

Environmental Health & Safety Laboratory Emergency Response Guide

QUICK REFERENCE

Baylor Police/Security	254-710-2222
BSB Director's Office	254-710-2400
Environmental Health & Safety	254-710-2900
Poison Control Center	1-800-222-1222

EMERGENCY

Telephone:

- **911 or 2222 from a campus telephone or**
- **254-710-2222 from a non-campus telephone.**

The Baylor police Department will call for fire and/or medical assistance and will contact other university entities if required.

BIOLOGICAL

Minor Spill Involving Blood or Body Fluids

- Wear disposable gloves.
- Cover spill with paper towel or other absorbent materials.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with 1:10 dilution of bleach: water if the surface is porous and 1:100 if the surface is hard & smooth; or use an approved disinfectant.
- Place all disposable materials into a plastic leak-proof bag or biological waste container and dispose of appropriately.

Biological Spill on Body

- Remove contaminated clothing.
- Wash area with soap and water for 1 minute. For eye exposures, flood eyes with water from eyewash station.
- Obtain medical attention, if necessary.
- Report incident to supervisor.

Spill Involving Concentrated Microorganisms Requiring Biosafety Level 2 (BSL-2) Containment (*E. coli*, *Staphylococcus*, bloodborne pathogens, adenoviruses, etc.)

- Alert people in immediate area of spill.
- Put on protective equipment.
- Cover spill with paper towel or other absorbent materials.
- Carefully pour a freshly prepared 1:10 dilution of bleach around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 20 minute contact period.
- Wipe up the spill using paper towels and working from the outer edges into the center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in a plastic bag and decontaminate in an autoclave or biological waste container.
- Dispose of as regular trash after autoclaving according to the Biological Waste Policy.

Spill Involving Concentrated Microorganisms Requiring Biosafety Level 3 (BL- 3) Containment

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in immediate area to evacuate.
- Close doors to affected area and do not enter area for at least 1 hour.
- Have a person knowledgeable of the incident and area assist in proper clean-up.
- Wearing gowns, gloves, appropriate respirator and shoe covers, clean up spills as indicated for Biosafety Level 2 organisms.

Exposures to human blood or body fluids should be reported immediately to **Baylor Police by dialing 911 or 2222 or 254-710-2222 if using an off-campus telephone.**

CHEMICAL – ALWAYS REVIEW THE SAFETY DATA SHEET PRIOR TO WORK, SO YOU WILL KNOW THE PROPER PROCEDURES FOR THAT MATERIAL.

Minor Chemical Spills

- Alert people in the immediate area of spill.
- If material is an inhalation hazard (e.g., organic solvents) and a large amount is spilled in an open area, do not attempt to clean without respiratory protection – call Baylor P.D. at **254-710-2222**.
- Turn off ignition and heat sources if spilled material is flammable and it is safe to do so.
- Put on appropriate protective equipment (PPE), such as safety goggles, suitable gloves, and long sleeved lab coat. If you do not have the necessary PPE, do not attempt the cleanup. Call EH&S at **254-710-2900**.
- Confine spill to small area. Use appropriate kit to neutralize and absorb organic acids and bases. Use appropriate kit or spill pads, as these work better than paper towels.
- Collect residue, place in appropriate container and dispose as chemical waste (call EH&S at **254-710-2900** for emergency waste pickup).
- Clean spill area with water.

Chemical Spill on Body

- Immediate response is dependent on the specific chemical and the guidelines contained in the SDS for chemicals and should be your first response. This emphasizes the importance of consulting the SDS before beginning work with a substance.
- If water flushing is recommended by the SDS, flood exposed area with running water from faucet or safety shower for at least 15 minutes.
- Remove all contaminated clothing and shoes.
- Obtain medical attention, if necessary.
- Report incident to supervisor.

Hazardous Material Splashed in the Eye

- Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes, forcibly holding eye open to effectively wash behind eyelids.
- **Obtain medical attention.**
- Report incident to supervisor.

Major Chemical Spills (Large volume and/or high toxicity)

- Alert people in the area to evacuate.
- Turn off ignition and heat sources if spilled material is flammable and it is safe to do so.
- Initiate fire alarm or call **254-710-2222**.
- Remove injured or contaminated persons from exposure, if it is safe to do so.
- Have person knowledgeable of area assist emergency personnel.

Mercury Spills

- Call EH&S at **710-2900**.
- After hours, call Baylor Police at **710-2222**.

FIRE

**Always report any fire no matter how small.
For fire emergency, telephone Baylor P.D. at 254-710-2222.**

Fire Procedures

- **Remove persons in danger. Exit through stairwells. Do not use elevators.**
- **Activate alarm & dial 911 or 254-710-2222.**
- **Close doors.**
- **Extinguish fire. Have person knowledgeable of incident and area assist emergency personnel.**

To extinguish the fire, use the correct fire extinguisher and the **PASS** procedure:

- **Pull the pin.**
- **Aim at the base of the fire.**
- **Squeeze the handle.**
- **Sweep from side to side.**
- **Always maintain accessible exit.**
- **Avoid smoke or fumes.**

Clothing on Fire

- **STOP, DROP and ROLL** around on the floor to smother flames or drench with water if safety shower is immediately available.
- **Report incident to supervisor.**

Evacuation Routes posted on door.

PERSONAL INJURY

Visitor Injuries/Illnesses

- Respond to injured.
 - Report incident:
 - Baylor Police
 - Baylor Police
- Campus Phone **911 or 2222**
Any other phone **254-710-2222**

Employee Work-Related Injuries / Illnesses

If emergency care is needed:

- From a campus phone call **911 or 2222**.
- From a non campus phone call **254-710-2222**.

All work-related injuries/illnesses regardless of the severity must be reported to your supervisor.

Fill out an Incident Report Form within 24 hours. Form can be found on: www.baylor.edu/ehs.

RADIOLOGICAL

Minor Radiological Spills

- Alert people in immediate area of spill.
- Notify Radiation Safety at **254-710-2900**.
- Wear protective equipment, including safety goggles, disposable gloves, shoe covers and long sleeved lab coat.
- Place absorbent paper towels over liquid spills. Place towels dampened with water over solid materials.
- Use forceps to place towels in plastic bag. Dispose of in a low-level, radioactive waste container.
- Monitor area, hands and shoes for any contamination with an appropriate survey meter or method.
- Repeat clean-up until contamination is no longer detected.

Radiological Spill on Body

- Remove contaminated clothing.
- Rinse exposed area thoroughly with water.
- Obtain medical attention, if necessary.
- Report incident to supervisor and Radiation Safety Office.

Major Radiological Spills

- Attend to injured or contaminated persons and remove them from spill area.
- Alert people in the area to evacuate.
- Have potentially contaminated personnel stay in one area until they have been monitored and shown free of contamination.
- Call **254-710-2222**, indicate a radiation spill occurred. Baylor Police will notify Radiation Safety.
- Close doors and prevent entrance into affected area.
- Have person knowledgeable of incident and area assist emergency personnel.
- Document names of persons potentially contaminated.

Laser Exposure

- Seek medical attention immediately.
- Report the incident to supervisor and Baylor University Laser Safety Officer.

SAFETY/SECURITY/DISASTER

Unsafe Work Conditions

All unsafe work conditions are to be reported to Environmental, Health & Safety at **710-2900**.

Security Incidents to Report

- Theft
- Harassing Telephone Calls
- Assault
- Personal Threats
- Suspicious Activity
- Weapon Possession
- Disorderly Conduct
- Any crime Against Person or Property

Baylor Police Department:

- From a campus phone call **911** or **2222**.
- From a non-campus phone call **254-710-2222**.