5. Your exact location and phone number where you can immediately be called.

Assist Public Safety when they arrive by supplying them with all available information and ask witnesses or others involved to remain at the scene until interviewed.

Should you have contact with a violent or hostile person, or if gunfire or explosives be discharged, you should take the following steps to safeguard your safety and the safety of others.

If the violent or hostile intruder is inside the building:

1. Immediately contact Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone. Do NOT pull a fire alarm pull station as this would place innocent persons in harm's way.
2. Only you can tell if it is safe to run from the building before the arrival of Public Safety. If in doubt, don't run, seek shelter where you are.
3. Lock the doors to the room you are in and turn off the lights.
4. Stay out of sight of windows and doors.
5. Remain calm and quiet. Stay in hiding until Public Safety or persons of authority gives notification that the situation is safe.

If the violent or hostile intruder is outside the building:

1. Run away from the area of the threat.
2. Keep objects or buildings between you and the intruder and do NOT run in a straight line.
3. Warn others not to enter the area.
4. Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone to report the incident as soon as possible.
5. If the intruder is near you and causing great harm to others, hide if at all possible.

**VIOLENT, CRIMINAL BEHAVIOR, OR HOSTILE  
INTRUDER**

## CIVIL DISTURBANCE

Contact Public Safety at 911 from a campus phone or 313-593-5333 from a cell phone.  
Report what is happening.

Do NOT provoke or obstruct demonstrators..

Immediately secure the classroom or office door(s).

Avoid the area of disturbance.

Stay put until Public Safety or other emergency personnel issue an "ALL CLEAR."

## **CIVIL DISTURBANCE**

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

### **IN CASE OF CIVIL DISTURBANCE:**

1. Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone.
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, safes, files, vital records, and expensive equipment).
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible, unless directed otherwise by Public Safety or persons of authority.
6. If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!!!**

**CIVIL DISTURBANCE**

# FIRE

## IF YOU SMELL SMOKE OR SEE FIRE

Manually activate fire alarm by pulling the pull box station.

Walk to the nearest exit. Do NOT use elevators.  
Crawl if smoke is heavy.

Assist persons with special needs.

Gather at the designated assembly area. Stay upwind/uphill of the smoke.

Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel.

Floor Captains should attempt a head count. Notify Public Safety of unaccounted or injured person(s).

Do not return to a building until "ALL CLEAR" is issued by Public Safety.

## IF TRAPPED IN A BUILDING DURING A FIRE

Do NOT panic.

Keep all doors and windows closed.

Place an article of clothing outside or inside a window.

Place wet towels into openings and under doors to prevent smoke from entering the area.

Stay near the floor.

Shout at regular intervals to alert rescue crews of location.

Notify Public Safety of your location; from a campus phone call 911 or from a cell phone 313-593-5333.

## **FIRE**

All employees, especially those in certain occupations (laboratory and facilities management employees), should learn to use a fire extinguisher. Call the EHS Office 313-593-4914 to set up fire extinguisher training.

SEE “EVACUATION” SECTION OF THIS GUIDE FOR MORE INFORMATION.

### **IF YOU DISCOVER FIRE:**

1. Manually activate the fire alarm system.
2. Immediately exit the building, closing doors behind you (**DO NOT USE ELEVATORS**).
3. Call Public Safety at 313-593-5333 from your cell phone when you reach the designed assembly area.

### **ONCE THE FIRE ALARM IS ACTIVATED:**

1. Walk to the nearest exit (**DO NOT USE ELEVATORS**).
2. Assist persons with special needs.
3. Notify Public Safety and fire personnel if you suspect someone is trapped inside the building.
4. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by Public Safety.

### **IF TRAPPED IN A ROOM:**

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into the room).
4. Hang an article of clothing out the window to notify rescuers you are trapped.

### **IF CAUGHT IN SMOKE:**

1. Drop to hands and knees and crawl toward exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose and use a filter such as a shirt or towel.

### **IF FORCED TO ADVANCE THROUGH FLAMES (which should be a last resort):**

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

### **USING A FIRE EXTINGUISHER:**

If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.

**FIRE EXTINGUISHER INSTRUCTIONS:  
PULL SAFETY PIN FROM THE HANDLE.  
AIM AT THE BASE OF THE FIRE.  
SQUEEZE THE TRIGGER HANDLE.  
SWEEP FROM SIDE TO SIDE AT THE BASE.**

**FIRE**

## **MEDICAL EMERGENCIES**

Notify Public Safety immediately at 911 from a campus phone or 313-593-5333 from a cell phone.

