

Emergency Response Guidelines

1. **Assess the nature of the emergency.**
2. **Attend to injured persons, seek appropriate medical attention.**
3. **Evacuate area/building if necessary.**
4. **Notify appropriate administrative and emergency response personnel:**

Emergency Contact	Phone Number
NJIT Public Safety	911
NJIT EHS Department	(973) 596-3059
Newark Fire Department	911
Principal Investigator / Direct Supervisor	
Name:	
Number:	

5. **Follow appropriate emergency response protocol.**

Injury or Fire	Chemical Spill	Biological Spill
Fire	Small Spill	Inside Biosafety Cabinet
<ul style="list-style-type: none"> LEAVE the area of danger. PULL the fire alarm. CALL NJIT Public Safety NOTIFY building occupants of the emergency DO NOT attempt to extinguish the fire. 	<ul style="list-style-type: none"> ASSESS spill size, chemical type and available cleanup equipment. EVACUATE the immediate area. WARN other personnel. WEAR appropriate protective clothing and equipment. CLEAN UP spill using appropriate spill kit if trained to do so. CONTAIN spilled material in a sturdy plastic bag or sealed drum. Apply a hazardous waste label and contact EHS for disposal. 	<ul style="list-style-type: none"> KEEP cabinet operating. COVER affected area with absorbent material. SPRAY disinfectant on top of covered spill. ALLOW at least 20 minutes contact time. COLLECT absorbent material and place into autoclave bag. Seal bag prior to removal from cabinet. AUTOCLAVE waste bag for appropriate time to achieve sterility. CLEAN affected area again with disinfectant. DISPOSE as biohazardous waste.
Injury	Large Spill	Outside Biosafety Cabinet
<ul style="list-style-type: none"> REMOVE any injured person from any immediate danger. Treat for shock by keeping the victim warm and lying down. CALL NJIT Public Safety UNCONSCIOUS VICTIM Do not enter the dangerous area. A lethal gas or hidden hazard may be present. CHEMICAL SPLASH Eyes: Flush eyes with drench hose or eyewash for at least 20 minutes. Body: Remove clothing and use safety shower. ELECTRICAL INJURY Avoid direct contact with the victim. Disconnect the power source if it is safe to do so. Move the victim away from the power source with a nonconductive material such as a board or a rope. FIRST AID AND CPR Administer first aid, artificial respiration and CPR only if trained and certified to do so. 	<ul style="list-style-type: none"> ATTEND to injured persons, seek appropriate medical attention. EVACUATE area/building. EXTINGUISH ignition and heat sources only if it is safe to do so. PREVENT spill from spreading only if it is safe to do so. CONTACT PUBLIC SAFETY for assistance. FILE a formal incident report. The report can be found on the EHS website. 	<ul style="list-style-type: none"> ATTEND to injured persons. EVACUATE the laboratory. ALLOW 30 minutes for aerosolized particles to settle. FOLLOW protocol for spill inside biosafety cabinet. CONTACT PUBLIC SAFETY for assistance. After hours, call campus police FILE a formal incident report.
	Acutely Hazardous Spill	Skin Contamination
	<p>Any spill of an acutely hazardous chemical, regardless of size, must be considered a large chemical spill. An incident report must be filed.</p>	<ul style="list-style-type: none"> WASH the area with warm water and soap. Do not abrade the skin. REPORT to EHS for follow-up.