



# EMERGENCY INFORMATION

Download and "Save as" to your computer before completing

| Principal Investigator:                     | Lab Manager:   |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
|---|--|------|---|-----------------------|--|---------------|--|---|--|---|--|-------------------|--|-------|--|--------------------------------|--|--------------------------|--|
| Building & Room Number(s):                  |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| 1.  | <b>CONTACT INFORMATION</b> <i>(to call in the case of an emergency - must include an afterhours phone number)</i><br>Principal Investigator: _____ Co-PI <i>(if applicable)</i> : _____ Lab Manager Phone Number: _____  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| 2.  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; padding: 5px;">ITEM</th> <th style="padding: 5px;">LOCATION <i>(may include an attached map instead)</i></th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Eyewash/Safety Shower</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">First Aid Kit</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Chemical Spill Kit <i>(if applicable)</i></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Biological Spill Kit <i>(if applicable)</i></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Fire Extinguisher</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Phone</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Fire Alarm Manual Pull Station</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Safety Data Sheets (SDS)</td><td style="padding: 5px;"></td></tr> </tbody> </table>  | ITEM | LOCATION <i>(may include an attached map instead)</i> | Eyewash/Safety Shower |  | First Aid Kit |  | Chemical Spill Kit <i>(if applicable)</i> |  | Biological Spill Kit <i>(if applicable)</i> |  | Fire Extinguisher |  | Phone |  | Fire Alarm Manual Pull Station |  | Safety Data Sheets (SDS) |  |
| ITEM  | LOCATION <i>(may include an attached map instead)</i>  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Eyewash/Safety Shower                       |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| First Aid Kit                               |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Chemical Spill Kit <i>(if applicable)</i>   |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Biological Spill Kit <i>(if applicable)</i> |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Fire Extinguisher                           |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Phone                                       |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Fire Alarm Manual Pull Station              |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| Safety Data Sheets (SDS)                    |  |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |
| 3.  | <p><b>Life-threatening emergencies</b> <i>(fire, explosion, large-scale spill or release, compressed)</i></p> <ol style="list-style-type: none"> <li>1. <b>ACTIVATE THE BUILDING'S FIRE ALARM SYSTEM IF THE SPILL REPRESENTS A THREAT TO HUMAN LIFE OR MAY CAUSE A FIRE OR EXPLOSION.</b></li> <li>2. Notify all persons in the workspace that a spill has occurred and evacuate all personnel from the workspace to a safe location.</li> <li>3. Isolate the work space to prevent inadvertent entry: lock any access doors, place signs on doors reading "DO NOT ENTER-CHEMICAL SPILL"</li> <li>4. <b>Call EH&amp;S at 392-8400 for clean-up assistance. If the emergency occurs outside of normal work hours, contact the University Police Department at 392-1111.</b></li> </ol> <p><b>If personal exposure or injured</b></p> <ol style="list-style-type: none"> <li>5. BBP Needlestick &amp; BBP Splash Exposures: call Needlestick Hotline at 1-866-477-6824 (OUCH). Immediately after evaluation/treatment, employees should contact AmeriSys at 1-800-455-2079. Report incident to EH&amp;S.</li> <li>6. Non-BBP Needlestick &amp; Splash Exposures: supervisor/employee must contact AmeriSys at 1-800-455-2079 to authorize medical treatment. Non-employees should seek medical treatment. Report incident to EH&amp;S.</li> </ol> <p><b>For small spills/local clean-up</b></p> <p>In the event of a minor spill or release that can be cleaned up by local personnel:</p> <ol style="list-style-type: none"> <li>7. Notify personnel in the area and restrict access. Eliminate all sources of ignition.</li> <li>8. Review the SDS for the spilled material to determine the appropriate level of protection.</li> <li>9. Wearing appropriate personal protection equipment, clean up spill. Collect spill cleanup materials in a tightly closed container. Manage spill clean-up debris as hazardous waste.</li> <li>10. Submit online waste pickup.</li> </ol> <p><b>Building maintenance emergency</b> <i>(power outage, plumbing leaks)</i>: Facilities Services standard work order: <a href="https://www.facilitieservices.ufl.edu/get-help/">https://www.facilitieservices.ufl.edu/get-help/</a>. Emergency Facilities Services Work Requests: 392-1121.</p> <p><b>Fire safety services (non-emergent)</b>: Contact Fire Safety at (352) 392-1591</p> |      |   |                       |  |               |  |   |  |   |  |                   |  |       |  |                                |  |                          |  |