

February 4, 1997

TO: Chemical Users
FROM: Dennis Edwards
RE: Emergency Procedures and Planning

Enclosed please find two items. The first is an 8 ½ by 11 inch poster that outlines general procedures to follow in the event of a chemical spill or release. Take a minute to review the response steps listed and then hang it in a conspicuous location in your laboratory or work area.

The second item is an 8 ½ by 5 ½ inch card listing emergency information and phone numbers. Please fill in the contact name blank, the contact name's home phone number, and list any special precautions associated with your laboratory operations or work area. Then place the card at eye level on the outside of your laboratory door. This card will serve as a quick reference for Campus Safety, maintenance personnel, and others in the event of an emergency affecting your work area. Providing a contact name and off campus phone number as well as specific precautions will serve to minimize the loss to research and equipment.

Additional posters or cards are available upon request. Send an e-mail message to dedwards indicating the quantity and type needed.

This is also a good time to consider if you are adequately prepared for an emergency. Potential laboratory emergencies are not just chemical in nature. They can include medical problems, spills, slips and falls, electrical shock, power failure, burns (chemical and thermal), explosions, fire, or poisoning. Do you know where the nearest emergency shower or eyewash is? Do your students? Do you know how to use the nearest fire extinguisher?

When planning laboratory operations, ask four simple questions:

- What are the hazards?
- What are the worst things that could happen?
- What do I need to do to be prepared?
- What are the prudent practices, protective facilities, and protective equipment that I need to minimize the risks?

I am always available to assist you in your planning and to provide you with information and other resources to help you explore and teach science safely.