

**Emergency Action Plan**  
 BioRenewables Laboratory 4115, 4137  
 Created May 29, 2014; updated March 23, 2017

<b>Contacts:</b>	<b>Name</b>	<b>Office Phone</b>	<b>Cell / Pager</b>	<b>Home Phone</b>
Acting Floor Manager	Derek Loneman		515-802-0110	
Principal Investigator	Marna Yandea-Nelson	4-1079	451-3135	450-5797
Principal Investigator	Laura Jarboe	4-2319		
Principal Investigator	Basil Nikolau	4-9423	290-3382	
Principal Investigator	Alexis Campbell	4-4828		
Principal Investigator	Zengyi Shao	4-1132		

**The following procedures should be used in the event of an emergency.**



**Fire**

1. Pull nearest fire alarm; notify building occupants.
2. Call 911.
3. Assist injured personnel.
4. Evacuate the building. Activate emergency shutoffs.
5. Attempt to use a fire extinguisher only if you have been trained.
6. Meeting place:

Outdoor- Proceed down east stairwell (or west if east is blocked) and congregate on the grass by Bissell Road

Indoor-Seek this in the event of inclement weather. Proceed down east stairwell (or west if east is blocked) and go across Bissell Road to Sweeney Hall. Proceed through the doors and continue straight. Climb the stairs and proceed to the lobby on the right.



**Medical Emergency**

1. Identify the medical emergency.
2. Send someone to call 911.
3. Administer first aid, if properly trained.
4. Contact the injured person's supervisor.



**Intruder**

1. If an intruder is encountered call 911. Do not try to detain.
2. Note description of the intruder.
3. Conduct a quick inventory.
4. Make departmental contacts.



**Vandalism/Theft**

1. Call 911.
2. Do not enter lab; treat the lab as a crime scene.
3. Beware of possible booby traps or remaining perpetrators.



**Severe Weather**

1. When you hear outdoor sirens or weather radio warning, A siren and announcement system close to the building will alert the building in case of severe weather.
2. Proceed to the storm shelter in Basement of BRL. Proceed down the west staircase to the basement. Congregate in the elevator lobby by the vending machines.

3. Stay away from exterior doors and windows.
4. Stay in shelter until danger has passed.



### Utility Outages

1. Identify in advance any critical research materials or processes that may be affected by utility outages.
2. Identify backup systems or alternate resources to employ.
3. Have backups in remote locations for data stored on computers.
4. Notify lab contacts.

### Chemical Spill – Small Spills

1. Notify other personnel in the immediate area.
2. Assist with injured persons.
3. Confine and/or limit the spill.
4. Clean up the spill as seen fit. A chemical spill kit is located  
**Oil/Water spill kits: by the middle sink in 4115 and in 4137 under western sink. Signage is posted.**  
**Acid/Base spill kit: located in the corridor between 4115 and 4137.**

### Chemical Spill – Large Spills

1. Dial 911.
2. Pull the fire alarm.
3. Evacuate the area and secure the entrances.



### Environmental Chemical Spill

1. Dial 911.
2. Pull the fire alarm.
3. Evacuate the area and secure the entrances.
4. Contact EH&S at 294-5359; after hours DPS.
5. EH&S will contact the appropriate regulatory agencies.



### Biological Spill (delete if not applicable)

1. If large amount of biological material was spilled, evacuate area of the spill for at least 30 minutes.
2. If necessary, call EH&S (294-5359) and DPS (294-4428) to assist in evacuation and perimeter control.
3. Remove contaminated clothes, place in biohazard bag and decontaminate.
4. Wash hands and exposed body parts with soap and water and if necessary use shower located in
5. **Rm 4115-1, southwest wall by door 4115-1**
6. **Rm 4115-2, west of door 4115-2**
7. **Rm 4137, in southeast corner**  
**\*Signage is posted**
8. Review guidelines for spill clean-up (Biosafety Manual, Section G) and clean up spill.
9. The biosafety spill kit is located  
**Not applicable. Our lab is BSL1 with laminar flow hoods. Gloves, goggles, sanitize counters, and washing hands is required.**

### Biological Pathogen Exposure

1. Administer first aid and call 911 if necessary.
2. Wash broken skin, punctured skin or animal bites with soap and water.

3. If pathogen came in contact with mucous membranes, flush with water for 15 minutes.
4. Remove any contaminated clothing, place in a biohazard bag and decontaminate.
5. Wash hands and exposed body parts with soap and water and if necessary use shower located in
6. Rm 4115-1, southwest wall by door 4115-1
7. Rm 4115-2, west of door 4115-2
8. Rm 4137, in southeast corner  
\*Signage is posted
9. Inform supervisor of exposure.

**Location-specific Notes:**

The laboratory safety manual and other safety information is located in a binder on the northeast wall underneath the sign.

MSDS sheets, the Merck Index and Biosafety in Microbiological and Medical Laboratories are located on the computer on the North Wall by the sign.

The EH&S safety certificates are located in the top drawer below the safety sign.