# BI Emergency Procedures Policy – Biohazardous

1. This policy covers biohazardous emergency situations and procedures, except for spills.
	1. For emergency procedures for evacuation, fire, medical emergencies, flood, gas asphyxiation, fume-hood failure, lock-down, and weather related and utility, refer to the BI Incident and Emergency Response Policy.
	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 with responding to any incident/emergency situation, should seek emergency assistance.
4. Users should inform their supervisor(s), BI staff, and McMaster safety offices of all incident and emergency situations, including spills, accidents and exposures, via the completion of a McMaster Incident/injury Report; refer to the BI Emergency Procedure Policy.
5. BI staff will complete a McMaster Incident/injury Report co-currently to user incident reports. These reports will be reviewed by the BI Director and submitted to EOHSS.
6. Incident/Injury reports involving biohazardous materials will be forwarded by EOHSS to the Biosafety Office and Biosafety Manager, and then submitted to the Presidential Biosafety Advisory Committee (PBAC) for review/discussion. Reports involving RG-2 pathogens or higher will be submitted to the Public Health Agency of Canada (PHAC) by the Biosafety Office/Manager. Reports will not be submitted to PHAC directly.
7. 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 – Biohazardous

1. BSC failure procedures will be posted on BSCs.
2. BI staff will coordinate maintenance and equipment repair as needed.

### Biological Safety Cabinet (BSC) Failure Procedures

1. Stop working immediately.
2. If it is safe to do so, stop experiment and secure biohazardous material(s).
3. Close BSC sash completely.
4. Remove PPE, dispose of in solid biohazardous waste.
5. Wash hands thoroughly.
6. Report BSC failure to BI staff immediately.
7. Post signage on BSC indicating BSC failure.

### Accidental Biohazard Exposure Procedures - Absorption

1. Stop work immediately.
2. Decontaminate oneself by rinsing with plenty of water (via emergency shower or eye wash station if necessary), and then if necessary, wash with soap and water.
3. Inform supervisor. Consult BI staff.
4. Complete an incident/injury report, with SDS attached. Provide a copy to BI staff.
5. Seek professional medical assistance if necessary.

### Accidental Biohazard Exposure Procedures - Inhalation

1. Stop work immediately.
2. Seek fresh air and rest. Seek artificial respiration, if necessary.
3. Inform supervisor. Consult BI staff.
4. Complete an incident/injury report, with SDS attached. Provide a copy to BI staff.
5. Seek professional medical assistance if necessary.

### Biohazard Loss of Containment

1. If necessary, follow “Accidental Biohazard Exposure Procedure”.
2. If needed, follow procedures outlined in the BI Spill Policy – Biohazardous Spills.
3. Inform BI staff immediately.
4. Complete an incident/injury report, with SDS attached. Provide a copy to BI staff. BI staff will record as a BI Biosecurity Incident, as per the BI Biosecurity Policy. Involved parties will determine critical factors, and preventative measures to avoid future occurrences.

## Emergency Forms

1. BSC Failure Poster.