



**APPENDIX Y: Emergency Response Guidelines**

**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	9-1-1
NJIT EHS Department	(973) 596-3059
Newark Fire Department	(973) 733-6007
Principal Investigator / Direct Supervisor	
Name:	
Number:	

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

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