



# EMORY

## *Just in Time*

### A Guide to Campus Emergencies

**Dial 911 from any campus phone or 404.727.6111**

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## INTRODUCTION

Emory University is dedicated to providing a safe and secure environment for its students, staff, faculty, patients, and surrounding community. The first step in providing for your safety is to be prepared before an emergency arises. The information that follows is provided for you to review and understand; should an event occur you will have background knowledge to execute the necessary procedures to provide for your own safety. You may also find it useful to refer back to this information during the time of a crisis to assure you are taking the appropriate steps with regard to your particular situation.

We encourage you to be proactive, always be aware of your surroundings, and become an invested member of the community.

### Be Proactive

- Take a class in first aid and CPR.
- Enroll and update your emergency contact information in Emory's Emergency Notification Program. (Students may enroll through OPUS: <https://psoftsa.cc.emory.edu>; faculty and staff may enroll through PeopleSoft: <https://psofthr.cc.emory.edu>. For additional information refer to the Emory Emergency Notification System card within this guide.)
- Program the Emory Police Department number 404.727.6111 in your mobile phone.
- Enter an "In Case of Emergency" (ICE) number in your mobile phone.
- Have an Emergency Communication Plan. (So that your family knows how to contact you or your friends in an emergency, and your friends are able to contact your family should you be unable to call—e.g., Twitter, text message, phone numbers.)
- Know more than one way to exit your building if the primary pathway or door is blocked.
- Know where to seek shelter in your building during severe weather or tornado.
- Get your flu shot. An annual flu shot helps prevent illness and protects others from getting the flu from you.
- Know where the closest AED (Automated External Defibrillator) device is located, and learn how to use one.
- Listen to weather radio.
- Contact Emory Police Department at 404.727.6115 to schedule a crime risk prevention workshop for your group.

## MEDICAL EMERGENCIES/FIRST AID

### **Call Emory Police at 911 from Any Campus Phone or 404.727.6111**

- Give your location and a description of the incident.
- Identify the type of injury or illness and the number of people involved.
- Please remain on the phone until the dispatcher disconnects the call.

Do not move the patient unless it is unsafe for them to stay in the area.

Consider applying direct pressure to stop bleeding, or administer CPR and apply an automated external defibrillator (AED) to persons in cardiac arrest. Avoid body fluids and be sure to wash your hands or exposed areas of your body with soap and water after rendering care.

Have someone wait for emergency personnel to direct them to the person in need of medical aid.

## UTILITY EMERGENCIES

- Do not attempt to correct the problem on your own.
- In the event of a major utility failure or potential danger to building occupants, immediately notify Emory Police by dialing 911 from any campus phone or 404.727.6111.
- Call Campus Services during regular business hours (8:00 a.m.–5:00 p.m.) at 404.727.7463.

When notifying Emory Police and Campus Services, provide the following information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of incident
- Floor(s) or area affected
- Room number

### **Water Leak**

- Cease using all electrical equipment.
- If necessary, vacate the immediate area.

### **Natural Gas Leak**

- Cease all operations.
- Do not switch on lights or any electrical equipment.
- Vacate the immediate area.

### **Power Failure**

- Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
- If you are in a dark area, proceed cautiously to an area with emergency lighting.
- Provide assistance to others in your immediate area who may be unfamiliar with the building or workspace.

### **Other Major Utility Failure**

Nonemergency reporting, repair requests, and information may be obtained through the Campus Services webpage at [www.fm.emory.edu/](http://www.fm.emory.edu/).

**Campus Services Customer Service: 404.727.7463**

## GENERAL EVACUATION PROCEDURES

Even though the scope of an evacuation is event specific, below is some general information to follow.

Evacuation notifications will be posted through Emory Emergency Notification System.

### **Building Evacuation**

Each Emory building has a fire evacuation plan, and you should follow this plan in the event you are told to evacuate your building. Assemble in the designated areas, and wait for further information.

### **Entire Campus Evacuation**

In the event that the entire Emory campus must be evacuated:

- If you can provide your own transportation, you should prepare to leave campus and return to your home or other safe and appropriate intermediate destination unless told otherwise.
- If you are not able to provide your own transportation, you will be directed where transportation buses will be provided to shuttle you to a staging area until shelter can be arranged.

For fire evacuation, please refer to the Fire/Fire Extinguisher card and your building evacuation plan.

