# BI Emergency Procedures Policy – Post Emergency

1. This policy describes responsibilities and procedures required following emergency situations. For emergency procedures refer to the BI Emergency and Incident Response Policies. For biological spill procedures refer to the BI Emergency Procedure Policy – Spill, Biohazardous.

## Emergency Incidents/Injuries

1. As per RMM# 1000: Reporting and Investigating Injury/Incident/Occupational Disease Program, following communication of a McMaster Injury/Incident Report to the BI, BI staff will work with affected parties and investigators to implement corrective actions for prevention of recurrences.

## Emergency Equipment

1. Following a spill clean-up, depleted spill kit contents will be replaced by BI staff.
2. Following usage of pull stations and/or panic buttons: systems will be re-set by BI staff, McMaster Security or Emergency Responders.
3. Following usage of fire extinguishers: units will be replaced by Facility Services.

## Post Emergency Procedures

1. Following most emergency situations, BI laboratory doors and equipment will be inspected by BI staff to assess if laboratory security was compromised and if facilities or equipment were damaged.
2. Electronic card access doors will be inspected to ensure proper activation.
3. Repairs may be performed by BI staff, McMaster Facility Services and/or qualified service technicians.

## Post Emergency Procedures – Biosecurity

1. When any emergency causes evacuation, upon re-entry to the building, all storage units of biohazards (e.g. fridges, freezers, liquid nitrogen dewars and incubators) should be checked for integrity and theft of inventory items.
2. Integrity checks will access whether breach or damage to locking mechanism(s) are evident, whether disordered items are outside or inside the unit; and whether entry into the facility was possible by unauthorized individuals.
3. If loss of integrity is evident, BI staff will determine if theft is evident by notifying relevant users and assisting with inventory checks. Inventory check will be conducted to determine if and how much of any biohazard were stolen.
4. Accessibility to the lab or storage unit will be secured anew by BI staff.
5. Any damage, theft or suspicion of theft will be reported immediately to relevant supervisors, BI staff and Biosafety Office (robertjv@mcmaster.ca; x23453). A McMaster Injury/Incident Report must be completed as well.