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## **1. BI Emergency Procedures Policy – Post Emergency Procedures**

- a. This policy describes responsibilities and procedures required following emergency situations. For emergency procedures refer to the BI Emergency and Incident Response Policies.

### **1.1. Emergency Incidents/Injuries**

- a. 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.

### **1.2. Emergency Equipment**

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

### **1.3. Post Emergency Procedures**

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

### **1.4. Post Emergency Procedures – Biosecurity**

- a. When any emergency causes evacuation, upon re-entry to the building, all storage units of pathogens (e.g. fridges, freezers, liquid nitrogen dewars and incubators) should be checked for integrity and theft of inventory items.
- b. Unit will be assessed for breaches or damage to locking mechanism(s); disordered items inside the unit; and entry by unauthorized persons.
- c. If a theft is suspected, an inventory check will be conducted to determine if items were stolen and how much was stolen. If theft of a biological is determined take immediate action to re-secure the storage unit or the room.
- d. If damage to the storage unit is evident, determine if a biological release has occurred. For biological spill procedures refer to the BI Emergency Procedure Policy – Spill, Biohazardous.
- e. Any damage or theft or suspicion of theft will be reported immediately to the Supervisor, BI staff and/or Biosafety Office (robertjv@mcmaster.ca; x23453).