# BI Emergency Procedures Policy

1. This policy covers emergency procedures for evacuation, fire, medical emergencies, flood, gas asphyxiation, fume-hood failure, lock-down, and weather related and utility.
	1. For biohazardous emergency incidences, refer to the BI Emergency Procedures Policy – Biohazardous.
	2. For spill procedures, refer to the appropriate BI Emergency Procedures Policy – Spills.
	3. For post emergency procedures, refer to the BI Emergency Procedures Policy – Post Emergency.
2. Emergency procedures should be in accordance with the “McMaster Emergency Guidebook” (https://security.mcmaster.ca/campus\_emergencies\_guide.html).
3. BI users uncomfortable responding to any incident/emergency situation should seek emergency assistance.
4. Users must inform their supervisor, BI staff, and McMaster safety offices of all incident and emergency situations, including near-misses, spills, accidents and exposures via the completion of a McMaster Incident/injury Report. If the instance involves hazardous or biohazardous materials, attach the SDS/PSDS.
5. BI staff will complete a McMaster Incident/injury Report co-currently to user incident reports.
6. Copies of incident/emergency reports will be kept and used for continuing education and mitigation of future risk. Refer to the BI Documentation Policy.

### Emergency Assistance Contacts

1. BI laboratories do not have phones.
2. BI users should have relevant emergency numbers pre-programmed into their cell phones; refer to the “BI Emergency Contacts” document.
3. BI lab door signage includes BI staff extensions and emergency contact information.
4. BI labs have panic buttons for direct communication with McMaster Security.

### Emergency Equipment

1. BI emergency equipment includes spill kits, fire pull stations, fire extinguishers, panic buttons, safety showers, and eyewash stations.
2. BI lab door signage includes emergency equipment locations.
3. BI users should be familiar with the location, application and correct operation of relevant emergency equipment.
4. Refer to the BI Emergency Equipment Policy.

### Emergency Responders

1. BI Staff has trained fire wardens and first aid responders.

## BI Emergency Procedures – Evacuation

1. BI users should be familiar with BI evacuation routes. Refer to the “Emergency Equipment and Evacuation” signage on BI lab doors.
2. Individuals must evacuate when emergency situations require it, or when instructed by authorized personnel, including BI staff, fire wardens, McMaster Security, and/or emergency responders.
3. To evacuate: leave the affected area and relocated to a safe location, which may include exiting the building using the nearest stairwell. Do not use elevators.
4. Do not re-enter affected area(s) until permitted by authorized personnel (e.g. emergency responders, BI staff).
5. BI staff and affiliated workers should meet at the building to the East of ETB, building T13. If that location is too close to an emergency situation, an alternative meeting location will be across ETB at the Starbucks (1341 Main St. W). BI staff acting as fire wardens should be accounted for.

## BI Emergency Procedures – Fire

1. Individuals should be familiar with the fire classes: A (solid combustibles), B (flammable liquids and gases), C (electrical), or D (metals).
2. Individuals should know the location of nearest fire extinguisher, fire pull station and evacuation routes. Refer to the “Emergency Equipment and Evacuation” signage on BI lab doors. The BI does not have a fire blanket.
3. Individuals should only use a fire extinguisher if properly trained, it is safe to do so, and comfortable. Refer to the BI Emergency Equipment Policy.

### Fire Procedures – If you hear fire alarm

1. Stop working immediately.
2. Secure hazardous and/or biohazard material(s), if possible.
3. If working in fume hood or BSC, close sash.
4. If possible, remove PPE and wash hands.
5. Leave the building, as per evacuation procedures.

### Fire Procedures – If you see fire or smoke

1. Stop working immediately.
2. Notify nearby workers of fire by shouting “fire”.
3. Ensure safety. If safe to do so: secure hazardous materials, close fume-hood or BSC sash if applicable, remove PPE and wash hands.
4. Ensure door(s) are closed to confine fire/smoke.
5. Activate fire alarm at nearest pull station.
6. If it is safe to do so, for
7. **minor fires, class A, B or C**: Locate nearest fire extinguisher, ensure it is appropriate for the type of fire and extinguish flame. Only use a fire extinguisher if it is safe to do so and you are comfortable. If unable to locate fire extinguisher or extinguish fire, treat as “unsafe”.
8. **minor fires, class D**: Do not use fire extinguisher. Locate the sand bucket, found in 418 and smother fire. If sand is not readily available, treat as “unsafe”.
9. If **unsafe and for major fires**: do NOT attempt to extinguish. Evacuate.
10. Notify supervisor and BI staff. Complete an injury/incident report as necessary; provide a copy to BI staff.

