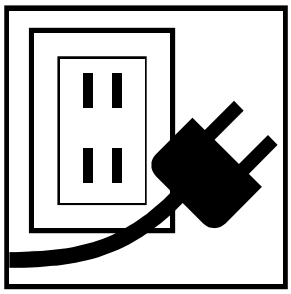
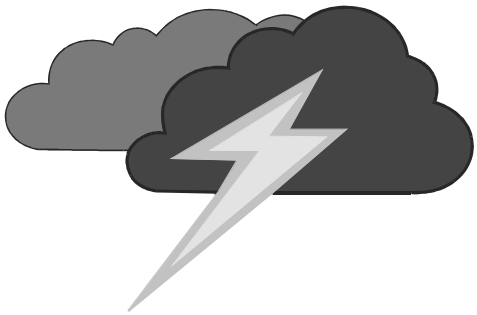
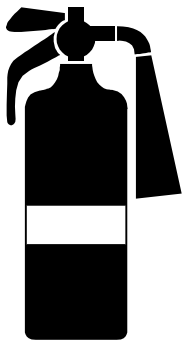
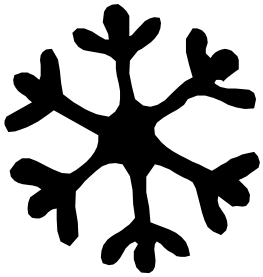
University of Georgia
Griffin Campus
Emergency Operations Plan




Handbook of Emergency Procedures
and
Employee Safety Policies

University of Georgia
College of Agricultural and Environmental Sciences
Griffin Campus

Key Emergency Phone Numbers to Know
All Emergencies:

9-911

University of Georgia, Griffin Campus
Assistant Dean's Office: 770-228-7263
Physical Plant: 770-228-7225
After Hours: 770-412-3008

UGA Environmental Safety: 706-542-6949

Emergency Procedures

Date of last update:
02/14/03

INTRODUCTION

Purpose:

The purpose of this emergency handbook is to outline procedures for specific types of emergencies to provide protection for lives and property. Whenever an emergency affecting the campus reaches proportions that cannot be handled through routine measures these guidelines will be implemented. This handbook provides the basic guidelines necessary to cope with most campus emergencies.

Definitions:

Minor Emergency: Any incident which does not seriously affect the overall functional capacity of the University, such as minor plumbing problems or an inoperative elevator.

Major Emergency: Any incident which affects an entire building or buildings and which will disrupt the overall operations of the University. Examples are a building fire or chemical spill during which outside emergency services will probably be required, as well as major efforts from campus support services.

Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Declaration of Campus State of Emergency:

The Assistant Dean of the Griffin Campus will be in charge of making the decision relating to the state of emergency or disaster.

Preparation and Approval:

The following Handbook was prepared by members of the University of Georgia, College of Agricultural and Environmental Sciences, Griffin Campus Safety Committee.

ACCIDENT, SERIOUS INJURY OR ILLNESS

DEFINITION:
Emergency where one may be sick or injured.
Immediate concern is to aid the sick or injured employee.

STEPS OF ACTION:

1. Ask the victim if he/she is OK, check for breathing.
2. Get someone to call 9-911 for help.
3. Provide first aid/CPR if trained and if needed. Stay with the victim until emergency response personnel arrive.
4. Contact family members.
5. Inform staff as needed.
6. Disperse the crowd, if necessary.
7. Submit accident report, and fax a copy to the Assistant Dean's Office (770) 467-6081.

AFTER-HOURS BUILDING EMERGENCY

DEFINITION:
An emergency occurring before or after regular business hours.

STEPS OF ACTION:
See specific emergency and use those procedures.

ROLES:
Staff member in building should contact emergency people and perform the following acts:

1. Follow procedures appropriate for the specific emergency.
2. Contact appropriate administrative personnel.
3. If groups are present, alert personnel of emergency and follow *Steps of Action* for that emergency.

