

# Emergency Action Plan

Environmental Health and Safety Services Building - 1100

Effective Date 03/11/2021

Contacts	Name	Office Phone	Cell Phone	Home Phone
Professor / Supervisor:	Paul Richmond	515-294-9698	515-555-1212	
Emergency Contact:	Stephen Simpson	515-294-7675	515-555-5555	
First Alternate:	William Diesslin	515-294-2105	515-555-1234	
Second Alternate:				
Third Alternate:				

**Emergencies: 911 | Police Non-Emergencies: 515-294-4428 | EH&S: 515-294-5359**

**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. Proceed to the meeting location at:  
**4-H Building near main entrance**

## 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



- Avoid - evacuate when you can.
- Deny - lock/block doors, turn off lights, silence phones.
- Defend - distract, attack, subdue.
- Call 911

---

## Severe Weather



1. If you hear outdoor sirens or a severe weather warning  
**Listen for alarm and move to the severe weather shelter.**
2. Proceed to the storm shelter in  
**1322 & 1323**
3. Stay away from exterior doors and windows.
4. Stay in shelter until danger has passed.

---

## Utility Outages



1. In advance, identify any critical research equipment, materials or processes that may be affected by utility outages. Identify backup systems or other resources that could be used during a power outage to preserve equipment, materials, and processes. Update your SOPs to include this information.
2. During a power outage, consult your SOP and employ the identified back-up systems and resources.
3. Notify appropriate contacts of the power outage.

---

## 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 and Leaks web page.
5. A chemical spill kit is located  
**1108**

---

## 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. Call 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**

---

## 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  
**4-H Building near main entrance**
7. Notify EH&S at **515-294-5359**; after hours, contact DPS at **515-294-4428**.
8. Survey personnel present.
9. Wait for EH&S assistance.

---

## 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 at **515-294-5359** and DPS at **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  
**1230**
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  
**1108**
7. Inform supervisor of spill  
**1106**

---

### **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  
**1230**
6. Inform supervisor of exposure and complete First Report of Injury form.

---

### **Location Specific Notes**

Enter location specific information here