

EMERGENCY PROCEDURES



**U. S. DEPT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE**

**RICHARD B. RUSSELL
RESEARCH CENTER
950 COLLEGE STATION ROAD
ATHENS, GEORGIA 30605**

MEDICAL EMERGENCIES

Ambulance – Fire/Police	9-911
Health Unit	3363
Poison Control	9-1-800-222-1222

ACCIDENT/CHEMICAL SPILL

Location Safety Officer	3137
O&M Project Manager	3528
Boiler Room	3536
Chemtrec	9-1-800-424-9300

GENERAL

Location Administrator	3029
Location Coordinator	3504
Front Desk O&M	3152

EMERGENCY PROCEDURES

Introduction

Emergencies, both major and minor, are a natural part of our work environment. By being prepared, we can effectively deal with emergency situations, thus keeping the consequences to a minimum.

Safety requires that all personnel be well trained in the proper steps to take in an emergency situation. Misinformation and PANIC can be the major causes of injury, death, and property loss. All occupants of the building should familiarize themselves with the information contained in this booklet and be sure to have completed their Safety Orientation checklist.

Anyone having knowledge of any unsafe condition or practice in the Russell Research Center should notify the Location Safety Office (3137) immediately.

We look forward to working with each of you, and as a team, we can produce and maintain a safe and comfortable work environment.

LIFE THREATENING EMERGENCIES

CALL 9-911

Explain your situation to the operator in brief concise terms and give the address and location of the medical emergency within the building or on the grounds.

Then:

Notify the Health Unit (3363) and give them the information on the medical emergency. Notify the front desk (3152) if an ambulance is due to arrive. After hours, notify the boiler room mechanic (3536).

Keep the patient warm, comfortable, and calm, and give First Aid to the extent that you have been trained.

If possible, have someone meet the EMS on their arrival and direct them to the scene.

OTHER MEDICAL SITUATIONS

Notify the Health Unit (3363) and give First Aid to the extent that you have been trained. Health Unit personnel will respond and determine if EMS is necessary.

FIRES

If you discover a fire, see, or smell smoke, pull the nearest fire alarm, and exit the building per evacuation guidelines. If there is no fire alarm in the area, call 9-911 and notify Location Safety Office (3137) or FSE Project Manager (3528) IMMEDIATELY.

If working with hazardous chemicals, and time permits, please close and/or cap as necessary.

Tips for Fire Emergencies!!!

1. Be familiar with Fire Evacuation Procedures.
2. Do not try to be a hero, if the fire is larger than a trash can, do not try to extinguish it; close the area and leave.
3. Do not use the elevators for evacuation.
4. Be ready to assist physically challenged employees or visitors.
5. During evacuation, check closed doors for heat prior to opening; if the door is hot, go to alternate exit route. If there is no alternate exit, call 9-911, give building name, floor and room number, seal cracks, stay low, and await help.
6. If caught in heat or smoke, stay low and proceed to the evacuation route.
7. Go to your designated area away from the building. Do not congregate in the front or rear of the building.

TORNADO WARNING

When the tornado warning alarm is sounded it means that a tornado has been spotted in the area. When the alarm is sounded, move immediately to the nearest stairwell, preferably the center stairwell, and move directly to the subbasement area. Once in the subbasement, employees will gather at locations in the East and West wings designated for their research units.

When the ALARM sounds, all Floor Wardens will verify that their assigned areas are clear and report to the Warden Administrator in the subbasement by the elevators.

Everyone must immediately evacuate their area. There will be no exceptions.

If the tornado strikes our facility carefully render aid to those who are injured. Stay away from power lines and puddles with wires in them; they may still be carrying electricity! Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of any heavily damaged area or buildings; they could collapse at any time. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Remain calm and alert, and listen for information and instructions from emergency crews or local officials.

If the tornado passes the shelter in place alarm will end when the weather cells have cleared the area.

DEMONSTRATIONS AND CIVIL DISTURBANCES

In the case of any type of civil disturbance or demonstration here at the Russell Research Center, please follow the following guidelines:

- Stay in your assigned area as much as possible.
- DO NOT go to the scene of the demonstration or disturbance!

If you observe what you consider to be a disturbance or demonstration in or around RRC, contact the Location Office (3029 or 3504) as soon as possible and give them as much information as you can.

- DO NOT confront or antagonize demonstrators.
- DO NOT talk with the press if they are present unless given the authority by the Area Office.