PHONE NUMBERS:
If emergency: 9-911
Physical Plant (after hours - Security): 770-412-3008
Physical Plant (during normal working hours) 770-228-7225
Assistant Dean's Office (during normal working hours): 770-228-7263

FIRE

DEFINITION:
A fire in the building or on the premises requiring the evacuation of the building.
For small fires, no larger than a waste basket, attempt to extinguish with a fire extinguisher.
For all fires call 9-911 and have the fire department respond.

STEPS OF ACTION:

1. **Pull fire alarm** to alert personnel in the building.

2. **Call 9-911.** Fire alarms are not monitored, therefore you must call 9-911.

3. **Close all windows and doors** to confine fire, if possible. Turn off open flames and lights.

4. **Evacuate building** to assigned places at least 200 feet from building.

5. **Supervise evacuation** and check for injuries.

    - Administer first aid if necessary.
    - Call Physical Plant and Assistant Dean's office.·Assign roles to auxiliary persons as needed.
    - Keep access roads open.
    - Take head count to include names of staff in the affected building or buildings.

6. **After Hours** security should see that the Flynt/Stuckey Gate is open. Fire Department carries bolt cutters and can enter at any other gate.

PHONE NUMBERS:
Emergency: 9-911
Physical Plant: 770-228-7225
Assistant Dean's Office: 770-228-7263
After hours (Security): 770-412-3008

TORNADO WATCH OR WARNING

DEFINITIONS:
Tornado Watch: Conditions are favorable for a tornado or severe weather.
Make staff aware, but take no action.
Tornado Warning: Tornado has been sighted; take shelter immediately.

STEPS OF ACTION:

1. Each office will have the weather radio on. Have it programmed for local area.
2. Departments/Units will be alerted of a tornado watch and warning by telephone from Physical Plant or Assistant Dean's Office.
3. If warning is issued, activate phone tree to all buildings and alert personnel to get to designated areas.
4. Employees should proceed to their designated positions facing the wall and assume a kneeling position (or sit cross-legged), head down, hands covering head.
5. Employees in unsafe locations at the time of the alarm will go to a pre-designated safe location.
6. Keep windows closed.
7. Remain in a safe location until the danger has passed and notification has been given that it is safe to return.

NATURAL DISASTERS - THUNDERSTORMS FLOODS, HURRICANES, EARTHQUAKES AND WINTER STORMS

DEFINITION:
Weather conditions are favorable for the above listed natural disasters.

STEPS OF ACTION:

1. Regular scheduling may be suspended.
2. The first condition for making a decision to suspend operations is safety. Final decisions for closing the campus will be made by the Assistant Dean. The Assistant Dean is in contact with Physical Plant and others who monitor reports of existing weather hazards.
3. When severe weather watches are announced, immediate emergency procedures need to be followed for safety of the employees to vacate the premises.
4. Closure notices during normal duty hours will be made by the Assistant Dean calling departments and units.
5. Early morning station closure notices can be determined by listening to the local radio station WKEU FM "The Rock" 88.9 FM, WKEU AM 1450, WEKS "The Bear" at 92.5 FM, and WHIE at 1320 AM.
6. Weather in this area can cause various road conditions within a few miles. The conditions at the campus may be safe, however, the road conditions from your house to the campus may be unsafe. Therefore, you need to use "common sense" in determining whether you should come to work.

UTILITY EMERGENCY

DEFINITION:
Electrical power failure, gas line break, water main or sewer break, and/or electrical power break.

SIGNALS:
Should building need to be evacuated, follow fire drill procedures. In the event of electrical failure and need to evacuate, verbal notification will be given on a building-by-building basis. A visual check of all affected areas will be conducted by designated Physical Plant personnel.

