



EMERGENCY RESPONSE

EMERGENCIES need *immediate* attention; therefore:

- 1) **DO NOT** send emails on weekends or after hours. Call and make sure you get a response.
- 2) **DO NOT** leave a freezer with a sounding alarm unattended! Find a working freezer and transfer all samples (yours and others). Contact CAO if you need a -80C freezer, the Department has a loaner.
- 3) **DO NOT** leave leaks unattended.
- 4) **DO NOT** leave spills without a proper response & clean-up (as per SOP).
- 5) **DO NOT** work at Fume Hoods with sounding flow alarms & **DO NOT** mute the alarms.

For Life-Threatening Emergencies:

- 1) For a major injury call 911 on external phone lines to get assistance, or 9-911 from a University phone. After calling 911 call the Campus Security at 416-978-2222
- 2) If possible, call your supervisor. If you cannot reach your supervisor, call the Chief Administrative Officer (CAO) @ 647-444-3596.
- 3) Report the incident to your supervisor immediately and fill out an Accident/Incident Report form within 24 hours.

For Non-Life-Threatening Emergencies:

- 1) Give any necessary first-aid to the injured person until help arrives. Do not attempt to move the injured person unless in danger of further injury.
- 2) First-aid room is located in LM65A. Contact first-aiders according to the laboratory specific safety plan or the Manager of Chem-Labs Technical Support and Supplies @ 416-706-1856 or the CAO @ 647-444-3596.
- 3) Inform your supervisor and the CAO (chem.safety@utoronto.ca).
- 4) If spill is in the eye: flush for at least 10 minutes and “always” seek medical attention (TGH, Mt. Sinai emergency department). Bring the SDS with you.
- 5) Always follow-up with a doctor.

If the emergency is Base Building related:

e.g., profuse leaks, power failures, HVAC, Non-functioning, windows cracked, glass door cracks, etc.

- 1) Call F&S hotline @ 8-3000 (416-978-3000)
- 2) Follow-up: always email the CAO (chem.safety@utoronto.ca) indicating room # and a brief description of the issue. In addition, inform your supervisor.

Leaks:

- 1) If safe to do so; grab an empty and not previously-used pail (any color plastic pail).

NOTE: cover any signs that may be on them with paper (e.g., biohazard sign) and place it under the leak to collect water while help arrives. If the flow is too large, use the big yellow drum that contains the spill kit-supplies (available in the hallway).

- 2) If it is not possible to use a pail to collect the water; then, take noodles from the spill kit closest to your area and place noodles around the leak to prevent it from flowing.



Example: water spill response (running water was contained with noodles and absorbed with pads)



Power failure:

- 1) Identify your lab “critical equipment” and power down; unplug following your lab-specific contingency plan (including electronics).
- 2) Inform the CAO via email.

Exhaust failure:

- 1) Stop work at Fume Hoods.
- 2) Cap all chemicals that are stored inside the Fume Hoods
- 3) Close the sash.
- 4) Place a sign on each Fume Hood indicating that there is no exhaust; thus they are not operational.
- 5) If no general exhaust is present; leave the lab.
- 6) Email the CAO immediately & inform your supervisor.

Room Temperature:

- 1) Call 8-3000 "AND" email the CAO (chem.safety@utoronto.ca)

If the emergency is related to lab equipment failure:

e.g., alarm goes off in a freezer, fridge, etc.

- 1) **Call** your supervisor.
- 2) For walk-in cold rooms: call 8-3000 and email the CAO for follow-up.
- 3) Inform your supervisor

Bomb Threats:

No bomb threat should be ignored

- 1) Do not panic. Stay calm.
- 2) Any person receiving a bomb threat over the phone should ask the caller:
 - i) When is the bomb going to explode?
 - ii) Where is the bomb located?
 - iii) What kind of bomb is it?
 - iv) What does it look like?
 - v) Why did you place the bomb?
- 3) Keep talking to the caller as long as you can and record the following:
 - i) Time of call
 - ii) Age and gender of the caller
 - iii) Speech pattern, accent, possible nationality
 - iv) Emotional state of the caller
 - v) Background noise
- 4) **Immediately notify Campus Security:**
St. George Campus: 416-978-2222

Chemical spill:

- 1) Warn other people in the facility. Secure the area if safe to do so. Remember: **Stop, Think, Observe and Proceed (STOP)**
- 2) Refer to Chemical Spill SOP available on-line and inside each spill kit
- 3) Spill kits are located on each floor at the west and east ends of Lash Miller and on each floor at the center of the Davenport wing (including teaching labs and basement)

Note: Do not leave spills without a proper resolution

Biohazard spill:

- 1) Warn people. Secure area to avoid cross-contamination
- 2) Find the Biohazard spill kit and proceed with clean-up and decontamination.
- 3) Refer to Biohazard Spill SOP available on-line and @ each spill kit.

Note: Do not leave spills without a proper resolution