

Department of Chemistry Emergency Action Plan

The purpose of this policy is to prepare Department of Chemistry personnel to handle emergencies such as chemical spills, fire, tornados, or bomb threats. The plan includes hazardous materials and situations, emergency equipment locations, procedures for reporting emergencies, emergency escape procedures, training, emergency plan review, and a laboratory checklist for shut down in case of evacuation.

I. Hazardous Materials and Situations:

- A. The faculty and graduate students should become familiar with the hazardous materials listed on the NIOSH web site www.cdc.gov/niosh/npotocca.html. Material Safety Data Sheets (MSDS) sheets for all hazardous materials used in a lab should be readily available. These can be obtained from the departmental safety officer. Filing of MSDS in the Chemical Hygiene Plan notebook for your laboratory is recommended.
- B. Each research group should develop a plan in the event of a spill, explosion, fire, or any hazardous situation.
- C. The teaching personnel should be familiar with all chemicals used in the teaching laboratories. This includes the information on the MSDS sheets. In the event of a spill, explosion, or any hazardous situation in a teaching lab, the teaching personnel should know how to conduct a proper evacuation and how to contain and clean up the spill.
- D. The Chemistry Department has a Spill Response Cart for use in containing and cleanup of spills of routine chemicals. It is located in CB 136.

II. Emergency Equipment Locations:

- A. The location of all emergency equipment should be noted before work begins in any area. At the beginning of any class, the location of fire equipment should be identified by the teacher of the class and the proper use illustrated to the students in the classroom. Such equipment includes fire extinguishers, safety showers, eye wash stations, and fire blankets.
- B. Each research group director should inform all laboratory workers about the location of emergency equipment and procedures.

III. Procedures for Reporting Emergencies:

- A. Key phone numbers:
 - 911 To report any type of fire or medical emergency to the KSU police dial this number.
 - 9-911 To report any type of fire or medical emergency to the Manhattan Police dial this number.
 - 532-5856 Department of Public Safety, chemical spills or releases should be reported to this number.

- B. **Fires:** Trained fire fighters should be called for anything more than a small fire. It is best to sound the alarm if you have any doubt about whether or not a fire can be controlled. In the event trained fire fighters are needed, call 911. Pull the fire alarms, located in the hallways, if the building needs to be evacuated. **The fire alarms sound at the fire department if the alarms are pulled.** In the event the alarms do not sound, persons should go door to door to announce the need to evacuate. Physically disabled individuals should be assisted to the designated safe location and the rescue button pushed. **Remember to never use the elevators in an emergency.** In the event of a small fire, use the best extinguishing method present. If a fire extinguisher is available, make sure it is the proper kind to extinguish the fire. Dousing with water or smothering the flame with a fire blanket may be appropriate, but water cannot be used with water-sensitive chemicals. Make sure you know the type of fire before dousing it with water.
- C. **Tornado:** In the event of a tornado, the sirens will sound a steady three-minute blast when the need to take cover is necessary. Go to the interior of the building on the lowest floor and remain until the danger has passed. When danger from the tornado has passed, a steady three-minute blast will again sound on the sirens. After the tornado has passed, notify emergency personnel if damages or injuries exist. Call 911 for ambulance and firefighters. Call the University police, 532-6400, to report damages.
- D. **Chemical Spills:** In the event of chemical spills or releases, all efforts should be made to contain the spill with absorbents. (The Spill Response Cart is in CB 136. It contains all the items necessary to contain and clean up most spills.) The Chemistry Department personnel are required to clean up all spills but the Department of Campus Safety will assist if needed. The Department of Campus Safety should be notified of a spill between the hours of 8:00 and 5:00 weekdays at 532-5856. After hours and weekends, call the University Police, 532-6400 to report a spill.
- E. **Bomb Threat:** If a bomb threat is received by department personnel, every effort should be made to NOTE THE EXACT TIME OF THE CALL AND THE EXACT WORDS OF THE PERSON MAKING THE CALL. Try to determine the following information from the caller:
- WHEN the bomb is going to explode.
 - WHERE the bomb is located?
 - WHAT kind of bomb is it?
 - WHY did you place the bomb?
 - WHAT organization do you represent?
 - WHAT is your name?
 - WHAT is your address?

