

## EMERGENCY PHONE NUMBERS

9-1-1 All Emergencies – Fires, Major Spills, Serious Injuries

USG Security Desk – Personal Safety/Security, Suspicious Persons: (301) 738-6065



# The UNIVERSITIES at Shady Grove

## IMPORTANT PHONE NUMBERS

Environmental Health & Safety - Consultation, Reporting: (240) 665-6417, usgehs@umd.edu

Facilities Management – Plumbing, Ventilation, Electrical Deficiencies: (301) 738-6366

# EMERGENCY PROCEDURES



## GENERAL EMERGENCY PROCEDURES

### MEDICAL EMERGENCY

- Remain calm and initiate lifesaving measures if necessary.
- Call 9-1-1 for Emergency Response.
- Do not move an injured person unless there is danger of further harm.
- Keep the injured person warm until help arrives.

### MAJOR INCIDENTS

- Remain calm, attend to injured or contaminated persons, and remove them from any hazardous conditions.
- Alert people to evacuate the area(s) affected.
- Call 9-1-1 for Emergency Response.
- Close doors to the affected area(s).
- Make sure a person meets responding emergency personnel to inform them of the incident type and location.

### MINOR INCIDENTS

- Remain calm and assess the situation.
- Contact Environmental Health & Safety Unit for consultation.
- Respond as procedures direct.



## FIRE

### FIRE EMERGENCIES

- A fire emergency exists when any of the following exist:
  - Smoke or the odor of burning.
  - An uncontrolled fire or imminent fire hazard in the building or surrounding area.
  - A spontaneous or abnormal heating of any chemical material.
  - The building fire alarm is sounding.

### FIRE EXTINGUISHERS

- An extinguisher may be used if the fire is very small and if you have been trained in its use. If you can't put out the fire quickly, leave immediately and make sure the fire department (9-1-1) is called. Total and immediate evacuation is safest and is the USG Policy.

### FIRE EMERGENCY PROCEDURE

- Activate the building fire alarm if it is not already sounding.
- Shut off all equipment, stabilize laboratory experiments, and close fume hood sashes.
- Leave the building. Use marked exits. Do not use elevators.
- Call the Fire Department (9-1-1) from a safe place. All fires, including extinguished fires, must be reported to the fire department.



## CHEMICAL SPILL/RELEASE

### MAJOR SPILL

- Attend to any injured or contaminated persons and remove them from exposure.
- Alert people in the area to evacuate.
- If the spilled material is flammable, turn off any ignition and heat sources, evacuate area, and activate the fire alarm.
- Close doors to affected area(s).
- If spill or its vapor migrates outside of the area to other occupied spaces, activate the fire alarm.
- Call 9-1-1 for Emergency Response.
- Have a knowledgeable person remain available to provide information to emergency responders.

### MINOR SPILL

- Alert people in the immediate area of spill.
- Wear protective equipment including chemical splash goggles and appropriate gloves.
- Avoid breathing vapors from spilled material.
- Confine spill to small area by using an appropriate spill kit to contain and absorb the spilled material.
- Bag the cleanup material, seal the bag, and label it as Hazardous Waste.
  - Clean the spill area with water.



## INJURY/ILLNESS

### MAJOR INJURIES

#### Clothing on Fire:

- Roll person on floor to smother flame [Stop, Drop, and Roll].
- Drench with water from safety shower only if it's immediately available.
- Call 9-1-1 to obtain medical attention.

#### Hazardous Material Splashed in Eye:

- Immediately rinse eye and inner surface of eyelid with water continuously for 15 minutes.
- Forcibly hold eye open to ensure an effective flushing behind eyelids.
- Call 9-1-1 to obtain medical attention.

#### Chemical Spill on Body:

- Drench exposed skin area with running water from faucet or safety shower for at least 15 minutes.
- Remove contaminated clothing at once while avoiding contact with eyes. Put contaminated clothing in a plastic bag and seal it.
- Make sure chemical has not accumulated in shoes or under jewelry.
- If no pain is experienced nor burn visible, check the Safety Data Sheet to determine if delayed effects may be expected.
- Obtain medical attention - even for minor chemical burns.

### MINOR CUTS & PUNCTURES

- Wash injury with soap and water for several minutes.
- Administer first aid.

Know the location of all emergency equipment including first aid kit, fire extinguisher, fire alarm pull station, emergency eyewash, emergency shower, chemical spill kit, and personal protective equipment

Your Location: