 <b>Chemistry</b> UNIVERSITY OF TORONTO	<b>The          Department          of          Chemistry          Lash Miller</b>	SOP #	<b>001</b>
		Revision #	01
		Implementation Date	2019-04-10
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SOP Owner	Grace Flock, DOTS	Approval	Grace Flock, DOTS

## Standard Operating Procedure: Emergency Response

### IMPORTANT NOTES:

#### **EMERGENCIES need immediate attention; therefore:**

- 1) **DO NOT** send emails on weekends or after hours. **Call** and **make sure you get a response**.
- 2) **DO NOT** leave a freezer with a sounding alarm unattended! Find a working freezer and transfer all samples (yours and others). Contact DOTS if you need a -80C freezer, the Department has a loaner.
- 3) **DO NOT** leave leaks unattended.
- 4) **DO NOT** leave spills without a proper response & clean-up (as per SOP).
- 5) **DO NOT** work at Fume Hoods with sounding flow alarms & **DO NOT** mute the alarms.

#### **For Life-Threatening Emergencies:**

- 1) For a **major injury** call **911** on external phone lines to get assistance, or 9-911 from a University phone. After calling 911 call the **Campus Police at 416-978-2222**
- 2) If possible, call your supervisor. If you cannot reach your supervisor, call the Director of Operations & Technical Services (**DOTS**) @ **647-444-3596**.
- 3) Report the incident to your supervisor **immediately** and fill out an Accident/Incident Report form **within 24 hours**.

#### **For Non-Life-Threatening Emergencies:**

- 1) Give any necessary first-aid to the injured person until help arrives. Do not attempt to move the injured person unless in danger of further injury.
- 2) Central First-Aid Station is located in LM65A (see appendix 1, page 5, for floor map). Contact first-aiders according to the laboratory specific safety plan or the following designated first aiders: the Manager of Chem Labs Technical Support & Supplies (former Stores Supervisor) @ 416-97**8-3570** (LM20) or the UG lab. Technician @ 416-94**6-0456** (LM222).

- 3) Inform your supervisor and the DOTS.
- 4) If spill is in the eye: flush for at least 10 minutes and “always” seek medical attention (TGH, Mt. Sinai emergency department). Bring the SDS with you.
- 5) Always follow-up with a doctor.

**If the emergency is Base Building related:** e.g., profuse leaks, power failures, HVAC nonfunctioning, windows cracked, glass door cracks, etc.

- 1) Call F&S hotline @ 8-3000 (416-978-3000)
- 2) Follow-up: always email the DOTS ([grace.flock@utoronto.ca](mailto:grace.flock@utoronto.ca)) indicating room # and a brief description of the issue. In addition, inform your supervisor.

**Leaks:**

- 1) If safe to do so; grab an **empty** and **not previously-used** pail (any color plastic pail).  
NOTE: cover any signs that may be on them with paper (e.g., biohazard sign) and place it under the leak to collect water while help arrives. If the flow is too large, use the big yellow drum that contains the spill kit-supplies (available in the hallway).
- 2) If it is not possible to use a pail to collect the water; then, take noodles from the spill kit closest to your area and place noodles around the leak to prevent it from flowing.



**Example:** water spill response (running water was contained with noodles and absorbed with pads)



### **Power failure:**

- 1) Identify your lab “critical equipment” and power down; unplug following your lab-specific contingency plan (including electronics).
- 2) Inform the DOTS via email.

### **Exhaust failure:**

- 1) Stop work at Fume Hoods.
- 2) Cap all chemicals that are stored inside the Fume Hoods
- 3) Close the sash.
- 4) Place a sign on each Fume Hood indicating that there is no exhaust; thus they are not operational.
- 5) If no general exhaust is present; leave the lab.
- 6) Email the DOTS immediately & inform your supervisor.

### **Room Temperature:**

- 1) Call 8-3000 “AND” email the DOTS (grace.flock@utoronto.ca)

**If the emergency is related to lab-equipment failure:** e.g., alarm goes off in a freezer, fridge, etc.

- 1) **Call** your supervisor.
- 2) For walk-in cold rooms: call 8-3000 **and** email the DOTS for follow-up.
- 3) Inform your supervisor

### **Bomb Threats:**

**No bomb threat should be ignored**

- 1) Do not panic. Stay calm.
- 2) Any person receiving a bomb threat over the phone should ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?