## **SUSPECTED HAZARDOUS DEVICE/BOMB**

If you observe a suspicious package or potential hazardous device on the Emory Campus

- Do not move or handle the object.
- Do not turn on or off lights.
- Do not use cell phone.
- Clear the area and call Emory Police at 911 from any campus phone or 404.727.6111.
- Advise others to stay clear of the area.

Upon receiving notification to evacuate the building, follow established building evacuation procedures. Do not open or close doors, drawers, or cabinets.

- Employees are requested to make a cursory inspection of their area for suspicious objects as they evacuate and should report the location of any such suspicious objects to the Emory Police.
- Be sure to alert and assist others who may not have received the alarm.

## TELEPHONE BOMB THREATS

- Any person receiving a bomb threat via telephone should try to keep the caller on the line as long as possible.
- If you have caller ID on your phone, record the phone number and identity.
- Try asking the caller the following questions:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your name?
  - Are you an employee?
  - Where are you calling from?
- When talking with the caller, record pertinent information (time of call; age and gender of the caller; speech pattern, accent, possible nationality; emotional state of the caller; background noise; etc.).
- Call Emory Police 911 from any campus phone or at 404.727.6111.

## MENTAL HEALTH

### What is a Mental Health Crisis?

In a mental health crisis, a person's usual coping style may be overwhelmed. As a result, the person may become disoriented, nonfunctional, or attempt harm to self or others. All suicide threats or attempts should be reported to the Emory Police so that proper procedures may be followed to ensure the safety of those involved.

### Tips for Recognizing a Mental Health Crisis

- Highly disruptive behavior (physical or verbal aggression)
- Overt suicidal threats (written or verbal)
- Homicidal threats (written, verbal, or history of violence)
- Inability to communicate (incoherent, garbled, or slurred)
- Loss of contact with reality (hallucinations)

### In the Event of a Mental Health Crisis

- Never try to handle a situation that you feel is dangerous. Show concern and maintain a safe distance.
- Call Emory Police at 911 from any campus phone or 404.727.6111. Clearly state that you need immediate assistance, give your name, your location, and the area involved. Be prepared to provide information regarding the individual involved and the specific behavior you have observed.
- Students may call the Emory Help line at 404.727.HELP (4357) seven days a week, 9:00 p.m. to midnight. See the Counseling Center during regular business hours or talk with your RA.
- Faculty and staff may call FSAP on-call service 404.727.4328. When you reach the automated attendant, select 2.
- Substance Abuse Treatment Locator  
1.800.662.HELP (4357); [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)
- National Council on Alcoholism and Drug Dependence Hopeline  
1.800.NCA.CALL (622.2255); [www.ncadd.org](http://www.ncadd.org)



# EMORY EMERGENCY NOTIFICATION SYSTEM

## What is it?

The Emory Emergency Notification program is a multimodal system for alerting students, staff, faculty, and visitors of an emergency on or near the Emory campus.

## Notification Components

- Outdoor sirens/public address system
- e-Notify system: text messages sent to your cell phone
- Emory email
- Emory Emergency Announcements page: [www.emory.edu/emergency](http://www.emory.edu/emergency)
- Emory's cableTV banner/messages
- School closures: call Emory's weather emergency line, 404.727.1234

## How can I receive a text message?

Students and staff can access the Emergency Alert Information page by logging into OPUS or PeopleSoft. Be sure to update your information should your emergency contact information change.

## What if I forget to update?

Each semester students logging into OPUS will be automatically prompted to view and update emergency contact information. Faculty and staff will receive a reminder during open enrollment.

## Monthly Testing

Outdoor sirens, the public address system, and e-Notify text messages will be tested at noon on the first Wednesday of each month. If weather is questionable, the test will be postponed to Thursday; if weather is still questionable, the test will be cancelled for the month.

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# EMORY EMERGENCY NOTIFICATION SYSTEM

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## **What should I do if I hear a siren or receive a notification?**

Sirens are meant to alert individuals outside and rarely can be heard inside. Be aware of your surroundings and take action to provide for your safety. Share the information with others around you who may not have heard the siren. If you need more information, log onto Emory's Emergency Announcements page [www.emory.edu/emergency](http://www.emory.edu/emergency) or tune to your local television or radio station.

