

# Research Service Line EMERGENCY RESPONSE GUIDE



## FIRE: Code Red Dial 20-4911

### In Case of Fire:

- R** Remove all personnel to a safe area
- A** Activate nearest manual fire alarm & dial 20-4911 to report location
- C** Confine Fire by closing doors
- E** Extinguish and evacuate if necessary

### To Use a Fire Extinguisher:

- P** Pull the pin
- A** Aim the hose at the base of the fire
- S** Squeeze the trigger
- S** Sweep spray in a sweeping motion



### Fire Evacuation Procedures:

5th Floor	Exit building and move at least 50 ft. away
4th Floor	Exit building and move at least 50 ft. away
11th Floor	Exit to the 9th floor Elevator Lobby
12th Floor	Exit to the 10th floor Elevator Lobby
Bldg 13	Exit to lawn outside bldg at least 50 ft. away
*Await further instructions	

## IMPORTANT TELEPHONE NUMBERS

Boiler Plant (Engineering)	20-6090	
Police Emergency	20-4911	
Pest Management	20-7577	
Fire Emergency	20-4911	
Medical Emergency	20-4911	
Rapid Response	20-4911	
Biosafety Officer	20-7273	
Radiation Safety Officer	20-4619	(cell) 404-576-8882
Occupational Health	20-6475	
Industrial Hygienist	12-3643	(cell) 404-317-1707
Safety Officer	20-2752	(alternate) 20-3738
Main Research Office	20-7632	
Administrative Officer	12-3952	(cell) 601-559-3529
GEMS Coordinator	12-1330	(cell) 404-797-9496

## BIOLOGICAL SPILL: Dial 20-7273 and 20-4911

### Spill Requiring BSL 1 Containment:

- Wear disposable gloves.
- Soak paper towels in disinfectant and place over spill area.
- Place towels in red biohazard bag for disposal.
- Turn off all ignition and heat sources.
- Review the Safety Data Sheets (SDS) for the spilled material.
- Wear appropriate personal protective equipment to prevent exposure to skin, eyes and respiratory system.
- Use appropriate spill clean-up kit.



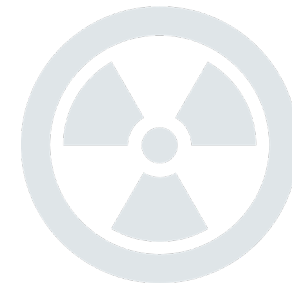
### Spill Requiring BSL 2 Containment:

- Alert people in immediate area of spill.
- Determine if a small spill or a major spill.
- For major spill call proper emergency numbers 20-7273 and 20-4911.
- For minor spill put on protective equipment and double pair of gloves.
- Carefully spray a freshly prepared 1 : 10 dilution of bleach, avoiding splashing.
- Leave for at least 20 minutes.
- Use paper towels or absorbent material to wipe up the spill. Always work from the edges to the center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in red biohazard bag, close the bag and place it, along with PPE, inside a second red biohazard bag. Clean affected area with soap and water.
- Fill appropriate report forms.

\*For any eye splash, rinse with water for at least 15 minutes using the nearest emergency eyewash.

## RADIOACTIVE SPILL: Dial 20-4619 (404-576-8882 after hours)

A minor radioactive spill is one that laboratory personnel are capable of handling safely without the assistance of safety and emergency response staff. All other radioactive spills are considered major.



### Minor Radioactive Spill:

- Notify persons in the area that the spill has occurred.
- Cover the spill with absorbent paper to prevent the spread.
- Clean using disposable gloves, absorbent paper, shoe covers and remote handling tongs. Carefully fold the absorbent paper with clean side out and insert into a plastic bag for disposal in the radioactive waste container. Also, put contaminated gloves and any other disposable material into the plastic bag.
- Conduct a contamination survey using appropriate wipe sampling procedures. Repeat clean up until contamination is no longer detected. Check the area around the spill, hands, clothing and shoes for contamination using an appropriate survey meter.
- Log in incident and wipe test results in the laboratory radiation safety record book. Report any personnel contamination to the Radiation Safety Officer.

### Major Radioactive Spill/Incident:

- Notify all persons not involved in the spill to vacate the room, but remain in the immediate area.
- Cover the spill with absorbent pads, but do not attempt to clean it up. Move to the outer edge of the suspected contaminated zone or radiation area, and confine the movement of all personnel potentially contaminated to the immediate area to prevent the spread of radioactivity.
- If an individual must leave to seek assistance: Remove shoes, or don shoe covers if available, attend to any needed medical treatment, return immediately to location of incident, and wait arrival of Radiation Safety personnel. Do not allow anyone to enter the affected area, except for medical treatment or rescue.

### Personnel Decontamination:

- Contaminated clothing should be removed and stored for further evaluation by the Radiation Safety Officer.
- If the spill is on the skin, flush thoroughly and then wash with mild soap and lukewarm water.
- If contamination remains, induce perspiration by covering the area with plastic (e.g. saran wrap). Then wash the affected area again to remove any contamination that was released by perspiration.

## CHEMICAL SPILL: Dial 20-7273 and 20-4911

### In Case of Minor Spill:

- Assess whether you are able to clean up the spill.
- Alert people in the immediate area and post a hand-written warning sign.
- Evacuate from the area all personnel not involved in the clean up and isolate the area.
- Turn off all ignition and heat sources.
- Review the Safety Data Sheets (SDS) for the spilled material.
- Wear appropriate personal protective equipment to prevent exposure to skin, eyes and respiratory system.
- Use appropriate spill clean-up kit.



### In Case of Major Spill:

- Remove all personnel to a safe area.
- Confine spill with absorbent material.
- Activate nearest manual fire alarm box and call 20-7273 and 20-4911 to report location and nature of spill.
- Leave clean up to appropriate personnel.
- If possible, the spill should be shielded, but only if it can be done without further contamination or without significantly increasing your exposure.
- Leave the room and lock the door, secure the area to prevent entry.
- Notify the Biosafety Officer immediately.

### Web-based SDS:

URL: <http://vaww.hefp.va.gov>

### Spill Kits Located:

5A104 and 5A118, 4A150, and 12C176