

# Emergency Response Procedures

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Emergencies happen. Being prepared is the best thing you can do to help yourself and others in the area when they occur. Know the location of all emergency equipment (e.g., safety showers, eyewash stations, fire extinguishers, and spill kits). Be aware of those in the area. Use these tips and guidelines to be prepared for emergencies.

## **When an emergency occurs:**

| 1. Call UAB Police – 911 on campus phones or 205-934-3535 on a cell phone                           |
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| 2. Report the nature of the emergency   |
| 3. Give the location of the emergency   |
| 4. State where you will meet the emergency vehicle  |
| 5. State how many persons are involved  |
| 6. Tell them the type and severity of any observed injuries   |
| 7. Notify others in the area about the nature of the emergency                                      |
| 8. Meet the ambulance or fire crews at the place you indicated. Send someone else if you cannot go. |
| 9. Do not move any injured persons unless they are in danger  |
| 10. Keep them warm. Unnecessary movement can severely complicate neck injuries and fractures.       |

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## Fires

### *Fire*

1. Activate the nearest fire alarm.
2. Call 911 from campus phones or 205-934-3535 from cell phones.
3. Meet at the designated assembly area.
  - a. Account for all of the individuals.
4. Wait for an all-clear signal from the first responders before re-entering the building.

### *Person on Fire*

1. **Drop and roll** on the floor if the person's clothes are on **fire**.
2. Go to the nearest **safety shower** as soon as possible.
3. Use the shower to remove any contaminating material and to cool the skin.
4. Wrap the person in a **safety blanket**.
5. Call 911 from a campus phone or 205-934-3535 from a cell phone if the person needs care. You can ask another person to do this while you are assisting the person in the shower if necessary.
  - a. Be prepared to give the operator information about the emergency and the location.

### *How to Use a Fire Extinguisher (PASS)*

Never use the fire extinguisher if you have not had the training, or it is not safe to do so.

Use the following steps to extinguish a fire if it is small.

1. **Pull** the pin.
2. **Aim** the nozzle at the base of the fire. Hitting the tops of the flame with the extinguisher won't be sufficient.
3. **Squeeze** the trigger in a controlled manner to release the agent.
4. **Sweep** the nozzle from side to side until the fire is out.

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## Medical Emergencies - Injuries

### *Non-Life Threatening Injuries*

1. If possible, use the first aid kit for minor injuries. Check the SDS to see if there are any specific recommendations for chemical emergencies.
2. Have the supervisor or lab manager complete the OJI form at On-the-Job/Illness Program.
3. seek medical attention if needed

### *Life-Threatening Injuries*

Call 911 from a campus phone or 205-934-3535 from a cell

1. Have the nature of the emergency and the location information ready for the operator.
2. Tell the operator which entrance to use and have someone meet the emergency responders at that entrance to guide them to the injured person.
3. Notify the emergency responders about any unique hazards that may be involved (ex. radioactive materials, chemicals, etc.).
4. Stay on the line until the emergency operator tells you to hang up.

## Spills/Splashes

### *Hazardous Materials in the Eyes*

1. Flush with water for 15 minutes at the eyewash station.
  - a. Open the eyelids and force water into the eyes.
  - b. If wearing contacts, wash once and then remove the contacts before washing for 15 minutes.
    - 1) Contact lenses may be difficult to remove, and the irrigation must be done immediately.
2. Seek medical attention as soon as possible.

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## ***Hazardous Materials on the Body – Large Spills***

1. Go to the nearest safety shower, turn it on, and get under it immediately.
2. Remove contaminated clothing and continue to shower for 15 minutes.
3. Get the attention of the laboratory supervisor and follow his/her instructions.
4. Seek medical attention if necessary.

## ***Hazardous Materials on the Body – Small Spills***

1. Rinse the exposed area with large amounts of water for 15 minutes.
2. Seek medical attention if necessary.

## ***Chemical Spill – Large Spills***

1. Call EH&S On-Call at 205-917-4766
2. Call 911 from a campus phone or 205-934-3535 from a cell phone.
3. Give the operator the following information:
  - a. Type of chemical
  - b. Size of spill
  - c. Possible exposure
4. Follow the directions provided by the First responders
5. Wait for the all-clear signal from the first responders before re-entering the area/building if evacuated

## ***Small Spill***

1. Alert people in the immediate area and restrict access.
2. Locate the correct spill kit.
3. Don the appropriate PPE.
  - a. Clean, buttoned, long sleeve lab coat
  - b. Nitrile gloves if appropriate
  - c. Chemical Splash goggles or a full-face shield
4. Consult the SDS for special precautions

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## **Liquids:**

1. Cover with the appropriate materials (vermiculite, absorbent pads, etc.) to absorb the liquid.
2. Dispose of as chemical waste.

1. Carefully sweep into a dustpan, and avoid generating respirable dust.
2. Dispose of as chemical waste.

## **Ingested Chemicals**

1. Identify the substances involved if possible
2. Call 911 from a campus phone or 205-934-3535 from a cell phone.
  - a. Give the operator the type of emergency and the location.
  - b. Stay on the phone until the person releases you.
  - c. Have someone meet the first responders at the location you gave the operator.



An Injury Report Form should be completed and a copy forwarded to the Department or Risk Management. For more information about handling emergencies or injuries, visit the [On-the-Job/Illness Program](#).