Messages (alerts) received through the Emory Emergency Notification System are brief and limited to 140 characters. Typically, the alerts will provide a brief description of the situation as well as simple instructions and guidance. Often, the information provided is just part of the information contained within this guide. For example: "A tornado warning has been issued for Dekalb County. Seek shelter. Refer to local TV/radio for updates." Please refer to this "Just in Time" card set for additional guidance and directions.

## **How will I know the situation has been resolved?**

Emory will use components of the Emergency Notification System to inform the community when the situation has been resolved.

## **External Sources of Information**

The National Weather Service (NWS) also provides information regarding weather-related emergencies such as tornadoes. Having a weather radio will alert you in case of a weather emergency. Visit the National Weather Service website [www.nws.noaa.gov/](http://www.nws.noaa.gov/) for further information about being prepared for and tracking weather emergencies.

## **Local TV/Radio Stations That Provide Information Regarding School Closings**

WSB (750 AM) radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), WXIA (NBC)

## SHELTER IN PLACE

“Shelter in place” is a generic term meaning stay in a safe place. If you are outside, go into the closest building to avoid possible danger.

Although the basic concept of sheltering in place remains the same, there are small differences in the specific actions to be taken for different types of emergencies. Every emergency is different, so it is best to use your judgment and intuition based on the information that is provided and your current circumstances and location.

### **Severe Weather**

Move to the lowest level of a building, unless flooding is evident, in an interior room or hallway, away from windows.

### **Outdoor Hazardous Material/Chemical Agents**

In the event of a chemical accident that may be occurring outdoors, remain inside and move to the highest level of the building. Close all doors and windows. Avoid using the elevator.

### **Campus Violence or Ongoing Police Action**

It is recommended that you move to a safe area that can be secured or evacuate from the building/area immediately. Personal judgment will be needed to determine which option is most prudent for each situation.

- Lock and barricade doors.
- Turn off lights.
- Close blinds or shades.
- Silence cell phones.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight, and take adequate cover (i.e., concrete walls, thick desks, filing cabinets).

### ***STAY TUNED* for More Information**

While sheltering in place you can stay informed by checking text message updates, Emory email, tuning to your local television or radio, or by visiting the Emory Emergency Announcements page at [www.emory.edu/emergency](http://www.emory.edu/emergency).

### **How will I know the situation has been resolved?**

Emory will use components of the Emergency Notification System to inform the community when the situation has been resolved.

## RAILROAD INCIDENTS

A major rail line runs east to west through the Emory Druid Hills Campus and alongside the Clairmont Campus. Keep in mind that many different types of items and substances are transported by rail. Some substances may be flammable or hazardous to humans when released into the environment.

- In the event of a rail disaster (such as a train car derailment) remain at least five hundred feet from the area of the incident.
- The area near the derailment may be hazardous due to chemical contamination, fire, or other factors. Call Emory Police at 911 from any campus phone or 404.727.6111.
- Be alert for any indication of chemical release related to the event (visible vapor clouds, hissing sounds, pooling liquids, etc.).

Due to the complex nature of materials traveling on trains, additional information will be made available, and specific directions will be shared through the Emory Emergency Notification System. Such directions may include Shelter in Place or Evacuation.

## SEVERE WEATHER/TORNADO

In Atlanta, severe weather is common; damaging thunderstorm winds, large hail, tornadoes, and in the winter months, ice may affect utilities or highways. The risk of a tornado striking the Emory community is low, but its consequence can be catastrophic. It is critical to be prepared.

### **Tornado Watch**

Conditions are favorable for the development of a tornado. Be aware of your surroundings, and be alert, should the watch be upgraded to a warning.

### **Tornado Warning**

A tornado has been spotted or indicated by radar in your immediate area. Action should be taken to ensure your safety.

If a tornado warning is issued for portions of DeKalb or Newton counties, which may impact the Emory/Oxford campus, outdoor sirens, emergency text messages to enrolled users, and Emory's cable TV system will notify students, faculty, and staff. An Emory community email may also be sent to your Emory email address and an announcement will be posted on Emory's Emergency Announcements page at [www.emory.edu/emergency](http://www.emory.edu/emergency). You may also turn on your weather radio and monitor for information in your local county (DeKalb, Newton).

### **If You Are Outside**

- Seek shelter immediately on the lowest floor of a sturdy nearby building.
- If you are outside with no shelter available, lie flat in a nearby ditch or depression and cover your head with your hands. Watch out for flying debris. Flying debris causes most fatalities and injuries associated with a tornado.