- What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
- 3) Keep talking to the caller as long as you can and record the following:
- Time of call
  - Age and gender of the caller
  - Speech pattern, accent, possible nationality
  - Emotional state of the caller
  - Background noise
- 4) **Immediately notify Campus Police:**
- St. George Campus: 416-978-2222**

#### **CHEMICAL SPILL:**

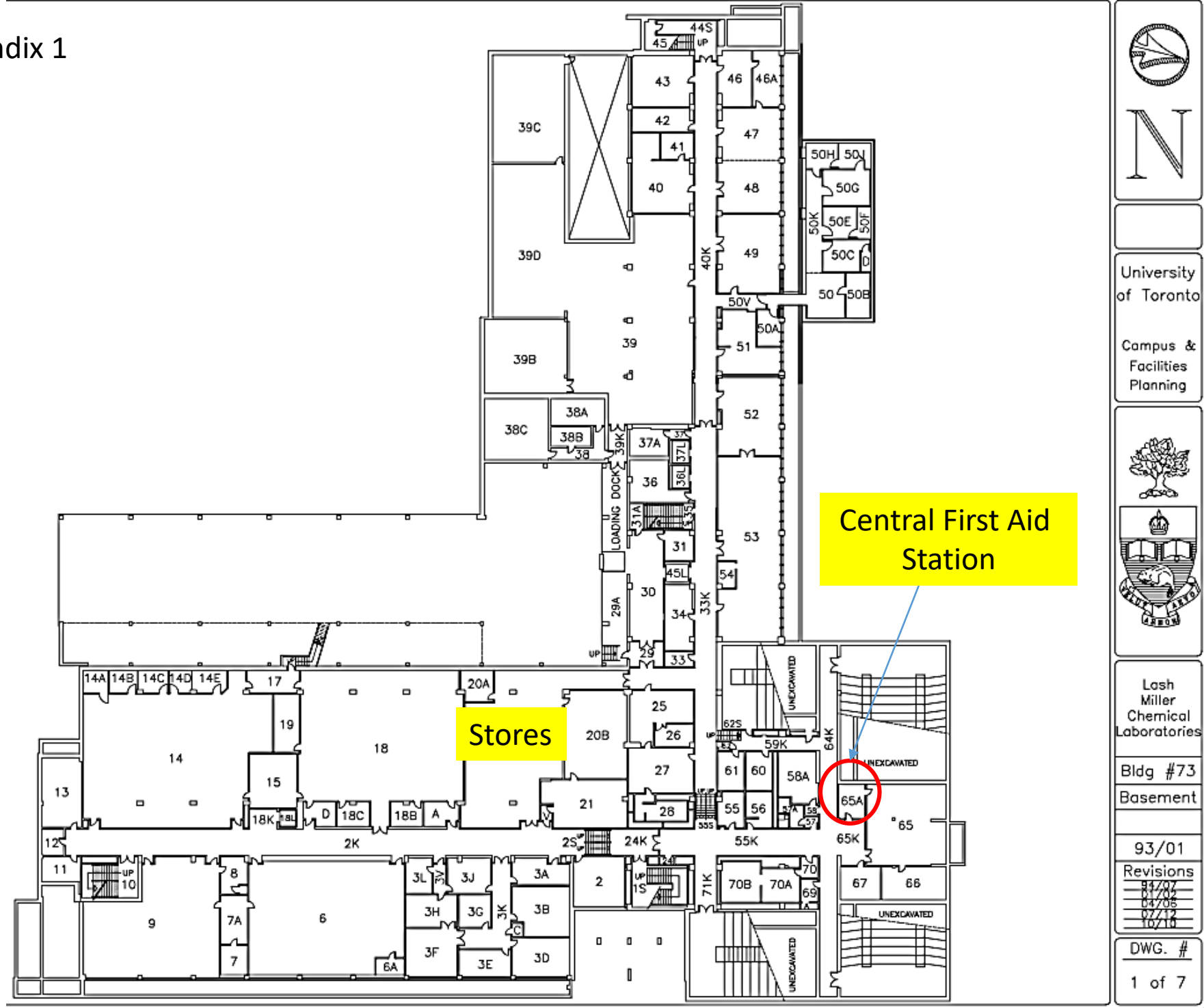
- 1) Warn other people in the facility. Secure the area if safe to do so. Remember: **Stop, Think, Observe and Proceed (STOP)**
  - 2) **Refer to Chemical Spill SOP available on-line and inside each spill kit**
  - 3) Spill kits are located on each floor at the west and east ends of Lash Miller and on each floor at the center of the Davenport wing (including teaching labs and basement)
- Note: do not leave spills without a proper resolution**

#### **BIOHAZARD SPILL:**

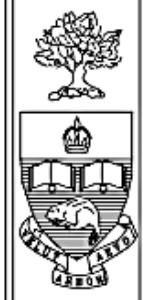
- 1) Warn people. Secure area to avoid cross-contamination
  - 2) Find the Biohazard spill kit and proceed with clean-up and decontamination.
  - 3) **Refer to Biohazard Spill SOP available on-line and @ each spill kit.**
- Note: do not leave spills without a proper resolution.**

Prepared by Grace B. Flock, Director Operations & Technical Services. Chemistry Department; St George-University of Toronto. Special thanks to Jeannie Pak and Lindy Chang for their input editing this document.

# Appendix 1



University of Toronto  
Campus & Facilities Planning



Lash Miller Chemical Laboratories

Bldg #73  
Basement

93/01

Revisions

01/01
01/02
04/05
07/12
10/18

DWG. #  
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