

WESTFIELD STATE UNIVERSITY

LABORATORY INCIDENT RESPONSE AND REPORTING PROTOCOL

Fire or Explosion:

If time permits, stabilize lab procedures. Evacuate the building at closest exit and pull fire alarm on the way out. Do not use elevators. Remain at least 300 ft. from building.

Contact University Police, **911** or **413-572-5262**, once in a safe location.

Evacuation of Disabled:

Advanced Planning is Important. If someone needs assistance evacuating in an emergency they should pre-plan and contact the Banacos Center at (413) 572-5789 or banacos@westfield.ma.edu. If person has conducted a pre-plan with Banacos, University Police will know the schedule and can assist in evacuation. If this has not been done, determine if an Area of Refuge is available or possible to access, or ask others to assist in transport.

Injury Requiring Medical Attention:

Call University Police **911** or **413-572-5262** and/or Health Services 413-572-5415. Administer first aid, if you know how; and keep the victim as calm and comfortable as possible. Do not move a seriously injured person unless there is a life threatening situation. Remain with the victim. A University Police Officer will respond immediately to the scene and will summon additional medical personnel if necessary.

Lockdown – Imminent Threat of Violence:

Do not leave the building unless confronted with imminent danger. Lock the door or use desks, file cabinets, etc. to block door. Do not unlock for anyone until all clear is issued. If time permits, stabilize lab procedures. Silence cell phones. Stay out of sight.

Shelter in Place -Environmental Condition or Hazardous Material Release, No Violent Behavior:

If time permits, stabilize lab procedures. Allow others into the room. Close all doors, windows, and **choose** interior room if possible. If tornado warning, go to lowest level, stay away from windows and exterior doors. Move to an interior hallway for shelter.

Minor spill:

See definition below. Laboratory employee can clean spill or University Police (**911**) can be contacted to arrange clean-up. Obtain Safety Data Sheet from CEMS or Online Search.

Major spill:

See definition below. University Police must be notified (**911**). They will contact the Fire Department and the Office of Environmental Health and Safety. Obtain Safety Data Sheet from CEMS or Online Search.

Minor Spills

A minor spill - doesn't pose an immediate significant threat to an employee's safety or environment. If it is not highly toxic, not large quantity, not a fire hazard, and can be recovered before released to environment it can be cleaned by lab personnel. University Police, **911** or **413-572-5262**, can be called if necessary to request professional assistance. Maintainers are not permitted to clean up hazardous materials from a spill.

Major Spills

A major spill - poses a significant threat to an employee's safety or the environment. **Generally, this** means it is a large quantity of a moderately hazardous, or any amount of particularly hazardous material, or presents a fire hazard, or if it can't be recovered before being released to environment. No attempt should be made to clean up a major spill. Notify everyone in the area and evacuate. Contact University Police, **911** or **413-572-5262**. They will contact the Fire Department or Hazardous Waste company.