

Biological Agent Accident / Incident / Adverse Event Response and Reporting

Principal Investigators (PI) must notify the Institutional Biosafety Committee [(IBC) / URCO], and the Office of Environmental Health and Safety (EH&S) of any known or suspected adverse event involving biological agents in University activities. This includes potential exposures, occupational illness, containment breaks or accidents, etc.

The biosafety manual for activities using biological agents or toxins should include consideration of adverse event reporting procedures. The IBC has a sample biosafety manual template on the IBC webpage.

Different events may be unique and may require different responses, depending on circumstances and severity, but the following is a basic guideline for adverse event action and reporting:

Employee:

- Alert employees in the area if a hazard exists.
- Initiate First Aid and secure / decontaminate area as appropriate in accordance with your biosafety manual and emergency laboratory procedures.
- Notify Principal Investigator / laboratory supervisor / key personnel immediately of your exposure / injury
- Complete the KSU PER-17 form – Accident / Injury Report

Principal Investigator/Responsible Person:

- Notify emergency response personnel as appropriate (EMS, fire, police etc.).
- Ensure that the area is secure and is properly decontaminated
- Facilitate as necessary seeking medical treatment for employee
- Report the adverse event to the Office of Environmental Health and Safety (EH&S) and to the URCO / IBC when possible.
- If CDC / USDA Select Agents (SA) are involved in a incident, contact the SA Responsible Official (RO) immediately.
- Review procedures and institute corrective measures if appropriate
- **Write a *Memo For Record* (MFR) capturing the salient points of the incident** (see sample MFR format). This is important documentation should subsequent questions arise.

**** It is the PI's responsibility to report adverse biological events to the
EH&S office first, then to the IBC/URCO**

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