Keep victim(s) calm and comfortable until help arrives.

## **MEDICAL EMERGENCIES**

**DON'T SECOND-GUESS – ALWAYS CALL  
911 from any campus phone or 313-593-5333 from a cell phone**

### **REPORT ALL MEDICAL EMERGENCIES**

University policy indicates that all medical emergencies must be reported immediately to Public Safety. If you require, or become aware of an individual who requires emergency medical care, immediately:

1. Call Public Safety at 911 from a campus phone or 313-593-5333 from a cell. Provide the following information to the Public Safety Communication Officer:
  - Your name & phone number;
  - The name of the individual if known;
  - Description of individual requiring medical attention;
  - Exact location of the individual (building & room number); and
  - Any other relevant information
2. Do not hang up the phone until the Public Safety Communication Officer has indicated that you have provided all of the necessary information.

### **ONLY INDIVIDUALS TRAINED IN FIRST AID & CPR SHOULD RESPOND DIRECTLY TO MEDICAL EMERGENCIES.**

#### **FIRST AID FOR SHOCK**

When a person has been badly injured, it is important to give treatment for shock immediately. The signs of shock may appear right away or not show up for an hour or more. Remember it is important to provide treatment for shock to ALL badly injured persons whether symptoms appear or not. The signs of shock are:

1. Pale, cool, clammy skin;
2. Weak and rapid pulse and;
3. General body weakness.

Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone for emergency medical help immediately, then—

1. Keep the person lying down.
2. Cover the person with a blanket.
3. Do not give fluids.
4. Try to stop major bleeding by applying pressure.

#### **TO STOP BLEEDING**

1. Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone.
2. Apply pressure directly onto the wound, with a sterile gauze or clean handkerchief, or to known pressure points.
3. Maintain a steady pressure for five or ten minutes.
4. If a victim is bleeding from an arm or leg, elevate it.
5. Stay with the victim until help arrives.

#### **BURNS & CHEMICAL BURNS**

1. Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone.
2. Remove the victim from the source of the burn only if it safe for you to do so. If a chemical is involved, wear gloves or other protective gear.
3. Cool the burn by flushing with large amounts of water. Use water close to room temperature. For chemical burns, also remove any contaminated clothing.
4. Loosely cover the burn with a dry clean or sterile dressing.
5. For electrical burns, make sure the **power source is off** before making contact with the victim. If the victim is unconscious, do not move unless there is an immediate danger. Loosely cover the burns with a dry clean or sterile dressing.

#### **ABDOMINAL THRUSTS FOR CHOKING VICTIMS**

1. Get behind the victim. Wrap your arms around the person's waist, just above their navel.
2. Clasp your hands together in a double fist. **PRESS IN AND UP IN QUICK THRUSTS.**
3. Be careful not to exert pressure against the victim's rib cage.
4. Repeat procedure until choking stops.

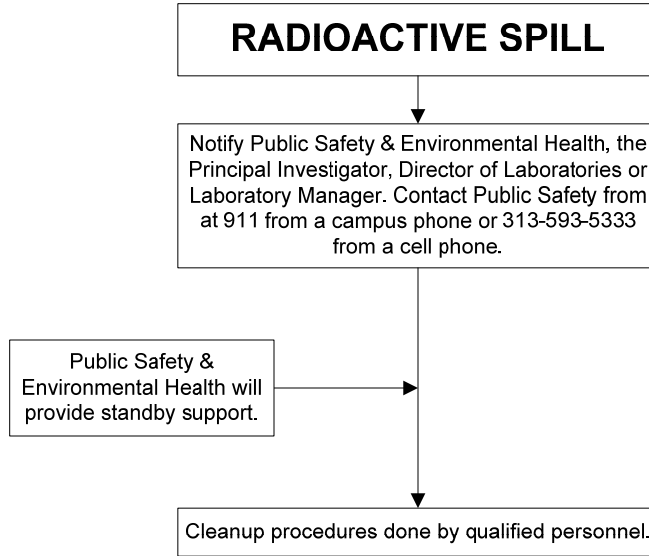
**MEDICAL EMERGENCIES**

# RADIOACTIVE SPILL

Notify Public Safety & Environmental Health, the Principal Investigator, Director of Laboratories or Laboratory Manager. Contact Public Safety from at 911 from a campus phone or 313-593-5333 from a cell phone.

Public Safety & Environmental Health will provide standby support.

Cleanup procedures done by qualified personnel.



