



SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

What would you do if an emergency occurred while you are on the job? What actions should you take if a co-worker is seriously injured, a fire ignites or a structure collapses? **Are you prepared to react?**



Emergencies and disasters are a reality of everyday life. Too many lives are lost and property is damaged because no one was prepared to properly react when immediate decisions and actions needed to be taken.

A good start in learning how to respond to an emergency is through certification in first aid and CPR (Cardio Pulmonary Resuscitation). First aid and CPR programs offered by organizations, such as the American Red Cross, teach people about the types of situations or conditions that might precipitate an emergency. Knowing what to look for and how to react could save the life of a co-worker or family member. To assist you with being prepared to respond in an emergency you should also:

- Review the emergency procedures in the Emory University Just in Time Guide
 - How and who do you notify in an emergency?
 - Should you stay with an injured person or run for help?
 - If you are not certified in first aid, do you know who within your department or on your shift is?
 - Does the emergency scene need to be secured?
 - Are you prepared to react?
- Know the course of action to take in likely emergencies.
- Attend scheduled safety meetings and trainings.

Medical Emergencies and First Aid

Call Emory Police at 911 from any campus phone or (404) 727-6111 from a cell phone.

- Give your location and a description of the incident.
- Identify the type of injury or illness and the number of people involved.
- Remain on the line until the dispatcher connects the call.
- Do not move the patient unless it is unsafe for them to stay in the area.
- Administer CPR if you are trained to do so.
- Avoid body fluids and wash your hands.



Spill Response

Like other types of emergencies, spills may occur at Emory and it is important to be prepared and know how to respond. In general, a minor spill is an event that can be handled safely without assistance from the Environmental Health and Safety Office (EHSO) or emergency

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – EMERGENCY PREPAREDNESS

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

- Alert personnel in the area of the spill and evacuate the immediate area.
- If someone is injured or contaminated, attend to them and call 911 from any campus phone or (404) 727-6111.
- Call EHSO at (404) 727-5922 during normal business hours (8 am – 5 pm). All other times call Emory Police at 911 from any campus phone or (404) 727-6111.



When reporting a spill, be prepared to provide the following information:

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

Medical Care for Exposure to Hazardous Materials

If you ever get contaminated from a chemical, biological, or radiation spill you should follow these steps:

1. Remove contaminated clothing.
2. Flood the contaminated skin with running water from a faucet or safety shower for fifteen minutes; *for biological spills use both soap and water.*
3. Obtain medical attention.
4. Provide Safety Data Sheets (SDS) to health care provider if possible.
5. Report the incident as soon as reasonably possible to your supervisor and Employee Health Services.

Hazardous Material Splashed in the Eye

If a hazardous material ever splashes into your eye, remember these important steps:

- Immediately rinse the eye and inner surface of the eyelid with water continuously for 15 minutes.
- Forcibly hold the eye open to ensure effective flushing.
- Obtain medical attention.
- Provide Safety Data Sheets (SDS) to health care providers if possible.
- Report the incident as soon as reasonably possible to your supervisor and Employee Health Services.

Minor Cuts and Puncture Wounds

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

You come to work every day prepared for the task at hand and knowledgeable on how to perform your routine job assignment. Figure out beforehand what to do if one of your co-workers is injured. Know how to protect yourself, your co-workers and the company in case of a serious chemical spill. Chances are, during a crisis, you won't have much time to plan the best possible action so make those decisions ahead of time.

Preparedness Checklist

- I have enrolled or updated my emergency contact information in Emory's Emergency Notification Program. Students may enroll or update by logging into OPUS and navigate to the Emergency Alert Information Page. Employees may enroll or update by logging into PeopleSoft and navigate to the Emergency Alert Information Page.
- I have programmed the Emory Police Department number 404.727.6111 (770.784.8377 Oxford Police Department) into my cell phone
- I have entered an "In Case of Emergency" (ICE) number in my mobile phone
- I have an Emergency Communication Plan. My family knows how to contact me or my friends/department in an emergency and my friends/department are able to contact my family should I be unable to call. E.g. Twitter, text message, phone numbers
- I know more than one way to exit my building if the primary pathway/door is blocked.
- I know where to seek shelter in my building during severe weather or tornado.
- I have received my flu shot this year. An annual flu shot helps prevent illness and protects others from getting the flu from you.
- If I am a student, I know the Resident Life staff and the staff know how to contact me in an emergency. E.g. Twitter, text message, phone numbers
- I am able to access additional information including the Campus Emergency Guide. The Emory Emergency Information website is www.emory.edu/emergency and the Office of Critical Event Preparedness and Response provides information on workplace and personal preparedness emergency.emory.edu.

Don't forget these important numbers...

Emory Police Department
Emergency Line
404.727.6111
Oxford—Emory Police Department
770.784.8377
911

Counseling Center
404.727.7551 for appointments
404.778.5000 after-hours
Oxford Counseling Center
770.784.8394

Faculty/Staff Assistance Program
404.727.4328 for appointments

Emory University Student
Health Services
404.727.7551 for appointments
Press "0" after-hours

Oxford Student Health Services
770.784.8376

Emory Health Connection for Employees
404.778.7777



Office of Critical Event
Preparedness and Response (CEPAR)
1599 Clifton Road
Atlanta, GA 30322
Phone: 404.712.1300
emergency.emory.edu

Emergency Preparedness Checklist

For more information check out these Emory websites

CEPAR - <http://emergency.emory.edu/>

EHSO – <http://www.ehso.emory.edu>

Fire Safety – <http://www.campserv.emory.edu/epd/FireSafety/index.html#Fire>

Questions for Discussion

1. Which of the following are steps to assist you in being prepared to respond to an Emergency Situation while on Emory University's Campus?
 - a. Review the emergency procedures in the Emory University Just in Time Guide.
 - b. Know the course of action to take in likely emergencies.
 - c. Attend scheduled safety meetings and trainings.
 - d. All of the above.

The correct answer is (D), all of the above.

2. What is the number for Emory Police?
 - a. 911
 - b. 911 if using any campus phone
 - c. (404)727-6111 from any non-campus phone
 - d. Both B & C

The correct answer is (D), both (B) & (C).

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – EMERGENCY PREPAREDNESS

3. **True or False:** If a major spill occurs within my area, it is safe for me to clean it up on my own without assistance from EHSO or emergency personnel.
The correct answer is false. If a major spill occurs within an area and EHSO or emergency personnel should be contacted for assistance.

4. **True or False:** If a hazardous material splashes into your eye, the first thing you should do is to immediately rinse the eye and inner surface of the eyelid with water continuously for 15 minutes.
The correct answer is true.