### **If You Are in a Vehicle**

- Vehicles offer little protection. If possible, go to the lowest floor of a sturdy nearby building.
- If shelter is not available, lie flat in a nearby ditch or depression and cover your head with your hands.

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## SEVERE WEATHER/TORNADO

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### **If You Are Inside**

- Move to the lowest level of a building, in an interior room or hallway, away from windows.

Weather conditions change rapidly; monitor the National Weather Service (NWS), the Weather Channel, or your local television and/or radio station for the most updated weather conditions including when the threat for severe weather or tornadoes has passed the area. Emory's emergency notification system will send an alert to the community when the NWS tornado warning has expired.

### **After the Storm**

Severe weather like a tornado may cause damage to the campus or the surrounding community. Be aware of falling debris and power line hazards. Consider calling parents and friends. Assure them that you are okay, and inform them of your whereabouts.

### **Lightning**

Stay away from telephones, electrical appliances, and plumbing. If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to a safe indoor shelter immediately.

### **Weather-Related Campus Closure**

Icy conditions may lead to utility failures or traffic delays. School closure decisions will be made by 5:30 a.m. You may call 404.727.1234, tune to your local radio and TV channel, or log on to the Emory homepage at [www.emory.edu](http://www.emory.edu) for campus closure announcements.

## UNLAWFUL ACT/PERSONAL SAFETY

### If You Witness a Crime

- Do not attempt to apprehend the criminal or interfere with the crime, except in the case of self-protection.
- Do not block a perpetrator's avenue of escape. Instead, get a good description of the perpetrator, note their direction of travel, and obtain vehicle information.
- Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.
- Call Emory Police at 911 from any campus phone or 404.727.6111 as soon as possible and report the crime. If requested, stay on the line with the 911 operator if you are in a safe location, and provide:
  1. Exact location/campus of the incident.
  2. Nature of the incident.
  3. Description of person(s) involved.
  4. Description of property involved.

### Making Emory Safer

The Emory Police Department is located in Suite G-01 of the North Decatur Building and provides twenty-four-hour help and protection. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

### Personal Safety

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call Emory Police at 911 from any campus phone or 404.727.6111.
- Always keep office doors locked when you are working alone.
- Don't investigate a suspicious person or noise by yourself.
- In the event that you notice a person who is demonstrating behavior that is suspicious or receive a suspicious phone call, contact Emory Police.
- Know where the campus emergency "blue light" phones are located and choose the most traveled paths when walking.
- Schedule a Crime Risk Prevention Workshop by calling the Emory Police Crime Prevention Unit at 404.727.6115.
- Emory provides a security escort service. If you feel uncomfortable walking alone at night, call 404.727.8005.

## CAMPUS VIOLENCE

### Definition

“Violent acts” includes any physical assault, threat of assault (written, electronic, verbal, or otherwise), and/or threatening behavior (physical or verbal) occurring in the campus or workplace setting. Please see Emory’s policy on Campus and Workplace violence at <http://policies.emory.edu/4.108>.

### How to Report a Campus Violence Incident

If you observe or feel there is an imminent threat to you or another’s personal safety,

- It is recommended that you move to a safe area that can be secured (sheltering in place), or evacuate from the building/area immediately. Personal judgment will be needed to determine which option is most prudent for each situation.
- Lock and barricade doors.
- Turn off lights.
- Close blinds or shades.
- Silence cell phones.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight, and take adequate cover.
- Call Emory Police at 911 from any campus phone or 404.727.6111 and advise the police dispatcher of your exact location, the nature of the threat, descriptions of any perpetrators, information on any person(s) injured, and the number of persons at your location (see also the “Sheltering in Place” card).

### Non-Emergency Campus Violence

If you observe an act of campus violence, however you do not feel you or another is in immediate danger, you may find the below resources helpful in seeking assistance.

### Emory Threat Assessment Team

The Emory University Threat Assessment Team serves as a resource for the University community members who may be dealing with individuals exhibiting threatening, disruptive, or otherwise troubling behavior. The team includes representatives from throughout the Emory community and is coordinated by the Emory Police Department.

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## CAMPUS VIOLENCE

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### **Conflict Resolution**

There are many resources on the campus for response to conflicts. The Division of Campus Life, individual dean offices in each school, and Emory administrators throughout campus are all appropriate places to obtain referrals and resolutions for conflict.

### **Student Counseling Center**

404.727.7450

The Emory University Student Counseling Center provides free, confidential counseling for enrolled undergraduate, graduate, and professional students at Emory University.

### **Emory Human Resources**

404.727.7611

Standards of Conduct: <http://policies.emory.edu/4.62>

Policy on Workplace Violence: <http://policies.emory.edu/4.108>

Employees of Emory are guided by Standards of Conduct. Appropriate actions are based on Emory Human Resource policy and procedure. All questions surrounding violations of Standards of Conduct should be referred to the appropriate department manager and Human Resources.

### **Emory Faculty Staff Assistance Program (FSAP)**

404.727.4328

[www.fsap.emory.edu](http://www.fsap.emory.edu)

These services—provided by licensed professionals—are free and confidential. Services are available to help individuals, groups, couples, and immediate family members with personal and/or work relationships, grief issues, alcohol and drug abuse, financial pressures, depression, work performance, effective communication, conflict resolution, stress management, and crisis intervention.

## FIRE/FIRE EXTINGUISHER

### **If You Should Discover a Fire**

- Alert people in the area and immediately activate the fire alarm at the closest pull station.
- Call Emory Police at 911 from any campus phone or 404.727.6111 to provide details of the fire location.
- Quickly assess the fire and determine if it can be extinguished safely using a fire extinguisher. If you cannot extinguish the fire, immediately exit the building.

### **During an Alarm**

- Evacuate the building immediately by using the closest exit and go to the “outside designated meeting location.”
- Never take the elevator during a fire. You may be trapped if the power goes out.
- Before opening any door, feel the handle and door with the back of your hand for heat. If the door is hot, do not try to open it. Find another route to evacuate the room or building.
- Leave quickly, closing unlocked doors as you go to contain fire and smoke.
- If you encounter smoke or flame during your escape, use another exit. Heat and smoke rise, so cleaner air will be near the floor. Get as low as possible to the floor and move toward the exit.
- Do not re-enter the building.

### **If you have limited mobility, including a chronic medical condition, you should do the following:**

- Plan ahead for possible evacuations.
- During evacuation, let the closest person to you know that you need assistance leaving the building. Look for “areas of refuge,” like stair enclosures or the other side of corridor fire doors.

### **If Trapped in a Room**

- If there is a telephone in the room where you are trapped, dial 911 and provide your exact location.
- Wait at a window if possible and signal for help by waving an object that can be seen from a distance.
- If you cannot escape safely, protect yourself by closing as many doors as possible between you and the fire.
- Seal all cracks where smoke can enter by using wet materials—jackets, towels, etc.

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## FIRE/FIRE EXTINGUISHER

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### Fire Extinguisher: Use the PASS Technique

1. HOLD EXTINGUISHER UPRIGHT AND PULL THE RING (SAFETY) PIN



2. STAND BACK FROM THE FIRE AND AIM AT THE BASE OF THE FIRE NEAREST YOU



3. SQUEEZE HANDLES TOGETHER AND SWEEP THE EXTINGUISHER STREAM SIDE TO SIDE



REMEMBER THIS SIMPLE WORD -  
P A S S

**PULL AIM SQUEEZE SWEEP**

## HAZARDOUS MATERIALS MEDICAL CARE

### **For Chemical, Biological, Radiation Spills**

- Remove contaminated clothing.
- Flood the contaminated skin with running water from a faucet or safety shower for fifteen minutes; for biological spills please use both soap and water.
- Obtain medical attention.
- Provide Material Safety Data Sheets (MSDS) to health care providers if possible.
- Report incident as soon as reasonably possible to your professor or supervisor and Employee Health Services.
- Seek medical care if contaminated.

### **Minor Cuts and Puncture Wounds**

- Vigorously wash the injury with soap and water for fifteen minutes.
- Obtain medical attention.
- Report incident as soon as reasonably possible to your professor or supervisor and Employee Health Services.

### **Hazardous Material Splashed in Eye**

- Immediately rinse eye and inner surface of eyelid with water continuously for fifteen minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Obtain medical attention.
- Report incident as soon as reasonably possible to your professor or supervisor and Employee Health Services.