ACTIONS FOR SPECIFIC EMERGENCIES:

Electrical Power Failure
Call Physical Plant: 770-228-7225

Gas Line Break
Clear area immediately; evacuate building, if necessary
Call 9-911 if emergency exists
Call Physical Plant: 770-228-7225

Power Line Down
Clear area immediately, and
avoid live wires
Call 9-911 if emergency exists
Call Physical Plant: 770-228-7225

Water Line Break or Sewer Break
Call 9-911 if emergency exists
Call Physical Plant: 770-228-7225

After-Hours Utility Emergency
Call Physical Plant after hours number: 770-412-3008

HAZARDOUS MATERIALS INCIDENT

DEFINITION:
Hazardous materials incident involves fire/explosions, chemical spills, chemical leaks, or releases from a fume hood.

STEPS OF ACTION:

1. Call 9-911, if emergency. Call Physical Plant 770-228-7225 (770-412-3008, if after hours) and Assistant Dean's Office 770-228-7263.
2. Evacuate the building.
3. Provide MSDS or similar information.
4. Provide first aid kits if necessary.
5. Contain spill where appropriate.
6. Act as liaison with emergency organizations.
7. Coordinate communication within departments/units.
8. Assist in traffic control into and out of affected area.

Reporting Information

Name of material spilled
Amount of material
Exact location
Injuries or damage

Resource Material:

UGA Environmental Safety Division , 706-542-6949. Responsible Management of Hazardous Waste Training Manual.

HOSTAGE, TERRORIST, OR WORKPLACE VIOLENCE

DEFINITION:
Persons who enter campus, apprehend employees and/or threatens violence.

STEPS OF ACTION:

1. Dial 9-911.

2. Call Assistant Dean's Office (770-228-7263) and Physical Plant (770-228-7225).

3. If after hours, call campus security 770-412-3008.

4. Secure immediate area to confine problem.

5. Secure building by locking appropriate doors (laboratories, offices, and entrances).

6. Await assistance.

KEY HOSTAGE TIPS:
1. Be patient. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
3. Don't speak unless spoken to and then only when necessary. Don't attempt to rationalize with the captor/perpetrator.
4. Expect the unexpected, i.e., mood swings, irrational actions.
5. Do not make quick or sudden moves.
6. Be observant. The safety of others may depend on what you remember about the situation.

WORKPLACE VIOLENCE:
Violence in the workplace can take many forms. Examples include: threats of suicide, injury or the threat of injury to property and/or persons, fistfights, shootings, stabbings, sexual assaults, or unauthorized use of deadly weapons and explosives.

All acts of violence should be reported promptly to supervisors or mangers, and in case of emergency, directly to 9-911.

SUSPICIOUS LETTER OR PACKAGE CHARACTERISTICS

The likelihood of receiving a package or letter containing suspicious substances is remote, but you should be aware of the characteristics that are common to suspicious letters or packages. Some indicators include, but are not limited to the following:

- Unexpected letter or package.
- Excessive postage.
- Handwritten or poorly typed addresses.
- Oily stains, powder, discolorations, or odors.
- No return address.
- Excessive weight, lopsided, or uneven envelope or package.
- Ticking sound.
- City or state in postmark does not match return address.
- Leaking substances.
- Written threats on the outside of the letter or package, or attached to them.
- Unusual amount of tape attached to the letter or package.

After calling 9-911, do the following:

- Leave the letter or package where it is . Do not take the letter or package to others to examine.
- Keep others out of the area. Close off the area if possible. Close any doors or windows gently. Stay near the area until the police and emergency response team units arrive.
- Do not touch your eyes, nose or mouth, or any part of your face.
- Do not touch other people or objects, and do not let others touch you.
- Wash your hands and arms from the elbows down with soap and hot water. (Do not use bleach or disinfectants on your skin.)
- Do not shake or disturb the contents of the letter or package.
- Do not attempt to smell or closely examine the letter or package.
- Do not attempt to clean up or cover anything that might have spilled from a package.

Receiving Office Mail and Packages

If you handle or open mail as a part of your regular routine, your best precaution is to wash you hands with soap and water frequently, especially after handling mail. If you feel that you need to take extra precautions, you may choose to keep a mask and latex gloves at your desk; however, your best protection is regular hand washing.

When opening mail, avoid excessive motion including excessive shaking or tearing of packages or envelopes.