Also note the following information about the call and caller while they are talking:

- Sex: male or female?
- Age: does the caller sound like an adult or a child?
- Voice: does the caller have an accent, speech impediment? Are they nervous, calm, rough; do you recognize the voice?
- Background noises: traffic, music, aircraft, machinery, motors, etc.
- Note date, time, length of call.

Upon completion of the call, immediately notify the police and the department head or his designate of both the chemistry and biochemistry departments. They will make the decision as to the appropriate action to be taken.

The Department Head will notify the departmental chemical hygiene officer and/or Earline Dikeman who will initiate building evacuation procedures. All individuals in the building must be notified. This will be done via teaching assistants in individual laboratories and by activating the fire alarm systems in King and C/B. The Departmental office will notify the rooms in Willard, if the threat is to Willard Hall. Physically disabled persons should receive required assistance.

IV. Emergency Escape Procedures:

- A. In the event of a **fire**, all persons should proceed to the nearest building exit for evacuation. Instructors should attempt to take a list of the students in their class with them and make sure all students are out of the room before exiting. The nearest building exit to a teaching or research lab should be clearly marked on a map adjacent to the door of each room. Instructors should announce the nearest exit at the beginning of the class each semester. If the nearest building exit is blocked, look for the red EXIT signs to indicate other exits. Do not enter a stairwell that contains smoke. Look for an alternate exit. **DO NOT USE THE ELEVATORS**. All evacuees should meet in the parking lot across from Shellenberger Hall (lot A23) and remain there, out of the way of emergency vehicles, until all persons have been identified. Instructors should call the roll for the class they were teaching (if at all possible) and report any missing student to the authorities. This will be impractical for large classes, but it should be done for the smaller lab sections.
- B. In the event of a **tornado**, all persons should go to lower floors of the building and to the interior of the building. They should select a position away from windows and sit as close to an interior wall as possible using their arms to cover their heads.
- C. In the event of a major **chemical spill**, all persons should proceed to the nearest exit for evacuation and meet in the parking lot across from Shellenberger Hall.
- D. In the event of a **bomb threat** such that the building must be evacuated, proceed as with a fire emergency.
- E. In all emergencies, wheelchair bound persons should go to the designated rescue assistance area and push the button for rescue.

V. Emergency Plan Review and Training:

- A. All employees should be trained in evacuation plans, alarm systems, reporting procedures and types of emergencies and procedures. Teaching assistants with handicapped students should have a definite plan to aid the student in case of an emergency.
- B. Training should be conducted initially when the plan is adopted and annually, thereafter, for all new employees, when new equipment is introduced, and when procedures are revised.

- C. Training of the graduate students should be conducted at the beginning of each semester.
- D. All employees must be trained on how to use a fire extinguisher. This training is available from the Department of Campus Safety.
- E. All employees who work with chemicals must be trained on proper spill control, clean up and disposal. Please contact the chemical hygiene officer (532-1469) to resolve questions pertaining to disposal of special chemicals. The Chemical Hygiene Plan contains information about disposal of routine chemicals.

Local Laboratory Safety Checklist

Location and use of emergency equipment

1. Fire extinguisher
2. Safety showers
3. Eye wash stations
4. Self-Contained Breathing Apparatus: who is trained?
5. Alarms: where are they located?
6. Location of nearest telephone
7. Key phone numbers
8. Alarms: where are they located?

Personal Evacuation Plan

1. Sound alarm
2. What equipment must be turned off?
3. What material can be taken with you? (Virtually nothing)
4. Route to evacuation.
5. Meeting place outside.
6. Assist physically handicapped individuals.

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