

# **WORCESTER STATE UNIVERSITY**

## **LABORATORY INCIDENT RESPONSE AND REPORTING PROTOCOL**

### **Fire or Explosion:**

If time permits, stabilize lab procedures. Evacuate the building at closest exit and pull fire alarm on the way out. Do not use elevators. Remain at least 300 ft. from building. Contact University Police, (508) 929-8911, once in a safe location.

### **Evacuation of Disabled:**

Advanced Planning is Important. If someone needs assistance evacuating in an emergency, they should pre-plan and contact the Office of Disability Services (ODS). If person has conducted a pre-plan with ODS. University Police will know the schedule and can assist in evacuation. If this has not been done, determine if an Area of Refuge is available or possible to access, or ask others to assist in transport.

### **Injury Requiring Medical Attention:**

Call University Police, (508) 929-8911 and/or Health Services, (508) 929-8875 for all injuries. A WSU Officer will respond immediately to the scene and will summon additional medical personnel if necessary.

### **Imminent Threat of Violence: Knowing your options: Run, Hide, Fight**

**1.** Attempt to leave the area if you believe it is safest to do so. **2.** Find a place to hide, secure, and barricade that area if possible: make sure all noise producing devices are silenced and minimize your visibility. **3.** You have the right to defend and protect yourself from imminent threats of violence. **4.** Call (508) 929-8911 if you are safe to do so if you have any additional information on the incident.

### **Shelter in Place -Environmental Condition or Hazardous Material Release, No Violent Behavior:**

If time permits, stabilize lab procedures. Allow others into the room. Close all doors and windows and **choose** interior room if possible. If tornado warning, go to lowest level, stay away from windows and exterior doors. Move to an interior hallway for shelter.

### **Major Spill and/or Any Exposure or Injury:**

See definition below for major spill. University Police, (508) 929-8911, must be notified. Obtain Safety Data Sheet from UNHCEMS <https://cems.unh.edu/worcester> or Online Search.

### **Minor spill with no exposure or injury:**

See definition below. Laboratory employee can clean spill or University Police, (508) 929-8911, can be contacted to arrange clean-up. Obtain Safety Data Sheet from UNHCEMS <https://cems.unh.edu/worcester> or Online Search.

#### **Major Spills**

Spill poses a significant threat to an employee's safety or the environment. Generally, it is a large quantity of a moderately hazardous, or any amount of particularly hazardous material, or presents a fire hazard, or if it cannot be recovered before being released to environment. No attempt should be made to clean up a major spill. Notify everyone in the area and evacuate. Contact University Police, (508) 929-8911. They will contact professional assistance.

#### **Minor Spills**

Spill does not pose an immediate significant threat to an employee's safety or environment. If it is not highly toxic, not large quantity, not a fire hazard, and can be recovered before released to environment it can be cleaned by lab personnel or University Police, (508) 929-8911, can be called to request professional assistance. Maintainers are not permitted to clean up hazardous materials from a spill.