7.0 Emergency Procedures
EMERGENCY PROCEDURES

Requirements: OSHA 1920.120

For emergencies, employees should refer to the “Chabot College Emergency Procedures” Guide that is available in all laboratories and in the chemistry stockroom. Included in this section are details that may be of importance to employees in the laboratories and/or chemistry stockroom.

Employees are required to complete an Incident Report for any and all chemical spills, fires or injuries that occur in the laboratories and/or chemistry stockroom.

Chemical Spill or Exposure Emergency Situation

InfoTrac is a state of the art chemical emergency response system which provides up to date information and comprehensive assistance in emergency situations involving hazardous materials and wastes.

This is a 7 day 24 hour number and is available to you. Phone number: 1-800-535-5035

Releases of hazardous substances that pose a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release or the mitigating factors, are emergency situations. The following definitions designate an emergency situation:

1. The particulars of the situation are unclear to the person causing or discovering the spill.
2. The release requires evacuation of persons.
3. The release involves or poses a threat of fire, suspected fire, explosion or other imminent danger.
4. Conditions that are Immediately Dangerous to Life and Health (IDLH).
5. High levels of exposure to toxic substances.
6. The person(s) in the work area is uncertain he can handle the severity of the hazard with the personal protective equipment (PPE) and response equipment that has been provided and/or the exposure limit could easily be exceeded.

Conversely, releases that do not pose significant safety or health hazards to person(s) in the immediate vicinity or to the person(s) cleaning releases, do not have the potential to become emergencies within a short time frame are not emergency situations. Instructions for cleaning non-emergency spills are given in the Chemical Spills section of this manual (page 20). The following situations ARE NOT emergency situations:

1. The person causing or discovering the release understands the properties and can make an informed decision as to the exposure level.
2. The release can be appropriately cleaned up by the lab personnel using authorized spill kits. Rule of thumb: Spills <1 Pint
3. The materials are limited in quantity, exposure potential, or toxicity and present minor safety or health hazards to persons in the immediate work area or those assigned to clean up the activity.
4. Incidental releases of hazardous substances that are routinely cleaned up by trained custodians from outside the immediate release area need not be considered an emergency.
Specific Directions for Chemical Spill Emergency:

1. Call 9-1-1, Security at extension 6923 and InfoTrac at 1-800-535-5035.
2. Evacuate personnel from the spill area and alert neighbors to the spill.
   NOTE: Evacuation of the building is mandatory if chemicals or contaminants could enter the
   air circulation system of the building or in the case of fire.
3. Isolate the spill area and close doors to the room where the spill occurred.
4. Remove ignition sources and shut down equipment.
5. Establish exhaust ventilation to the outside of the building only.
6. Open windows.

Specific Directions for Body Splash Emergency:

1. Call 9-1-1, Security at extension 6923 and InfoTrac at 1-800-535-5035.
2. Remove person(s) from spill area to fresh air only if attempt to rescue victim(s) does not
   present a danger to the rescuers.
3. Remove contaminated clothing while under an emergency shower.
4. Flood affected area with cold water for at least 15 minutes or longer if pain persists.
5. Wash skin with mild soap and water - do not use neutralizing chemicals, creams, lotions, or
   salves.

Specific Directions for Eye Splash Emergency:

1. Call 9-1-1, Security at extension 6923 and InfoTrac at 1-800-535-5035.
2. Remove victim(s) from spill area to fresh air only if attempt to rescue victim(s) does not
   present a danger to the rescuers.
3. Lead the victim(s) immediately to an emergency eye wash facility.
4. Hold eyelids open.
5. Flush eyes for at least 15 minutes or longer if pain persists.

Fire Emergency Situation

Never place yourself at risk to extinguish a fire. Call 9-1-1 and/or Campus Security at extension 6923.

No laboratory employees are required to fight a fire, large or small. Lab personnel who are not trained in
the use of fire extinguishers should never attempt to use one.

Campus police are trained and qualified to use fire extinguishers.

Specific Directions for Fire Emergencies:

1. Alert others in the immediate area
2. Close the door and windows to the room where the fire is located
3. Sound building fire alarm
4. Call 911 to report the fire
5. Evacuate the building quickly and orderly when the fire alarm sounds. Use the
   nearest exit and go to a location at least 150 feet from the building
   a. Do no use elevators for evacuation
   b. Close room doors as you are leaving
   c. Assist the injured
   d. Assist the disabled
6. Notify Emergency Response Teams on the scene if you suspect someone may be
   trapped inside the building
7. Do not return to the building until cleared to do so
Medical Emergency Situation

Call 9-1-1 and/or Campus Security at extension 6923 in case of a medical emergency.

For minor first aid situations (minor injuries, cuts, scrapes, etc), first aid kits are available in each of the laboratories and in the chemistry stockroom.

Do not put any ointments or creams on wounds or burns. Use cool water. The MSDS contains specific first aid information for a given chemical, but emergency room treatment is best.

Report all accidents and injuries to Security.