BOMB OR BOMB THREAT

DEFINITION:
A device present in the building or on the premises which may or may not have exploded.

STEPS FOR ACTION:

1. Call 9-911. Call Assistant Dean's Office (770-228-7263), Physical Plant (770-228-7225) and after hours security (770-412-3008). Work cooperatively with law enforcement agency responding to call.
2. Obtain as many details as possible if a bomb threat is made. Record identifying information (bottom of page).
3. Evacuate the building and move to safe area.
4. Have employees look for unusual or suspicious noises, devices or disturbances while searching and evacuating the building. Report suspicious items to the bomb squad.
5. Protect face and head with arms, books, coats, etc. from flying debris.
6. Leave door open; do not use switches.
7. Do not use walkie talkies, cellular phones, car phones, other electronic devices.

BOMB THREAT CALL CHECKLIST

Try to keep caller on the line and ask the following questions:
1. When is bomb going to explode?
2. Where did you place the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. What is your name?
8. What is your address?

IDENTIFYING INFORMATION

Sex of the caller_____
Accent (if detectable) _____
Time of call _____
Did voice sound like an adult?_____
Child?_____
Record as many of caller's exact words as possible._____
_____

To help the authorities trace the threatening call, answer the next phone call and get the name and phone number of the caller. Record the time of this call.

UNIVERSAL PRECAUTIONS FOR ADMINISTERING FIRST AID

1. Most approaches to infection control are based on a concept called Universal Precautions. It requires that persons administering aid consider every person, all blood and body fluids to be a potential carrier of infectious disease. When administering first aid the following standards of practice should be followed:

2. Wash hands with antiseptic towelettes if there is any possibility of contact with blood, body fluids or human tissues from an injured worker. Wash hands with soap and water as soon as possible.

3. Wear gloves when anticipating contact with blood, body fluids, tissues, mucous membranes or contaminated surfaces, or if breaks in the skin are present.

4. Wear an impervious gown or apron if splattering of clothes is likely.

5. Wear a mask if there is to be contact with an infectious disease spread by splatter droplets.

6. Wear appropriate protective equipment at all times including a mask and eye protection if aerosolization or splattering is likely to occur when attending to an injured person.

7. Make mouthpieces, resuscitation bags and other resuscitation devices readily available for use in areas where the need for resuscitation is likely and carry appropriate devices in emergency response kits.

8. Handle sharp objects carefully.
    - Do not cut, bend, break or reinsert used needles into original sheath by hand.
    - Discard sharp objects intact, immediately after use into an impervious sharps disposal box which should be carried whenever needles are in the emergency response kit.
    - Report immediately all needle stick accidents, mucosal splashes or contamination of open wounds with blood or body fluids.
    - Dispose of all spills which contain or may contain biological contaminants in accordance with policies for hazardous waste disposal. Until clean up is complete, the accident area should be roped off to other workers.

9. Dispose of all spills which contain or may contain biological contaminants in accordance with policies for hazardous waste disposal. Until clean up is complete, the accident area should be roped off to other workers.

RIGHT TO KNOW POLICY

DEFINITION:

As an employee of the State of Georgia, you have the right to know about hazardous chemicals in your workplace. To protect these rights, the State Legislature enacted the Georgia Right to Know Law. All employees of the University of Georgia, whether full-time or part-time, permanent or temporary, who have the potential to be exposed to hazardous chemicals must attend the Right to Know training session. It is available on the internet at www.uga.edu/esd/train/rtk/RTKTrain4.html

Summary of the right to know training:

- Law was established in 1988 and is officially called the "Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988".
- Some chemicals are excluded from the law, including chemicals being transported, chemicals covered by certain federal acts, alcoholic beverages and articles for personal consumption, and consumer products that are considered normal use products.
- Training is provided to alert of dangers in the workplace, provide information on worker safeguards, and provide an understanding of employee's rights under the Law.
- Chemical-specific training will be provided to those who handle hazardous chemicals.
- Training on the importance of hazardous material labeling is covered.
- Understanding the Material Safety Data Sheets is also covered in the training session.

