

# GEORGIA TECH - LABORATORY EMERGENCY PROCEDURES

## Immediate Action:

1. If the incident poses a hazard to the building/occupants outside of this lab (e.g. fire, runaway reaction/experiment, explosion/potential explosion, large quantity chemical spill, gas leak, etc.):
  - a. Pull the fire alarm and evacuate the building
  - b. Call the **Georgia Tech Police Department @ 404-894-2500**
  - c. Stay close by the building and identify yourself to first responders - you may be the only one who knows the nature of the emergency
2. If the incident involves a **chemical/biological exposure that is life/health threatening**:

| EYE/SKIN exposure   | INHALATION exposure  |
|---|--|
| a. Use the eyewash, sink, or emergency shower to <b>rinse exposed area for 15 minutes</b> (do not put contaminated clothing back on!) | a. Leave the lab and move the victim to fresh air                  |
| b. Call GT Police/ask someone to call GTPD and report the incident  | b. Call GT Police/ask someone to call GTPD and report the incident |
| c. Immediately apply Calcium Gluconate (if the exposure involves hydrofluoric acid)   | c. If the chemical is known, print out 3 copies of the SDS         |

3. If the incident is non-life threatening, get others out of harm's way by:
  - a. Instructing them to avoid the area
  - b. Call and inform your **Building/Facilities Manager ASAP**

My building manager is \_\_\_\_\_ Phone Number \_\_\_\_\_

- c. Call the GT **EHS 24/7 on-call phone @ (404) 216-5237**

## Information that **GTPD/Responders/EHS** needs:

- ✓ Describe the nature of the emergency: spill with human exposure, electrical shock, large spill, seizure, amputation, biohazard/infectious material, x-ray, laser, bodily injury, asbestos, dangerous gas alarms, radioactive material spill/exposure, etc.
- ✓ Tell them if you think you will need an ambulance
- ✓ Confirm you are on the Georgia Tech Campus and what building you are in
  - The Street Address of this Building is \_\_\_\_\_
  - My room/lab number is \_\_\_\_\_

## EH&S Recommendations:

- ✓ If the chemical is known, print out 3 copies of the SDS (one for first responders, one for ambulance crew, and one for the police/EHS)
- ✓ **Do not transport the victim yourself**
- ✓ EH&S Recommends that all chemical exposure cases go to Grady Hospital because it is a Level 1 Trauma Center with personnel who are trained to deal with chemical exposures
- ✓ All eye/skin exposures must be seen by a physician
- ✓ Other potential post-incident medical follow-up options include Stamps Health Center and Concentra (only upon consultation with EHS; may not be appropriate in all cases.)

# POST INJURY/ILLNESS INSTRUCTIONS

## Faculty, Staff, & Employed Students

Fill out injury and illness report form.

If no medical attention is required do not call DOAS 24-hour injury report line.

If medical attention is required call DOAS 24-hour injury report line at (877) 656-7475.

Please Note:

- Agency Unit Location # - Georgia Tech: #7202
- You **DO NOT** have to give your Social Security Number (SSN)

## Georgia Tech Students (non-employed)

Students requiring assistance may call the Georgia Tech student Affairs Office/Dean of Students

- During regular work hours call: **404-894-6367**  
Option 9
- After Hours/Weekends call GT Police: **404-894-2500** and ask them to page the Dean on Duty
- Students should visit Stamps Health Services in case of an incident

General Questions:

- GT EHS: **(404) 385-0263**
- [jerel.harris@ehs.gatech.edu](mailto:jerel.harris@ehs.gatech.edu)

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## For everyone:

Mail/Email/Fax Completed Injury and Illness Report to:

- Attn: EHS General Safety Office
- Mail Code: 0465
- Fax: (404) 894-5042
- Email: [generalsafety@ehs.gatech.edu](mailto:generalsafety@ehs.gatech.edu)