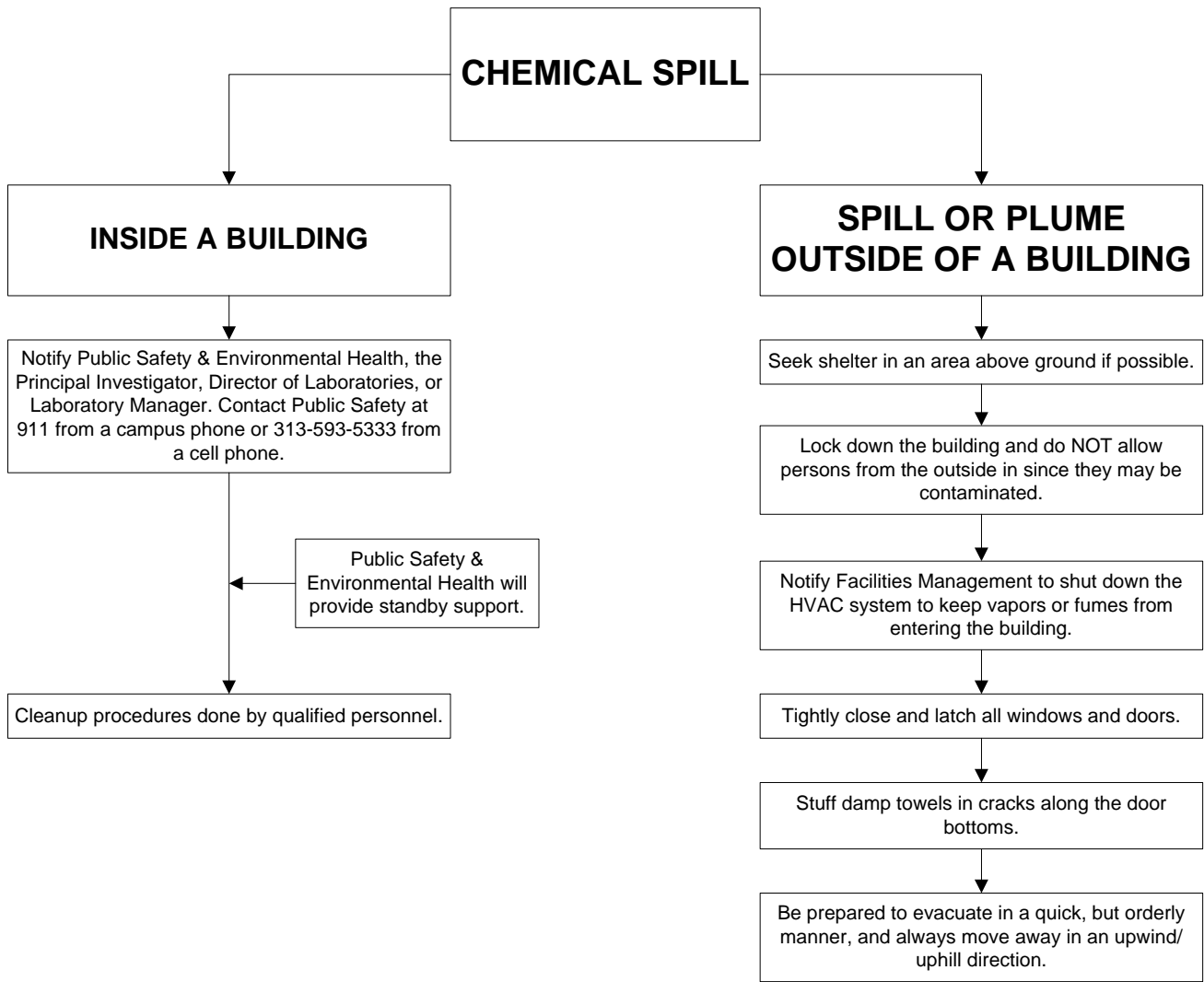
## RADIOACTIVE SPILL

*Notes & Precautions:* Radioactive contamination can be spread beyond the immediate spill area by the movement of personnel involved in the actual spill or cleanup effort. Prevent the spread of contamination by confining the movement of personnel until a qualified person has monitored and found them to be free of radioactive contamination.