Contact Information:

For questions concerning Right to Know at the University of Georgia, contact:

Greg Bell
UGA Right to Know Coordinator
Environmental Safety Division
240 A. Riverbend Road
Athens, GA 30602-8002

(706) 542-0105
(706) 542-0108 (FAX)
gbell@esd.uga.edu

Resource Information:

Website training at www.uga.edu/esd/train/rtk/RTKTrain4.html
UGA Right to Know Training Manual
UGA Right to Know Program on Material Safety Data Sheets (MSDS)

HAZARDOUS MATERIALS POLICY

Spill Clean-up/Containment:
The following supplies should be readily available where spills of hazardous materials may occur:

- Soap, water, eyewash, and single-use towels for personal cleanup.
- Material readily available for spill containment, such as sand, soil, dike hoses, etc.
- Sodium hypochlorite (bleach) and hydrated lime.
- Absorptive materials, such as kitty litter, sawdust, vermiculite, etc.
- Bucket, broom, shovel, sprinkling can, and containers for disposal of wastes.
- Personal protective equipment necessary to handle the most toxic pesticide in inventory.

Emergency Procedures to Follow in Case a Hazardous Emergency Occurs:

- Assure public and personal safety. Clear all unauthorized personnel from the area.
- Put on appropriate protective equipment.
- Stop the source of the spill.
- Contain the spill with a physical barrier. Protect wells and waterways.
- If the pesticide is a solid formulation, scoop up as much as possible. It may be used if not overly contaminated.
- Sprinkle spill with 1:1 mixture of sodium hypochlorite (bleach) and water followed by a liberal application of hydrated lime. Let stand for one hour.
- Spread absorptive material over any liquid spills. Collect absorptive material and dispose of as a hazardous material.
- Dispose of any heavily contaminated materials (e.g., clothing, absorptive materials) and dispose of as hazardous waste.
- Inform the Unit Administrator of the spill as soon as possible, especially if the spill is on soil or threatens a water supply.

Emergency Phone Numbers:

Post the following phone numbers near all appropriate telephones:

Local Agency: **If Emergency, call 9-911**
Poison Control Center: 1-800-282-5846
CHEMTREC: 1-800-424-9300
Pesticide Epidemiologic Studies Center: 1-800-845-7633
Georgia Environmental Protection Division: 1-800-241-4113
University Hazardous Materials Office: 706-369-5706
UGA Environmental Safety Division : 706-542-5801

Emergency response:
Inform appropriate responding units. Keep information files on current pesticide and chemical inventory and provide to local emergency units. Establish a chain of command in event of emergency.

Resource Information:
University of Georgia Laboratory Safety Manual
University of Georgia Pesticide Policy and Procedures Handbook.
UGA Responsible Management of Hazardous Waste Training Manual.

WORKER PROTECTION STANDARD POLICY

DEFINITION:

The Worker Protection Standard (WPS) is a Federal regulation designed to protect agricultural workers (people involved in producing agricultural plants) and pesticide handlers (people directly involved with pesticide contact). This program is not only a good idea, but it's the law. The following information is presented in good faith for the reader's clarification and guide to appropriately use pesticides labeled for agricultural and household and structural use. This information does not take the place of the product labels. Always read and follow the current label directions for each pesticide that is applied. Also, check with your local Cooperative Extension Service office to see if any amendments or additions to this law have occurred.

The following guidelines summarize the WPS. For a more complete reference, refer to a current copy of the Reference Guide for EPA's Worker Protection Standard. Copies can be obtained from various chemical supply dealers and local Cooperative Extension Service offices.

