Emergency Action Plan

Please insert your building name and room number

Effective Date

<table>
<thead>
<tr>
<th>Contacts:</th>
<th>Name</th>
<th>Office Phone</th>
<th>Cell/Pager</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor/Supervisor</td>
<td>Samuel Jones</td>
<td>515-294-9698</td>
<td>515-550-1234</td>
<td>515-555-1234</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Sarah Smith</td>
<td>515-294-1899</td>
<td>515-550-2345</td>
<td>515-555-2345</td>
</tr>
<tr>
<td>1st Alternate</td>
<td>John Brown</td>
<td>515-294-7666</td>
<td>515-550-3456</td>
<td>515-555-3456</td>
</tr>
<tr>
<td>2nd Alternate</td>
<td>Paul Clark</td>
<td>515-294-9364</td>
<td>515-550-4567</td>
<td>515-555-4567</td>
</tr>
<tr>
<td>3rd Alternate</td>
<td>Heather Elton</td>
<td>515-294-9651</td>
<td>515-550-5678</td>
<td>515-555-5678</td>
</tr>
</tbody>
</table>

The following procedures should be followed in the event of an emergency.

**Fire**
1. Pull the nearest fire alarm and notify building occupants.
2. Call 911
3. Assist injured or disabled personnel.
4. Evacuate the building. Activate emergency shutoffs
5. Attempt to use a fire extinguisher only if you have been trained.
6. Meet
   Insert specific meeting place instructions.

**Medical Emergency**
1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Contact the injured person’s supervisor.

**Urgent Situation**
(Suspicious person, package, activity, or bomb threat)
1. Call 911.
2. State who, what, where, when, why, and how situation occurred.
3. If bomb threat, turn off all electronics.

**Violent Incident**
1. Alert - call 911.
2. Lockdown - lock/block doors, turn off lights, silence phones.
3. Inform each other about event.
4. Counter - distract, attack, subdue.
5. Evacuate when safe.

**Severe Weather**
1. If you hear outdoor sirens or a severe weather warning
   Insert specific instructions for building notification system.
2. Proceed to the storm shelter in
   Insert location information.
3. Stay away from exterior doors and windows.
4. Stay in shelter until danger has passed.

Non-emergency: ISU Police (515) 294-4428
Page 1 of 3
Reviewed 2014
Utility Outages
1. Identify in advance any critical research materials or processes that may be affected by utility outages.
2. Identify backup systems or alternate resources to employ.
3. Have backups in remote locations for data stored on computers.
4. Notify appropriate contacts.

Chemical Spill - Small or Low Hazard, Indoors or Outdoors
1. Notify people in the immediate area.
2. Assist with injured persons.
3. Confine/limit the spill.
4. Clean up spill following procedures on EH&S Spills & Leaks webpage.
5. A chemical spill kit is located
   Insert specific location information.

Chemical Spill - Large or Hazardous, Indoors or Outdoors
1. Evacuate the immediate area and secure entrances or perimeter.
2. Pull the chemical spill alarm or fire alarm.
3. Dial 911. Report your name, chemical name, amount and location of spill.
4. Assist injured personnel.
5. Stay in a safe location until responders arrive.

Emergency Evacuation Routes
Please print your building emergency map and post with your Emergency Action Plan. Maps are available at EH&S Building Information.

☒ This lab works with radiological materials.
☒ This lab works with biological materials.

Location-specific notes:
Radiological Spill - Large/Major
1. If fire is involved, follow fire procedures.
2. If medical emergency is involved, follow medical emergency procedures.
3. Evacuate the room immediately shutting doors on the way out.
4. Call 911.
5. Post a "Keep Out" sign.
6. Proceed to
   Indicate specific location.
7. Notify EH&S at (515) 294-5359; after hours, contact DPS at (515) 294-4428.
8. Survey personnel present.

Radiological Contamination
*External Contamination:*
1. Remove contaminated clothing.
2. Wash contaminated skin thoroughly.
3. Monitor and rewash if necessary.
4. Contact EH&S at (515) 294-5359.

*Internal Exposure:*
1. If non-medical emergency, contact EH&S at (515) 294-5359 for assistance.
2. If a medical emergency, call 911.

Missing Radiological Inventory
1. Call EH&S at (515) 294-5359.
2. Proceed with given instructions.

Biological Spill
1. If a large amount of biological material was spilled, evacuate area of the spill for at least 30 minutes.
2. If necessary, call EH&S (515) 294-5359 and DPS (515) 294-4428 to assist in evacuation and perimeter control.
3. Remove contaminated clothes and place in a biohazard bag.
4. Wash hands and exposed body parts with soap and water and if necessary use shower located in
   Indicate specific location.
5. Review guidelines for spill clean-up (Biosafety Manual, Section G) and clean up spill. Decontaminate contaminated material before disposal.
6. The biosafety spill kit is located

7. Inform supervisor of spill.
   Indicate specific location.

**Biological Pathogen Exposure**
1. Administer first aid and call 911 if necessary.
2. Wash broken or punctured skin with soap and water.
3. If pathogen came in contact with eyes, flush with water for 15 minutes.
4. Remove any contaminated clothing, place in a biohazard bag and decontaminate.
5. Wash hands and exposed body parts with soap and water and if necessary use the shower located in
   Indicate specific location.
6. Inform supervisor of exposure.