EMERGENCY PROCEDURES

1. Think first, then act!

Don’t rush in before you assess the situation.

1. SECURE THE SCENE.

Warn other personnel of hazards in the area.

1. CALL 911 FOR FIRE/MEDICAL EMERGENCIES.

Report:

* your name and if calling from a cell phone, be sure and tell them you are calling from Virginia Tech,
* exact location of emergency,
* what happened,
* number of victims & their condition if applicable, and
* any hazardous material involved.
1. SMALL CHEMICAL SPILLS
	* Use appropriate Personal Protective Equipment.
	* Clean up spill using area spill kit/supplies, appropriate for chemicals spilled.
	* Report spill; document spill.
2. LARGE CHEMICAL SPILLS
	* Use appropriate Personal Protective Equipment.
	* Turn off gas, electrical equipment, etc. if possible.
	* Leave room & close door.
	* Hang/post sign on door that says “ SPILL, DO NOT ENTER”
	* Call 911 (then report as per #3 above).
	* If chemical is known, locate MSDS/SDS.
3. SMALL BIOLOGICAL SPILLS
	* Use appropriate Personal Protective Equipment.
	* Contain spill with paper towels & apply disinfectant & wait for it to work.
	* Place all clean-up material in Biohazard Waste.
	* Report spill; document spill.
4. LARGE BIOLOGICAL SPILLS
	* If spill is too large to be contained, evacuate room & close door.
	* Call 911 (then report as per #3 above).
5. EVACUATION EMERGENCIES
	* Turn off gas, electrical equipment, etc. if possible.
	* Leave room & close door.
	* USE RED PULL STATIONS LOCATED THROUGHOUT BUILDING TO INITIATE BUILDING-WIDE EVACUATION.
	* CALL 911 (then report as per #3 above).