DUTIES FOR ALL EMPLOYEES (SUMMARIZED)

1. **Anti-retaliation.**
   Do not retaliate against anyone who attempts to comply with the WPS.
2. **Information at a central location.**
   In an easily seen central location display the following information:
   1. EPA WPS Safety poster.
   2. Emergency medical information
   3. From before application until 30 days after the restricted-entry interval (REI), post the product name, EPA number, active ingredient, location of treated area, time and date of application, and REI.
3. **Pesticide safety training.** Unless they possess a valid EPA approved training card, train handlers and workers before they begin work at least once every 5 years. Review EPA reference guide for training procedures.
4. **Decontamination sites.**
   Establish decontamination sites within 1/4 mile of all workers and handlers, and provide water, soap, towel, and coveralls.
5. **Employer information exchange.**
   a. Before application, inform the farm operator about the location of the treated area, time and date of application, product name, EPA number, active ingredient, REI, whether oral warnings and treated posted signs are needed, and all other safety requirements on label.
   b. Farm operators must make sure any commercial pesticide operator is aware of all the areas on the farm where pesticides will be applied or where an REI will be in effect while the commercial handler is present, and the restrictions on entering those areas.
6. **Emergency assistance.**
   When handler or worker may have been poisoned or injured by pesticides, promptly make transportation available to a medical facility and provide the following to the victim and medical personnel: product name, EPA number, active ingredients, all first aid information from the product label, description of application procedures and victim's exposure.

ADDITIONAL DUTIES FOR EMPLOYERS OF WORKERS (SUMMARIZED)

1. **Restrictions during application.**
   a. Allow entry only to trained and properly equipped handlers in treated areas.
   b. Keep nursery workers at least 100 feet from treated areas.
   c. Allow only handlers in a greenhouse during pesticide application and until labeling-listed air concentration level is met.

2. **Restricted-entry intervals (REI's).**
   During any REI, do not allow workers to enter the treated area without label-specified personal protective equipment.

3. **Notice about applications.**
   a. Orally warn workers and post treated areas, if label requires.
   b. Otherwise, either orally warn workers or post entrances to treated areas.
   c. Post all greenhouse applications.

4. **Posted warning signs.**
   a. Post legible 14 inch x 16 inch: WPS signs just before application, and keep posted during REI; remove within 3 days after REI.
   b. Post signs so they can be seen at all entrances to treated areas.

5. **Oral Warnings.**
   a. Before each application, tell workers the location of treated areas, REI, and do not enter during REI.
   b. Workers arriving after application starts must receive the same warning.

ADDITIONAL DUTIES FOR EMPLOYERS OF HANDLERS (SUMMARIZED)

1. **Application restrictions and monitoring.**
   a. Do not apply pesticides so that they contact anyone other than equipped handlers.
   b. Make sight or voice contact every two hours with handlers applying highly toxic pesticides.
   c. Make sure trained and equipped handler makes constant voice or visual contact with any handler in greenhouse.

2. **Specific instructions for handlers.**
   a. Before handlers begin task, inform them of all pesticide labeling safety instructions.
   b. Keep pesticide labeling accessible.
   c. Before handlers use equipment, inform them of its safe use.
   d. Inform commercial handlers about the areas to be treated or where an REI will be in effect, and restrictions on entering those areas.

3. **Equipment safety.**
   a. Inspect handling equipment before each use.
   b. Allow only trained and equipped handlers to repair, clean or adjust equipment.

4. **Duties related to Personal Protective Equipment (PPE).**
   a. Provide handlers with the PPE the label requires.
   b. Be sure respirators fit correctly.
   c. Take steps to avoid heat illness.
   d. Provide handlers a pesticide-free area for storing personal clothing.
   e. Do not allow used PPE to be worn home.

5. **Care of PPE.**
   a. Store and wash PPE separately.
   b. If PPE will be reused, clean it in accordance with labeling specifics.
   c. Dry the clean PPE before storing.
   d. Store clean PPE away from other clothing.

6. **Replacing respirator purifying elements.**
   a. Replace dust/mist filter when breathing becomes difficult, they become damaged, when the label specifies, or at the end of the work period.
   b. Replace vapor-removing cartridges when odor or irritation is notice, when label specifies, or at the end of the work period in the absence of other instructions.

7. **Disposal of PPE.**
   a. Discard coveralls and other materials that are heavily contaminated with pesticides.
   b. Follow Federal, State and local laws on disposal.

