EMERGENCY INFORMATION

Major Emergencies

In the event of an accident in the laboratory which involves a fire, explosion, or a large release of a hazardous chemical:

- Evacuate the building by activating the nearest fire alarm.
- Call 911 to give the details of the accident including the location, personal injuries, and types of hazardous material involved.

If the accident also involves chemical contamination or serious personal injury (e.g. profuse bleeding, broken bone, unconsciousness, immobile victim, etc.) follow the step above and:

- Move the victim from the immediate area of the fire, explosion, or spill (but only if this can be done without further injury to the victim or to you).
- Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for 15 minutes.
- Administer first aid as appropriate and wait for emergency medical responders to arrive.

Minor Emergencies

If the accident involves minor injuries requiring treatment at the IU Health Center (students), IU Health Urgent Care Clinic (employees), or IU Health Bloomington Hospital (after hours) or your regional campus medical providers (See Section 5.0 Medical Consultations):

- Administer first aid as appropriate and report to the administrative office in the building or department.
- Responsible departmental personnel such as faculty, staff, or building managers should coordinate transportation assistance for the injured person upon request.
- Use departmental vehicles whenever possible or voluntary use of personal vehicles if necessary.
- Drivers must have a valid driver’s license and observe local speed limits and traffic ordinances.

In the event of an accident in the laboratory which involves a minor chemical release or spill (with no personal injuries):

- Follow the Chemical Spill Response Procedures - SOP 3.13 (page 3-22 of this plan).
- Call the local EHS representative, physical plant, or police (see Laboratory Safety Contacts).

Accident Reports

All laboratory accidents must be reported:

- Submit OSHA required occupational injury report and worker’s compensation claims to Human Resources at http://hr.iu.edu/workers
- Submit an “Incident Reports” for property damage and potential liability purposes to Insurance, Loss Control and Claims at http://inlocce.iu.edu
- Submit all laboratory accidents (including non-injury and near-misses) to Environmental, Health, and Safety Management at www.ehs.indiana.edu/lab_safety.shtml
Fire Alarms

If a fire alarm sounds, laboratory workers should:

- Extinguish open flames and close the fume hood sash.
- Exit the building immediately to a designated assembly area.
- Report any incident information to the command center and stay available for a personnel count or any questions.

Tornado Watches and Warnings (Sirens)

A tornado watch means that conditions are favorable for the possible formation of a tornado. If a tornado watch is issued laboratory workers should:

- Turn on your weather alert radio.
- Complete existing experiments to a termination point. Do not start any new experiments. Shut down equipment if hazardous conditions may result from loss of utilities (e.g. loss of coolant, vacuum, steam for autoclaves).
- Be prepared to terminate experiments immediately if conditions deteriorate and a tornado warning is issued.
- Complete any animal research activities in progress and be prepared to terminate activities immediately if conditions deteriorate.
- Confirm that all laboratory animals are moved to appropriate housing.
- Close any open containers, secure and protect valuable research samples, radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.
- Secure chemical, radioactive, and biological waste.
- Secure any other regulated materials.
- Extinguish open flames and close all fume hood sashes.
- Unplug computers and all other electrical equipment (except refrigerators and freezers).
- Breakable items or items that may become airborne in heavy winds should be moved away from outside windows.
- Cover and secure or seal vulnerable equipment with plastic.
- Protect valuable files, research notebooks, and data to a safe secure location.
- Gather personal valuables and take them with you.
- Ensure you have your University issued ID with you.
- If a tornado warning is issued you should immediately suspend all laboratory procedures and seek shelter immediately.

A tornado warning means a tornado has been sighted in our area or nearby county. If a tornado warning siren is activated laboratory workers should:

- Seek shelter immediately.
- Go to the designated tornado shelter
- Basements, interior hallways and rooms on lower floors are the best locations for shelter.
- Stay away from windows and exterior doors.
- If no shelter is available, lie down in a low-lying area.
- Protect yourself from flying debris.