

1. BI Emergency Procedures Policy

- a. This policy covers non-biohazardous emergency and incidents situations, not including spills. For biohazardous incident and emergency response procedures, refer to the BI Emergency and Incident Response Policy – Biohazardous. For spills, refer to the BI Spills Policies.
- b. BI emergency procedures reference McMaster University’s safety programs and policies (e.g. RMM), safety offices and committees and the **Campus Emergency Guidebook**: https://security.mcmaster.ca/campus_emergencies_guide.html.
- c. BI users uncomfortable responding to any incident/emergency situation should seek emergency assistance.
- d. 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.
- e. Copies of incident/emergency reports will be kept and used for continuing education and mitigation of future risk. Refer to the BI Documentation Policy.
- f. For the BI post emergency plan, refer to the BI Emergency Procedures Policy – Post Emergency.

1.1. Emergency Assistance Contacts

- a. BI laboratories do not have campus phones. BI users should enter McMaster emergency numbers into their cell phones.

On-campus Contacts	Phone
McMaster University Main Campus Number	905-525-9140
Security for general and non-emergency inquiries	Ext. 24281
Facility Services (Physical Plant)	Ext. 24740
Environmental & Occupational Health Support Services (EOHSS)	Ext. 24352
Biosafety Office	Ext. 24956
McMaster University Student Health Services , MUSC B101	Ext. 27700
Emergency/Security	905-522-4135 Dial 88*
Off-campus Contacts	Phone
Poison Control Centre	1 800 268-9017
Ministry Of Environment	1 800 268-6060
Emergency (police, fire, medical aid)	Dial 911

*from any campus phone

1.2. Emergency Equipment

- a. BI emergency equipment includes spill kits, fire pull stations, fire extinguishers, panic buttons, safety showers, and eyewash stations. BI users should be familiar

with the location, application and correct operation of emergency equipment. Refer to the BI Emergency Equipment Policy.

1.3. BI Emergency Procedures – Evacuation

- a. BI users should be familiar with BI evacuation routes. Exit/evacuation diagrams are posted inside the BI laboratory. Refer to the BI Documentation Policy.
- b. 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.
- c. 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.
- d. Do not re-enter affected area(s) until permitted by authorized personnel (e.g. emergency responders, BI staff).

1.4. BI Emergency Procedures – Fire

- a. Individuals are responsible for knowing the location of nearest fire extinguisher and fire pull station. The BI does not have a fire blanket.
- b. Individuals are responsible for knowing Evacuation Procedures.
- c. Fire extinguishers are meant for small fires.
- d. Do not use fire extinguishers on people.

1.4.1. Fire Procedures – If you hear fire alarm

- a. Stop working immediately.
- b. Secure hazardous and/or biohazard material(s), if possible.
- c. If working in fume hood or BSC, close sash.
- d. If possible, remove PPE and wash hands.
- e. Leave the building, as per evacuation procedures.

1.4.2. Fire Procedures – If you see fire or smoke

- a. Stop working immediately.
- b. Notify nearby workers of fire by shouting “fire”.
- c. Ensure safety. If safe to do so: secure hazardous materials, close fume-hood or BSC sash if applicable, remove PPE and wash hands.
- d. Ensure door(s) are closed to confine fire/smoke.
- e. Activate fire alarm at nearest pull station.
- f. Only use a fire extinguisher if it is safe to do so and you are comfortable. Use only for small/minor fires.
 - i. If safe, for **minor fires, types A, B or C**: Locate nearest fire extinguisher, ensure it is appropriate for the type of fire and extinguish flame.
 - ii. If safe, for **minor fires, type D**: do not use fire extinguisher; use sand bucket.
- g. If **unsafe and for major fires**: do NOT attempt to extinguish. Evacuate.
- h. Notify supervisor and BI staff. Complete an injury/incident report as necessary; provide a copy to BI staff.

1.4.3. Fire Procedures – If you are ON fire

- a. Douse with water from safety shower OR roll on floor and scream for help.
- b. Seek assistance and medical attention immediately.
- c. Complete an injury/incident report, with SDS attached. Provide a copy to BI staff.

1.5. BI Emergency Procedures – Medical Emergencies

- a. Each BI laboratory houses water-proof dressings and small first aid kits.
- b. The BI main office houses a large first aid kit reserved for First Aid Responders.
- c. The BI has one trained First Aid Responder.
- d. First aid should only be administered by qualified personnel. If First Aid Responders are not available, call McMaster Emergency Services.
- e. Refer to the BI Emergency Equipment Policy.

1.5.1. Medical Emergencies – Minor Injuries

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

1.5.2. Medical Emergencies – Major or Critical Injuries

- a. Immediately seek assistance: call McMaster Emergency Services, supervisor and/or BI staff.
- b. 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.
- c. Complete McMaster Injury/Incident Report within 24 hrs of injury/incident. Provide a copy to BI staff.

1.6. BI Emergency Procedure – Flood

- a. If possible, turn off the source of the water. Protect equipment.
- b. If safe, unplug electrical equipment that could cause shock.
- c. Post signage on lab doors to warn others of emergency situation.
- d. Notify BI staff immediately. If staff is unavailable, notify McMaster Security.

1.7. BI Emergency Procedure – Gas Asphyxiation

- a. If you are having difficulty breathing or headaches, an abnormal amount of carbon dioxide or nitrogen may be filling the lab area.
- b. Evacuate the lab area.
- c. Post signage on lab doors to warn others of emergency situation.
- d. Notify BI staff immediately. If staff is unavailable, notify McMaster security.
- e. Complete an injury/incident report, with SDS attached. Provide a copy to BI staff.
- f. Seek medical assistance if necessary.

1.8. BI Emergency Procedures – Fume-Hood Failure

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

1.9. BI Emergency Procedures – Lock-down

- a. Refer to the McMaster Emergency Guidebook.
- b. 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.
- c. 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. Do not answer the door. Wait for emergency responders to assist you.

1.10. BI Emergency Procedures – Weather-related & Utility

- a. During inclement weather, the BI will uphold McMaster procedures during ice storms, wind storms, snow storms, tornadoes, and power black-outs.
- b. Refer to the McMaster Storm Policy and the McMaster Emergency Guidebook.
- c. 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.
- d. 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.
- e. 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.

1.11. Emergency Forms

- a. McMaster Incident/Injury Report.