8. **Instructions for people who clean PPE.**
   Inform the people who clean PPE that they may be contaminated, there is a potentially harmful effect to exposure, how to protect themselves when handling PPE, and how to clean PPE correctly.

HAZARDOUS MATERIAL RELEASE

CHEMICAL SPILLS:

All labs will have MSDS for every chemical present in the lab. These MSDS shall be organized and collected in one central location preferably near the door.

All labs will have spill clean up supplies, kept in an accessible location, appropriate for cleaning up the chemicals stored in that lab. To determine the correct spill clean up supplies needed for your lab consult the MSDS or contact the UGA Environmental Safety Division for assistance. Lab workers are authorized to clean up minor spills.

A minor spill is one that:

- does not exceed 5 liters of a chemical with an NFPA health rating of 2 or less
- or a quantity that does not create a situation beyond the control of a lab worker
- or the hazards associated with the chemical area such that it does not have the potential to harm someone
- or the location is such that it does not hinder or hamper the clean up process

For the spills that exceed any one of the above criteria turn off potential ignition sources, evacuate the lab and report the release to the biosafety officer and the researcher in charge of the lab who will arrange for the clean up.

Do not clean up spill if any of the following situations exist:

- the appropriate Personal Protection Equipment (PPE) is not available
- the appropriate spill clean up supplies are not available
- the nature of the chemical is unknown or has NFPA rating of 4 in a category

For all spills, post a sign on the lab door stating a spill has occurred and the name of the chemical(s) involved.

Spills that exceed 1 liter, no matter what the chemical, are extremely toxic, corrosive, flammable or involve an uncontrolled release from a compressed gas cylinder, must be reported to the biosafety officer and the researcher in charge of the lab.

Emergency pre-planning should be done by each lab that involves a review of the chemicals stored in the lab and its MSDS, the necessary spill supplies and emergency steps to follow in the event of a spill for each chemical.

BIOHAZARD SPILLS:
All labs will have spill clean up supplies appropriate to disinfect spills containing biohazards. Recommended disinfectants are a 75-90% solution of ethyl or isopropyl alcohol, a 10% (1:10) solution of bleach water; or autoclaving. All labs should display a list of the biological agents and the Biosafety Level (BSL) necessary to work with those agents on the lab door.

For spills that occur within a biosafety cabinet (BSC), do not turn the cabinet off. Begin the clean up immediately by treating the work surface, walls and any equipment within the BSC with disinfectant and allow to stand for 20 minutes. Once disinfection is complete, all gloves and cleaning materials (sponges, paper towels, etc.) should be bagged and autoclaved.

SPILLS THAT OCCUR OUTSIDE THE BSC:

Minor spills of BSL 2 or 3 Organisms:

Warn all lab personnel and post a sign on the lab door that a spill has occurred. All unnecessary lab personnel should leave the lab while the clean up is in progress. If you are contaminated, remove contaminated clothing and wash your hands and face with soap and water. Put on clean PPE and proceed with spill clean up. Clean the spill in the following manner:

- pour disinfectant around the perimeter of the spill - do not pour it directly on the spill
- cover the spill with paper towels or similar material that has been soaked in disinfectant
- allow to stand for 20 minutes before wiping up
- place all clean up materials including PPE in an autoclave bag and autoclave
- wash hands thoroughly
- report spill to the biosafety officer and the researcher in charge of the lab

Major spills of BSL 2 or 3 Organisms:

Warn all lab personnel and post sign on the lab door that a spill has occurred. All personnel vacate the lab for at least 20 minutes to allow aerosol to dissipate. If you are contaminated, remove contaminate clothing and wash your face and hands. Report spill to the biosafety officer and the researcher in charge of the lab. Wear PPE appropriate for cleaning up a spill of this size. Clean the spill in the following manner:

- pour disinfect around the perimeter of the spill
- cover the spill with paper towels that have been soaked in disinfectant
- allow to stand for 20 minutes before wiping up
- place all clean up materials including PPE in an autoclave bag and autoclave
- wash hands thoroughly

C. botulinum is not a dermal toxin therefore wash skin thoroughly with soap and water.
For digestive or inhalation exposure, go to hospital for medical treatment. For personnel that work with *C. botulinum* routinely or are at a high risk of exposure, pre-exposure prophylaxis is required the toxoid currently available.

