

Whenever a spill or uncontrolled release of a hazardous material, fire emergency, or personal injury accident occurs....

EMERGENCY PROCEDURES SUMMARY

Depending on its severity, you must first attempt to **stabilize the spill, fire, or injury** situation. You must **then immediately notify** one of the appropriate faculty/staff of ANY fire, injury or release of or exposure to suspected or known hazardous material(s).

The Natural Science Personnel responsible for Emergency Response Implementation are:

**Dr. David Green (x4355), Ms. Daphne Green (x4722), Ms. Allison Zorn (x4374) and
Dr. Michael Feltner (x4321)**

Chemical Spills and Fires

In consultation with the above personnel, determine if the incident is a hazardous material release, spill or a non-structural fire. Also determine whether it is within the scope of employee training and capabilities to respond.

Incidental Occurrences

If it is concluded that the Implementation Personnel can take action to contain, clean up, or in the case of a fire, use a portable fire extinguisher without being exposed to a significant hazard or worsening the situation, it is "incidental" and therefore not an emergency.

An uncontained spill or fire is CONSIDERED AN EMERGENCY

EMERGENCY SPILLS OR FIRES:

- 1. Evacuate the area**
- 2. In case of fire, pull the alarm**
- 3. Call Public Safety @ x 4441 [not 911].**

Emergencies

Public Safety must be notified immediately and the area evacuated. Implementation Personnel will direct the evacuation of the area along pre-established evacuation routes. Upon notification, trained Public Safety Personnel will assume control of the situation and respond to control or contain any release and/or notify the appropriate agencies.

Injuries

For all injuries, **notify the Instructor** who will then notify the above staff members.

Minor Injuries

For small cuts, minor burns, etc., use the first aid kit in the lab to stabilize the injury. Minor injuries will then be referred to the **Student Health Center, X4316 or the 24/7 Nurse Hotline at 800-413-0848.**

Major Injuries

For large injuries or life threatening injuries, immediately **call PUBLIC SAFETY, X4441** to determine appropriate action. **DO NOT CALL 911 - THIS WILL CAUSE A DELAY!**

**MATERIAL SAFETY DATA SHEETS [MSDSs] ARE LOCATED
IN KECK SCIENCE CENTER ROOM 420.**

Emergency Response Information Sheet

For All Injuries:

1. Report all minor injuries, no matter how small (from Band-Aid-sized cuts to small first degree burns), to the **INSTRUCTOR FIRST**, then to **Ms. Daphne Green [RAC 169, x4722]**, or **Allison Zorn [RAC 159, x4374]**, and the **Division Office [RAC 106, x4321]**.
2. Larger injuries (to be judged by the Instructor) that do not require an ambulance or emergency response should be referred to the **Student Health Center x4316**. A 24-hour **Nurse Hotline** is available to Pepperdine Students at **(800) 413-0848**.
3. For ALL major injuries call Public Safety, x4441 who may be consulted for appropriate action. They may call the paramedics or arrange for transport to the **St. John's Urgent Care** Clinic in Malibu **(310) 456-7551**, whose hours are: 10:00am-6:00pm 7 days a week.

For All Fires:

Student TA's have been given training in dealing with small fires such as may occur in a beaker or on a desktop. Any fire beyond those which could be dealt with by using the fire extinguishers in the lab should be reported immediately by

1. Pulling the nearest **fire alarm** handle AND
2. Calling **Public Safety, x4441**.

For All Chemical/Hazardous Material Spills or Releases:

Whenever a spill or uncontrolled release of a hazardous material occurs:

1. Contact either **Daphne Green, x4722** or **Allison Zorn, x4374** if the spill occurs during regular school hours. Contact will then be made with **Dr. David Green, x4355**
2. If the spill occurs in the evening or on a weekend when none of the above faculty and staff are on campus, the following people should be called, in the order listed:
 - **Dr. David Green** (805) 492.8402 Cell: (805) 279.9212
 - **Ms. Daphne Green** (805) 492.8402 Cell: (805) 630.7917
 - **Dr. Michael Feltner** (805) 499.7049
 - **Allison Zorn** (818) 532.7354 Cell: (310) 266.7632

*Note: Lab TA's working in the evening may not have ready access to an outside phone line. If an outside line is unavailable the TA should call **Public Safety, x4441**, describe the situation, and ask that Dr. Green or Dr. Feltner be called.*

3. Regardless of the time of day, if there is a major spill that represents a significant health hazard, **Public Safety x4441 [not 911]** must be called and they will take the necessary and appropriate action. If the emergency exceeds the capability of Public Safety personnel, Public Safety will notify the following agencies as appropriate.

Fire incident	LA County Fire Department
Chemical Incident	LA County Fire Department (Health/Hazardous Material Division) State Office of Emergency Services
Medical incident	Santa Monica UCLA Medical Center