Emergency Plan

School of Chemistry and Biochemistry
Georgia Institute of Technology
2011
Overview

• In the following slides, an outline of the notification protocol for emergencies, accidents and incidents is given.
• In each of these situations, regardless of the type of situation, an INCIDENT-REPORT FORM should be completed within 24 hours of the emergency, accident or incident.
• An Incident Report Form can be found on the School’s webpage at www.chemistry.gatech.edu/safety
• Please submit a copy of the completed form to the Chair of the Safety Review Committee and a copy to the Chair of the School of Chemistry and Biochemistry.
Emergency vs. Accident: What is the difference?

- **Emergency:** These types of situations require police, fire or medical assistance immediately. A major flood compromising the safety of building occupants or the building itself would be considered an emergency.

- **Accidents:** These types of situations include minor cuts, minor chemical spills, minor floods, etc. They do not require immediate police, fire or medical attention.
What do I do in case of a LABORATORY EMERGENCY?

Emergency Notification Protocol
For Laboratory Emergencies

During Business Hours (~8 am-5 pm)

• **Medical Emergencies:**
  1. Call Georgia Tech Police: 911 immediately
  2. Notify the following individuals:
      – Bahareh Azizi: 678-637-3707
      – EH&S: 404-894-4635
      – Building manager: (if emergency compromises the building’s infrastructure, such as a flood, etc.)
         • MoS&E *: Jeffrey Curtiss
            404-668-3870
         • Boggs **: Michael Riley
            404-520-4944
         • IBB φ: Allen Echols 770-978-9767
         • ES&T φ: Greg Goolsby 404-402-1134
         • CoC (Chem Annex) φ: TBD
         • IPST φ: Jerry Nunn 678-773-0858

• **Non-Medical Emergencies:**
  1. Bahareh Azizi: 678-637-3707
  2. EH&S: 404-894-4635
  3. Building manager: (if emergency compromises the building’s infrastructure, such as a flood, etc.)
     • MoS&E *: Jeffrey Curtiss
       404-668-3870
     • Boggs **: Michael Riley
       404-520-4944
     • IBB φ: Allen Echols 770-978-9767
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*If Jeffrey Curtiss is unavailable, call Michael Riley
** If Michael Riley is unavailable, call Jeffrey Curtiss
φ Please contact either Jeffrey Curtiss or Michael Riley as alternates
For Laboratory Emergencies

After Business Hours (~5 pm-8 am)

1. Call Georgia Tech Police, 911 immediately!
2. After notifying police, call:
   - Bahareh Azizi: 678-637-3707
   - EH&S: 404-894-4635
   - Building Manager (if emergency compromises the building’s infrastructure, such as a flood, etc..)
     - MoS&E *: Jeffrey Curtiss 404-668-3870
     - Boggs **: Michael Riley 404-520-4944
     - IBB φ: Allen Echols 770-978-9767
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What do I do in case of an LABORATORY Accident?

Accident Notification Protocol
For Laboratory Accidents

During Business Hours (~8 am-5 pm)

1. Bahareh Azizi: 678-637-3707
2. EH&S: 404-894-4635
3. Building manager: (if emergency compromises the building’s infrastructure, such as a flood, etc.)
   - MoS&E *: Jeffrey Curtiss 404-668-3870
   - Boggs **: Michael Riley 404-520-4944
   - IBB ꞌ: Allen Echols 770-978-9767
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For Laboratory Accidents

After Business Hours (~5 pm-8 am)

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What do I do in case of an LABORATORY Incident?

Incident Notification Protocol
Incidents or “Near-Misses”

- The School would like to be notified of all “near-misses” that occur while in our buildings, such as slipping on a wet floor without injury, tripping on a paver or mat without injury, small scale chemical spills that were readily cleaned up, accidental contact with sharp or hot objects, or electrically “energized” items, that did not lead to injury, and minor equipment damage to glassware or other equipment during use. Action taken based on our knowledge of “near misses” can reduce the likelihood of incidents where there is personal injury or property damage.

- For these types of incidents, please complete and submit an Incident Report Form found on the School’s webpage: at [http://www.chemistry.gatech.edu/safety/index.php](http://www.chemistry.gatech.edu/safety/index.php). Please submit a copy of the completed form to the Chair of the Safety Review Committee and a copy to the Chair of the School of Chemistry and Biochemistry.
What do I do in case of an LABORATORY Maintenance Issues?

Plumbing Issues, Spill Clean-ups, Air-Flow Issues
For Laboratory Maintenance

**During Business Hours (~8 am-5 pm)**

Building Manager (if emergency compromises the building’s infrastructure, such as a flood, etc.)

- MoS&E *: Jeffrey Curtiss 404-668-3870
- Boggs **: Michael Riley 404-520-4944
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For Laboratory Maintenance

After Business Hours (~8 am-5 pm)

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2. Building Manager (if emergency compromises the building’s infrastructure, such as a flood, etc.)
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Building Emergencies

Fire, Natural Disasters, Terrorists
In case of a FIRE

- In case of a Fire in the building, the Fire alarms should sound. The following steps should be taken:
  1. Please use the nearest exit and leave the building. Leave personal items behind. Notify other lab members to exit with you. You will also notice designated floor monitors going through the halls, informing people to exit the building.
  2. Once you are outside the building, walk towards the Whittaker Building and congregate on the lawn near the building.
  3. Please “check in” with the designated Roll-Takers. Notify them that you have exited the building.
  4. Please gather around others that work in your area. If someone was seen prior to the emergency and has been seen, please notify the roll-takers and emergency personnel.
In case of a Natural Disaster (e.g. Tornado)

- In case of a Tornado in the surrounding areas, a siren will sound. The following steps should be taken:

**If you are in laboratory space:**
1. Immediately stop laboratory work and walk towards the central equipment corridor in each wing.
2. Make sure to notify and gather others in the lab.
3. Once in the equipment corridor, take a seat on the floor until directions are given.

**If you are in an office space:**
1. Immediately walk to the central equipment corridor in each wing.
2. Make sure to notify and gather others in the your office.
3. Once in the equipment corridor, take a seat on the floor until directions are given.
In case of a Terrorist Attack
(e.g. Shooter on campus)

• In case of a terrorist attack in the building, a widespread notification system might not be available. If notification is given of a shooter on campus and if notification is given to evacuate to a secure location, please:

  1. Immediately stop work and walk towards the central equipment corridor in each wing. These hallways will lock from the outside
  2. Make sure that others working around you also stop their work and walk towards the equipment corridor.
  3. Please take a seat on the floor until further notice.
Remember, when in doubt
Call Georgia Tech Police: 911