### Fire Procedures – If you are ON fire

1. Douse with water from safety shower OR roll on floor and scream for help.
2. Seek assistance and medical attention immediately.

## BI Emergency Procedures – Medical Emergencies

* 1. Each BI laboratory houses water-proof dressings.
	2. The BI main office houses a large first aid kit reserved for First Aid Responders.
	3. The BI has First Aid Responders on staff.
	4. First aid should only be administered by qualified personnel. If First Aid Responders are not available, call McMaster Emergency Services.
	5. Refer to the BI Emergency Equipment Policy.

### Medical Emergencies – Minor Injuries

1. Treat the injury appropriately. Seek assistance, if required. Inform supervisor.
2. Complete McMaster Injury/Incident Report within 24 hrs of injury/incident. Provide a copy to BI staff.

### Medical Emergencies – Major or Critical Injuries

1. Immediately seek assistance: call McMaster Emergency Services, supervisor and/or BI staff.
2. In case of critical injury or fatality, do not interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene, except for the purpose of saving life or relieving human suffering, maintaining an essential service or preventing unnecessary damage to equipment or other property.
3. Complete McMaster Injury/Incident Report within 24 hrs of injury/incident. Provide a copy to BI staff.

## BI Emergency Procedure – Flood

1. Report any suspicious spills or floods to BI Technicians.
2. If possible, turn off the source of the water. Protect equipment.
3. If safe, unplug electrical equipment that could cause shock.
4. Post signage on lab doors to warn others of emergency situation.
5. Notify BI staff immediately. If staff is unavailable, notify McMaster Security.
6. Complete an injury/incident report, with SDS attached. Provide a copy to BI staff.
7. Seek medical assistance if necessary.

## BI Emergency Procedure – Gas Asphyxiation

1. Users should know if gas cylinders are present within areas where they work.
2. Report any suspicious smells or sounds to BI Technicians.
3. If having trouble breathing or experiencing headaches, an abnormal amount of carbon dioxide or nitrogen may be filling the area; evacuate the area.
4. If safe, post signage on lab doors to warn others of emergency situation.
5. Notify BI staff immediately. If staff is unavailable, notify McMaster security.
6. Complete an injury/incident report, with SDS attached. Provide a copy to BI staff.
7. Seek medical assistance if necessary.

## BI Emergency Procedures – Fume-Hood Failure

1. Stop working immediately.
2. If it is safe to do so, secure hazardous material(s) appropriately. Close sash.
3. Remove gloves, dispose of in appropriate waste and wash hands thoroughly.
4. Post signage indicating fume-hood failure. Report failure to BI staff.
5. BI staff will coordinate maintenance and equipment repair.
6. Seek medical assistance if necessary.

## BI Emergency Procedures – Lock-down

1. If you are **NOT** directly involved, and it is safe, leave the building. If it is not safe to leave, follow procedures as if you are directly involved.
2. If you **ARE** directly involved, notify campus security, if possible. Indicate your name, location, and other emergency details. If it is not safe to leave the building, go to the nearest room, office or lab. Close, lock and barricade the door. Cover windows, turn off the lights, and lay on the floor quietly, under or behind furniture. Stay away from doors and windows. Do not answer the door. Wait for emergency responders to assist you. If confronted and trapped, fight back with available resources to stop the threat.

## BI Emergency Procedures – Weather-related & Utility

1. During inclement weather, the BI will uphold McMaster procedures during ice storms, wind storms, snow storms, tornadoes, and power black-outs.
2. Refer to the McMaster Storm Policy and the McMaster Emergency Guidebook.
3. During instances of **tornadoes and windstorms**: move toward the centre of the building or toward any office areas that do not have glass windows. Remain in a designated safe area until the threat has passed. Try to find something heavy to hide under (such as a large desk). Protect yourself physically, especially your head and neck. Do not run outside as falling debris may cause injury.
4. During instances of **power blackouts**: remain calm. Stay where you are. Emergency lighting for evacuation purposes**on campus** will operate for a minimum of 20 minutes. Contact McMaster Security Services on campus if you require assistance contacting any emergency services.
5. During instances of being **stranded on campus**: as soon as an emergency situation has been declared, individuals should assess their personal safety when deciding whether to stay or leave the University. Should you decide to stay in your location, you are asked to call McMaster Security Services to inform security of your location.

## Emergency Forms

1. BI Emergency Contacts.
2. McMaster Incident/Injury Report.