**Call 911 for all medical and life-threatening emergencies!**

**Provide the following information to 911 dispatch**

* Your name and phone#
* Incident location: this address, building and room#
* Injured person, *if any*, specific injury and location; request ambulance *if needed*
* Hazardous materials involved, *if known*
* What happened; describe activities that caused the incident and your initial response
* Other relevant information that may help responders evaluate and stabilize the incident
* Other information asked by dispatch

**Laboratory Information**

Building & Room: ( ) Lab Phone #: ( )

Contact the following if an incident occurs in this laboratory.

(Principal Investigator) (Cell Phone #)

(Laboratory Manager) (Cell Phone #)

(Alternate Person 1) (Cell Phone #)

(Alternate Person 2) (Cell Phone #)

(Alternate Person 3) (Cell Phone #)

The following emergency equipment are available in this lab:

* Fire extinguisher in specific *location in the room*
* Emergency shower inspecific *location in the room*
* Eyewash in specific *location in the room*
* Chemical spill kit in specific *location in the room*
* First aid kit in specific *location in the room*

Additional emergency equipment specify 1), 2) can be found in location.

**Environmental Health and Safety**

**University of South Carolina**

**Procedures for Laboratory Emergencies**

**If your clothing catches on fire:**

1. “STOP, DROP and ROLL”. (If someone is on fire, instruct the person to drop to the ground and to roll back and forth).

2. Cover your face with your hands.

3. Never use a fire extinguisher on a person. Use a fire blanket to help smother the flames. A damp towel may be used if the fire does not involve water-reactive chemicals.

**If you see smoke and suspect a fire:**

1. Pull an emergency fire alarm.

2. Evacuate the building using the nearest exit stairway. Warn everyone on your way out.

3. Call 911 and provide information listed above.

4. Proceed to the designated evacuation area.

**Evacuation information**

Fire and other emergencies will require you to leave the building. In case of a fire, always use the stairs, not the elevator!

* *The nearest fire alarm is in location.*
* *The building evacuation route is posted in* *location.*
* *If this primary route is not safe, the other way out is location.*
* *All lab staff are to meet at this location after exiting the building.*
* *Designated Coordinator, person’s name, will take attendance to ensure that everyone had safely evacuated.*
* *If you can provide information about the incident, proceed to the Incident Command on site.*
* *Do not re-enter the building until the Incident Commander has declared that it is safe to return!*

***FOR EMERGENCIES NOT ADDRESSED IN THIS DOCUMENT, REFER TO http://carolinaalert.sc.edu/***

**If your eyes or skin were exposed to chemicals or biological materials:**

1. Pull the safety shower lever to start the water flowing. For eyewashes, push lever to start the water flowing.
2. Wash off contaminants from your eyes by holding your eyes open to get the water under your eyelids.
3. Remove all contaminated clothing and shoes to effectively wash off skin contaminants.
4. Stay under the water for at least 15 min to wash off contaminant. If your skin came into contact with HF, wash HF off for 5 minutes, then start to massage liberal amount of calcium gluconate gel to affected area. Repeat application every 15 minutes.
5. Proceed to Center for Health and Well-being or the nearest ER for immediate treatment. Provide the Safety Data Sheet of the chemical or biological material involved.

**If there is a chemical or biological spill:**

1. Determine if it is a “major” or “minor” spill. A minor spill is one that is contained (*i.e.,* inside fume hood, biosafety cabinet) or small enough that it can be cleaned up safely with the spill kit available and where special personal protection (*i.e.* respirator) is not required.
2. Assist anyone who may have been contaminated or injured during the spill.
3. Clean up a minor chemical spill using your chemical spill kit and biological spills with your biological spill kit.
4. Call USC Police **(803)** **777-4215** and EH&S (803) 777-5269 for major spills and spills with mercury or hydrofluoric acid (HF).
5. Contain a major spill with appropriate absorbent, **only** if it can be done safely (*i.e.*, spill does not pose an inhalation hazard).
6. Post “Spill in Progress, DO NOT ENTER” on entrance door and evacuate the area.
7. Do not re-enter until Emergency Responders have cleaned up the spill and declared the building and laboratory safe for reentry.