## LABORATORY/HAZARDOUS MATERIALS: MAJOR SPILLS

The variety and quantity of hazardous materials used on campus requires preplanning to safely respond to spills. Only personnel who are familiar with the hazards of the material should attempt to clean up a spill.

A **minor spill** is defined as an event that can be handled safely without the assistance of the Environmental Health and Safety Office (EHSO) or emergency response personnel.

A **major spill** is defined as an event that cannot be handled safely without the assistance of the Environmental Health and Safety Office (EHSO) or emergency response personnel, including all events where a person is injured or contaminated.

- If someone is injured, call 911 from any campus phone or 404.727.6111.
- Call EHSO at 404.727.5922 during normal business hours (8:00 a.m.–5:00 p.m.)
- All other times call Emory Police at 911 from any campus phone or 404.727.6111.

When contacting the Emory Police Dispatcher and Environmental Health and Safety Office (EHSO), be prepared to answer the following questions:

- What was released?
- How much was released?
- Time when release occurred and is it continuing?
- Location of release?
- Are there injuries?
- Is there damage to facilities?

### Major Spills

- Attend to injured or contaminated persons.
- Alert personnel in the area of the spill to evacuate the immediate area.
- Call Emory Police at 911 from any campus phone or 404.727.6111.
- Call EHSO at 404.727.5922 during normal business hours.
- Have a person knowledgeable of the incident and the material spilled available to assist emergency personnel.
- Refer to Material Safety Data Sheets (MSDS) and appropriate cleanup guides for chemical spills. (MSDSs are found online at [www.ehso.emory.edu/msds.htm](http://www.ehso.emory.edu/msds.htm).)
- If spilled material is flammable, turn off heat and ignition sources.
- Close doors to contain vapors and prevent personnel entry.
- If spill is radioactive, have potentially contaminated persons stay in one area until monitored.

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## **LABORATORY/HAZARDOUS MATERIALS: MAJOR SPILLS**

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### **Environmental Release**

If a potentially hazardous material is released or spilled into the environment, confine the release to prevent spread of contamination only if it is safe to do so.

- Notify persons in the area of the release.
- Attend to injured or contaminated persons.
- Move to an area of safety (up wind) of the release.
- Immediately notify emergency response personnel.
- During normal business hours (8:00 a.m.–5:00 p.m.) call EHSO 404.727.5922 if no one is injured.
- All other times call Emory Police at 911 from any campus phone or 404.727.6111.
- Have a person knowledgeable of the incident and the material spilled available to assist emergency personnel.

## LABORATORY/HAZARDOUS MATERIALS: MINOR SPILLS

### Spill Definitions

A **minor spill** is defined as an event that can be handled safely without the assistance of EHSO or emergency response personnel.

A **major spill** is defined as an event that cannot be handled safely without the assistance of EHSO or emergency response personnel, including all events where a person is injured or contaminated.

- If someone is injured, call 911 from any campus phone or 404.727.6111.
- Call EHSO at 404.727.5922 during normal business hours (8:00 a.m.–5:00 p.m.)
- All other times call Emory Police at 911 from any campus phone or 404.727.6111.

### Minor Spills

- Alert others in the immediate area.
- Leave the immediate area without contaminating other individuals and environments.
- If clothing is contaminated, remove, folding contamination inward, and treat as waste.
- Refer to Material Safety Data Sheets (MSDS) and appropriate cleanup guides for chemical spills. (MSDSs are found online at [www.ehso.emory.edu/msds.htm](http://www.ehso.emory.edu/msds.htm).)
- Wear Personal Protection Equipment (PPE) appropriate for the material spilled (e.g., safety goggles, gloves, lab coat, etc.).
- Confine the spill to a limited area. Barricade and isolate the area to prevent spread of contamination.
- Pick up broken glass with tongs, forceps, or dustpan. Place in a puncture-resistant container.
- Be aware of inhalation hazards.
- Use appropriate neutralizer, disinfectant, and absorbents to mitigate the spill.
- Place spill cleanup materials in a container. Call EHSO for disposal at 404.727.5922.
- Wash arms, hands, and face with soap and water.

For assistance and advice call Environmental Health and Safety Office (EHSO) at 404.727.5922.

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# LABORATORY/HAZARDOUS MATERIALS: MINOR SPILLS

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## **Additional Spill Specific Advice**

### **Radiation Spills—Minor**

- Monitor the area for contamination.
- Decontaminate area with paper towels wetted with soapy water.
- Repeat cleanup until contamination is no longer detected.
- Monitor hands, shoes, and person for contamination.
- Report results in your survey log.