If you encounter a civil disturbance or demonstration at other cooperating locations, follow the same guidelines or avoid the area if possible.

BOMB THREATS

If you receive a bomb threat by phone, remain calm and try to get as much information as possible. Ask the basic questions listed below. You may not get answers, but what you do get may be enough information to save lives.

BASIC QUESTIONS:

When?

Where?

What Kind?

Description?

What will detonate it?

Why?

Listen for distinguishing voice characteristics and background noises.

Immediately after disconnecting with the caller, notify your supervisor. If your supervisor is not available, contact either the Location Coordinator (3504), Facility Engineer (3036), Location Safety Officer (3137) or the FSE Office (3528). **DO NOT** use any type of electronic communications (cell phone, radio, etc.); deliver the message by land line (building telephone) or in person.

All personnel will be notified to evacuate the facility. At that point, follow basic guidelines for Fire Evacuation, using the stairwells and going to designated locations for accountability. Personnel will then go to locations as far away from the building as possible.

RESPONDING TO VIOLENCE IN THE WORKPLACE

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 or threats of violence should be immediately reported to your supervisor or manager, and in case of emergency, directly to either:

The Location Office:

Administrative Officer	(706) 546-3029
Location Coordinator	(706) 546-3504
Athens-Clarke County Police	9-911

Any suspicion of a violent act should be reported to your supervisor immediately. The supervisor can then determine the proper channels to follow. Any suspicious act not reported could lead to circumstances that could have been avoided. You are the first line of defense against workplace violence.

The **Employee Assistance Program (EAP)** is available with the necessary resources to help employees cope with many of life's difficulties. This may be the first course of action needed to prevent workplace violence. This is a free service for employees and possibly for their immediate family members as well.

Help is available all day, all week, all year:

1-800-222-0364; 1-888-262-7848 (TTY); www.foh4you.com

SECURITY PROBLEMS

SPECIFIC PLAN

When working in or securing your area of responsibility, report any unusual or suspicious activity, out of place items (boxes, bags, vehicles, etc.) to your supervisor.

If you cannot contact your supervisor, call the Location Office:

Location Safety Officer (3137)

Administrative Officer (3029)

Facility Engineer (3036)

Location Coordinator (3504)

O&M Contract Manager (3528)

Boiler Plant Operator (3536)

Ensure all areas under your direct supervision are secured prior to leaving at the end of your tour of duty. Ensure that all personnel you supervise know to report any suspicious activity anytime during their tour of duty.

If a security threat is reported, the LAO/LC and/or O&M management official will report the threat to Athens-Clarke County Police 9-911.

LC – Location Coordinator

LAO – Location Administrative Officer

O&M – Operation and Maintenance

CHEMICAL SPILL

Non-Toxic Spill

1. Using appropriate personal protective equipment, stop the leak at the source by standing up the container or changing its position. Cap or plug the container.
2. Use vermiculite or other absorbents to contain the spill.
3. Clean-up spill and properly disposed of absorbents.

Volatile, Toxic, or Flammable Materials

1. Personnel shall not attempt to clean-up large hazardous spills (**spills greater than 4 liters of a hazardous substance**). Using appropriate personal protective equipment, stop the leak at the source by standing up the container or changing its position. Cap or plug the container.
2. Warn all persons nearby.
3. Turn off any ignition sources such as burners, motors, and other spark-producing equipment.
4. Leave the room and close the door if possible.
5. Evacuate the laboratory and notify the LSO (3137) and the fire department at 9-911.

Chemical Spill on a Person - **Call Health Unit (3363) or 9-911**

1. For small spills on the **skin**, flush immediately under running water for at least 15 minutes, removing any jewelry that might contain residue. If there is no sign of a burn, wash the area with soap under warm running water. If pain returns after the 15-minute flooding, resume flooding the area. When providing assistance to a victim of chemical contamination, use appropriate personal protective equipment.
2. For a chemical splash in the **eyes**, immediately flush the eyes holding the eyes open and rotating the eyeballs for 15 minutes or until medical personnel arrive.
3. For spills **on clothing**, immediately remove contaminated clothing, including shoes and jewelry, while standing under running water or the safety shower. When removing shirts or pullover sweaters, be careful not to contaminate the eyes. Cutting off such clothing will help prevent spreading the contamination. Shears (rounded-tip scissors) should be available in the first aid kit. Consult the MSDS to see if any delayed effects should be expected.