# BI Emergency Equipment Policy

1. BI Emergency Equipment will be in accordance with the McMaster University.
2. Report all used or damaged emergency equipment to BI staff.
3. BI users should be familiar with the location, application and correct operation of emergency equipment. Refer to the “Emergency Equipment and Evacuation” signage on BI lab doors.
4. If you are not comfortable responding to any Emergency situation, contact a BI Technician or McMaster Security for assistance.
5. Refer to the BI Incident and Emergency Response Policy, as needed.
6. 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.
7. BI staff will complete a McMaster Incident/injury Report co-currently to user incident reports.
8. Copies of incident/emergency reports will be kept and used for continuing education and mitigation of future risk. Refer to the BI Documentation Policy.

## First Aid Kits

1. A large First Aid Kit is located in the BI office area reserved for use by First Aid Responders.
2. The large first aid kit is inventoried by first aid responders every 3 months.

## Emergency Showers & Eyewash Stations

1. Most BI laboratories house plumbed Emergency Shower and Eyewash Stations.
2. It is the responsibility of McMaster University Facility Services to inspect and maintain Emergency Shower and Eyewash Stations annually.
3. It is the responsibility of BI staff to inspect Emergency Eyewash Stations weekly.
4. Maintenance will be performed by McMaster Facility Services.
5. Refer to the appropriate equipment SOP.

## Spill Kits

1. Prior to work commencing, individuals should know how to handle spills for substances they are using; consult applicable SDS/PSDS and refer to the applicable BI Emergency Procedures Policy – Spills.
2. Users should not attempt to clean up spills that are beyond the spill kit capacity.
3. All BI laboratories contain large spill kits (large yellow drum), containing adsorbent material, spill tube/pillow, gloves, and waste disposal bags.
4. All BI laboratories contain small biohazardous spill kits, containing gloves, adsorbent material, bleach, tongs (only in CL-2 labs), plastic bags, biohazardous spill policy and spill notice signs.
5. Some BI laboratories contain chemical neutralizing agents, dustpan, broom, mop, bucket and common disinfectant agents (bleach and 70% ethanol). Seek assistance from BI staff if needed.
6. After using items from a spill kit, users must notify BI staff. BI staff will replace depleted or damaged spill kit items as needed.

## Fire Extinguishers

1. Only use a fire extinguisher if you are properly trained, it is safe to do so, and you are comfortable. Users should also know the location of nearest fire extinguisher and understand fire extinguisher ratings relative to the fire classes and size. Individuals
2. Fire extinguishers are meant for small fires.
3. Do not use fire extinguishers on people.
4. It is the responsibility of McMaster University to ensure the proper inspection and maintenance of fire extinguishers.

## Fire Alarms

1. The BI is equipped with manual Fire Alarm pull stations, which are under the inspection and maintenance of McMaster University.

## Telephones

1. The BI Office areas are equipped with telephones.
2. BI laboratories do not have phones. Users may choose to bring in personal cell phones, with programmed emergency numbers, but should limit their usage in the laboratory area and decontaminate or disinfect them when leaving the lab.

## Panic Buttons

1. BI laboratories are equipped with red panic buttons.
2. When pushed, red panic buttons will alarm (audible & flashing light visible from hallway) and dispatch McMaster Security directly to the alarm location.