### **Biological (BSL 1&2) Spills—Minor**

- Allow time for aerosols to settle.
- Wash potentially contaminated body parts with germicidal soap. Shower if necessary.
- Encircle with appropriate disinfectant (e.g., 10 percent bleach solution made fresh) in such a manner to minimize splashing. Allow the disinfectant a minimum of twenty minutes of contact time.
- Dispose of spill cleanup materials in biohazard waste.
- Decontaminate the affected area with disinfectant-soaked spill pillow or wipes.
- Wipe down outside of bags, containers, and equipment involved with disinfectant.
- Ensure that biohazard labels are attached to bags, containers, and equipment involved.

### **BSL 3 Laboratories**

- Spills within BSL 3 facilities must follow internal posted Standard Operating Procedures (SOPs). SOPs are the responsibility of the primary scientist.



## CONTACT AND ADDITIONAL INFORMATION

*Together we can create a more disaster-resilient community.*

### **Emory Police Department Emory Fire Safety Emory Emergency Medical Services (EEMS)**

1784 N. Decatur Rd., Suite G-01  
Atlanta, GA 30322  
Emergency: 404.727.6111  
Business: 404.727.6115  
[www.emory.edu/EPD](http://www.emory.edu/EPD)  
[www.epcs.emory.edu/fire](http://www.epcs.emory.edu/fire)  
[www.emory.edu/EEMS](http://www.emory.edu/EEMS)

### **Faculty Staff Assistance Program (FSAP)**

1762 Clifton RD NE  
Suite P 1100  
Atlanta, GA 30322  
404.727.4328  
[www.fsap.emory.edu](http://www.fsap.emory.edu)

### **International Student and Scholar Programs**

1784 North Decatur, Suite 130  
Atlanta, GA 30322  
404.727.3300  
[www.emory.edu/ISSP/index](http://www.emory.edu/ISSP/index)

### **Office of Disability Services**

110 Administration Building  
Atlanta, GA 30322  
404.727.6016  
[www.ods.emory.edu](http://www.ods.emory.edu)

### **Office of Critical Event Preparedness and Response (CEPAR)**

1599 Clifton Road  
Atlanta, GA 30322  
Phone: 404.712.1300  
[www.emory.edu/CEPAR](http://www.emory.edu/CEPAR)

### **Office of Environmental Health and Safety (EHSO)**

1762 Clifton Road  
Atlanta, GA 30322  
Phone: 404.727.5922  
[www.ehso.emory.edu](http://www.ehso.emory.edu)

### **Student Health and Counseling Services**

1525 Clifton Road  
Atlanta, GA 30322  
404.727.7450 Counseling Center  
404.727.7551 Student Health Services  
<http://studenthealth.emory.edu>

### **Religious Life**

260 Dobbs University Center (DUC)  
404.727.6225  
316 Cannon Chapel  
Atlanta, GA 30322  
404.727.6226  
<http://religiouslife.emory.edu>

### **Human Resources**

1599 Clifton Road  
Atlanta, GA 30322  
404.727.7611  
[www.hr.emory.edu](http://www.hr.emory.edu)

## CONTACT AND ADDITIONAL INFORMATION

### Emergency Contact Numbers

- Emory Police Department: **911** or **404.727.6111**
- Campus Services: **404.727.7463**
- The Counseling Center: **404.727.7450**
- Residence Life: **404.727.7631**
- Student Health Services: **404.727.7551**
- Emory Helpline (9:00 p.m. to 1:00 a.m.): **404.727.HELP (4357)**
- Emory Sexual Assault Information Line: **404.727.RAPE (7273)**
- Security Escort and Motorist Assistance (9:00 p.m. to 5:00 a.m.): **404.727.PARK (7275)**
- Emory Faculty Staff Assistance Program (FSAP): **404.727.4328**

### Emory Emergency Website

[www.emory.edu/emergency](http://www.emory.edu/emergency)

The contents of these Just inTime training emergency cards were developed as a collaborative effort of Emory's Office of Critical Event Preparedness and Response (CEPAR), Police Department, and Environmental Health and Safety Office (EHSO) under a grant from the Department of Education. However, the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the federal government.

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