### RADIOACTIVE SPILLS

- Don't panic! Get control of the situation.
- Attend to personnel injuries or emergencies first. Injuries take precedent over radioactive contamination.
- **WARN OTHERS** and request radiological assistance from others.
- Direct potentially contaminated personnel to stay in a **CONTROLLED AREA** of the laboratory until they have been monitored and shown to be free of contamination.
- **ISOLATE & CONTAIN** the spill to a localized area of the laboratory. Post or tape off the affected area and establish an entry "control point" into the area.
- **DO NOT SPREAD CONTAMINATION** beyond the immediate area. Leave contaminated shoes in the affected area.
- **DO NOT** allow others into the contaminated area.
- **MONITOR YOURSELF** and the affected area to identify the extent of the contamination. Use smears/swipes or an appropriate radiation survey meter. [REMEMBER: Radiation survey meters cannot detect tritium (H-3)!]
- Contact **Public Safety & Environmental Health** at 911 from any campus phone or 313-593-5333 from a cell phone as soon as possible for assistance. Public Safety will notify the Principle Investigator or Director of Laboratories. PROVIDE: Building name, room number, radionuclide involved, brief description of radiological incident, contact person's name and phone number at spill site.
- Initiate decontamination of any contaminated skin (soap & warm water).
- Wear appropriate protective clothing: long-sleeved lab coat, disposable gloves, shoe covers or booties, and safety goggles.
- Cover **WET SPILLS** with paper towels or absorbent pads. Discard contaminated absorbent materials into a solid radioactive waste drum or plastic bag.
- Cover **DRY SPILLS** with a slightly dampened paper towels or absorbent pads.
- Assist Radiation Safety Service personnel with decontamination or smear/swipe counting.

**RADIOACTIVE SPILL**



## CHEMICAL SPILL

*Notes & Precautions:* The range and quantity of hazardous substances used in laboratories requires pre-planning to respond safely to a chemical spill. The **cleanup of a chemical spill should only be done by knowledgeable and experienced personnel** who have received appropriate training. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. An incident/minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. An emergency release/major chemical spill requires active assistance from emergency personnel.

### INCIDENTAL/MINOR CHEMICAL SPILL

- Alert people in immediate area of spill.
- Secure the area.
- Wear protective equipment, including safety goggles, gloves, and long-sleeved lab coat.
- Avoid breathing vapors from spill.
- Confine spill to small area.
- **Do not** wash spill down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids or bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
- Clean spill area with water.
- **Report** the spill to the Manager of Laboratories or Director of Laboratories.

### EMERGENCY RELEASE/MAJOR CHEMICAL SPILL

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- Do NOT touch ignition sources.
- Contact Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone as soon as possible for assistance.
- Close doors to affected area.
- Have person(s) knowledgeable of incident and laboratory assist emergency personnel.

### CHEMICAL SPILL OR PLUME OUTSIDE OF THE BUILDING

- Seek shelter in an area above ground if possible.
- Lock down the building and do NOT allow persons from the outside in since they may be contaminated.
- Notify Facilities Management at 3-5270 from any campus phone or 313-593-5270 from a cell phone to shut down the HVAC system to keep vapors or fumes from entering the building.
- Tightly close and latch all windows and doors.
- Stuff damp towels in cracks along the door bottoms.
- Be prepared to evacuate in a quick, but orderly manner, and always move away in an upwind/uphill direction.

**CHEMICAL SPILL**

# BIOLOGICAL SPILL

Notify Public Safety & Environmental Health, the Principal Investigator, Director of Laboratories, or Laboratory Manager.  
Contact Public Safety from a campus phone at 911 or from a cell phone at 313-593-5333.

Public Safety & Environmental Health will provide standby support.

Cleanup procedures done by qualified personnel.

## **BIOLOGICAL SPILL**

### **Biological Spill on the Body**

- Remove contaminated clothing and thoroughly wash exposed areas with soap and water.
- Call Public Safety at 911 from any campus phone or 313-593-5333 from a cell phone to obtain immediate medical attention.
- Report the incident to the Manager of Laboratories or Director of Laboratories.

### **Spill Involving a Microorganism Requiring BL 1 Contamination**

- Wear disposable gloves.
- Soak paper towels in disinfectant and place over spill area.
- Place towels in plastic bags for disposal.
- Clean spill area with fresh towels soaked in disinfectant.
- Report the incident to the Manager of Laboratories or Director of Laboratories.

### **Spill Involving a Microorganism Requiring BL 2 Contamination**

- Alert people in the immediate area of the spill.
- Put on protective equipment.
- Cover spill with paper towels or other absorbent materials.
- Carefully pour disinfectant around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 20 minute contact period.
- Use paper towels to wipe up the spill, working from the edges to the center.
- Clean the spill area with fresh towels soaked in disinfectant.
- Place towels in a plastic bag and decontaminate in an autoclave.
- Report the incident to the Manager of Laboratories or Director of Laboratories.

**BIOLOGICAL SPILL**