Clean up spill with a 10% chlorine bleach solution. Allow to stand for a minimum of 20 minutes.

Decontamination - Heat to 80° centigrade for 30 minutes or 100° centigrade for several minutes.

SMALL ANIMAL EMERGENCY PRE-PLAN

Emergency pre-planning can reduce the effects an emergency has on the facility and enhance the protection of small animals housed in the facility. Because the consequences of most emergencies and disasters are similar, the concept of all-hazard preparedness focuses on pre-planning to reduce or eliminate the effects of the emergency or disaster.

STEPS OF ACTION:

- If an emergency develops, activate the phone tree, internal notification system or fire alarm.

- Once all personnel are notified, refer to your individual "to do" list to prepare the animals and facility.

OR

- Refer to the appropriate emergency checklist for actions to take.

PLANNING TIPS:

- Have a training session with all staff on use of this plan and discuss the pre-planning information.
- Have a training session with all staff on use of fire extinguishers.
- Store all hazardous materials away from animal housing.
- Store records away from animal housing.
- Meet with local fire department annually to discuss animal rescue priorities and evacuation code system.

SMALL ANIMAL EMERGENCY PRE-PLAN (continued)

Identify the critical workforce:

Daytime staff:

Name	**Location**

After-hours call-out staff:

Name	**Phone Number**

Emergency Resources:

Backup generator: **Yes ☐ No ☐**

Backup water supply: **Yes ☐ No ☐ (If yes, volume or number of days available _____)**

Number of portable cages:_____ Number of days worth of food:_____

Shelter in place for the following animals during the following emergencies:

Animal	**Shelter**	**Emergency Situation**

If evacuation is required, the animals will be evacuated in the following order:

(1) _____ (2) _____ (3) _____

Emergency evacuation routes for animals and means of transportation:

Animal	**Shelter Location**	**Means of Transport**

Portable cage code system for evacuation:

ASSISTING PERSON WITH A DISABILITY DURING AN EMERGENCY

UGA personnel, visitors and students with a disabilities require special attention during an emergency event. Because of their special needs, emergency pre-planning is crucial. Able-bodied person should be prepared to assist the disabled with emergency warning and evacuation. When assisting a person with a disability, always tell them exactly what you are going to do.

As with able-bodied people, wheelchair users need to be removed from smoke and fumes as quickly as possible. Often they have respiratory complications making this even more imperative. Wheelchair users must evacuate a building using the stairs rather than the elevator. Public Safety personnel are not available to carry anyone down the stairs; therefore, volunteers will be necessary. Wheelchair users will be able to tell the volunteers how they prefer to be carried and how many people will be necessary to carry them.

Permanent alternate emergency warning mechanisms need to be in place because hearing and visually impaired people may not be aware an emergency exists. They will need to be shown what actions to take. Means of getting the attention of hearing impaired people may include writing notes, turning the light switch on and off, or making gestures that indicate an emergency exists and that they should evacuate.

The visually impaired will need a guide to assist them with evacuation. As you evacuate, tell them where you are and inform them of any obstacles that will be encountered. Once safety is reached, orient them to the surroundings and provide further assistance if necessary. Stay with them as long as needed.

Pre-planning for an emergency involving persons with disabilities always reduces confusion. Assign able-bodied people to assist wheelchair users, the visually impaired and the hearing impaired. Arrange to have alternates, practice evacuation routinely, and know ahead of time how to assist those person with a disabilities.

PHONE TREE

A phone tree is used when normal phone communications are available. Members are contacted by phone, as shown in the diagram below. To begin the mobilization, the Safety Officer calls the first and second member of the Safety Team, they in turn call those individuals on their phone tree list.