**If there is a spill of, or exposure to radioactive materials:**

* Clean up small spills (<1 ml) by using an appropriate rad decontamination solution. Continue cleanup until contamination is less than 3X the background level.
* A spill where liquid is flowing or there is widespread powder contamination are considered a major a spill. Contain flowing liquid using an appropriate absorbent. Cover dry powder spill with a damp cloth. Call the Radiation Safety Office (803) 777-7530 or (803) 777-5269 immediately to request assistance.
* Report all incidents and near misses involving radioactive materials, no matter how small to the Radiation Safety Office.
* Personnel present in the lab at the time of the spill must have their clothing, shoes, hands and feet surveyed for contamination before leaving the vicinity to avoid spreading contamination beyond the laboratory room.
* If contamination is identified on clothing, immediately remove clothing and survey the underlying skin. If skin is contaminated, immediately wash with soap and water. Refer to *page 46* of the *Radiation Safety Manual* for more detailed instructions.
* If a laser injury to the eye and/or skin is suspected or known, or if an x-ray exposure is suspected or known, contact 911 immediately for transport to the nearest Emergency Room. Known or suspected eye injuries from a laser must be evaluated and treated by an ophthalmologist as soon as possible. Notify ER personnel the type of laser or x-ray that caused the injury.

**If fume hood ventilation fails while working with an inhalation hazard:**

* Close the fume hood sash.
* Advise lab occupants and neighboring labs to evacuate the area.
* Post “DO NOT ENTER, Contaminated Area” on entrance door.
* Call EH&S (803) 777-5269 or UofSC Police Department after office hours (803) 777-4215 to have the air contamination evaluated.
* Call Facilities (803) 777-9675 to arrange for fume hood repair.
* Call EH&S to have the fume hood re-certified after the repair is completed.

**EMERGENCY PHONE NUMBERS**

|  |  |  |
| --- | --- | --- |
| **Department/Agency/Safety Personnel** | **Phone Number** | **Type of Emergency** |
| **Emergency Dispatch**  **UofSC Police Department** | 911 from any phone  (803) 777-4215 | Medical and other life-threatening emergencies such as fire, major spill, injury, others |
| **Environmental Health & Safety (EHS)** | (803) 777-5269  8:00 AM - 4:30 PM | Non-emergency (non-life threatening and does not require immediate attention) chemical spill, chemical exposure, unsafe conditions |
| **Department of Facilities** | (803) 777-9675  24-hour phone number | Emergency and non-emergency facility repair requests |
| **Student Health Services**  **Center for Health and Well-Being**  **1401 Devine St.**  **Columbia, SC 29208** | (803) 777-3175  *Fall and Spring Semesters* Monday – Friday: 8 AM - 5 PM Sunday: 2PM – 8 PM  *Summer Hours* Monday – Friday: 8:30 AM - 4:30 PM  *Closed on University holidays* | Medical treatment for UofSC Columbia students and employees during normal work hours |
| **Prisma Health Richland Hospital Emergency Room**  **5 Medical Park Rd, Columbia, SC 29203** | [(803) 434-7000](javascript:void(0)) | Emergency medical treatment for all UofSC students and employees after normal office hours |
| **Prisma Health Occupational Health Services**  **1301 Taylor St, Suite 2H**  **Columbia, SC 29201** | 803-296-3500  Monday–Friday, 7:30 a.m.–4:30 p.m. (closed Thursday noon–1 p.m.) | For lab workers working with animals - medical treatment for animal-related injuries during normal office hours |
| **CompEndium Services** | 877-709-2667  24/7 | To schedule treatment for all work-related injuries |