Appendix A – Lab Accident/Incident Response and Reporting

In the event of a lab accident/incident, assess the situation and act promptly to ensure your safety.

It is the responsibility of everyone working in a University lab to follow the procedures and to report accidents and injuries. It is the supervisor’s responsibility to train all individuals who will be working in their lab on the appropriate accident/incident response procedures.

EHS will investigate all serious accidents/incidents, with follow-up on minor accident/incidents.

With any accident/incident (including a fire), contact Public Safety immediately.

- 412-396-2677 – from your cell phone
- x2677 – use a campus phone
- Emergency Phone – yellow call box

Remain calm, but be prepared to give Public Safety and/or First Responders (Fire Department) important information such as building/floor/room of emergency location, number/severity of injured, other risks, etc.

### Building Addresses

<table>
<thead>
<tr>
<th>Bayer Hall</th>
<th>Fisher Hall</th>
<th>Libermann Hall</th>
<th>Mellon Hall</th>
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<tbody>
<tr>
<td>501 McAnulty Drive</td>
<td>711 Forbes Avenue</td>
<td>600 Fifth Avenue</td>
<td>1001 Bluff Street</td>
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<tr>
<td>Rangos</td>
<td></td>
<td></td>
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<tr>
<td>732 Locust Street</td>
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### Response Procedures

A. Lab Accident/Incident Procedure

STEP 1 – Remove individual(s) from immediate danger.
STEP 2 – Contact DU Public Safety.
STEP 3 – Remove contaminated clothing, if necessary.
STEP 4 – Use appropriate safety equipment such as eyewash station or safety shower.
STEP 5 – Seek medical attention, if necessary.
STEP 6 – Assist/clean area of accident/incident (spill kit).
STEP 7 – Complete Required Reporting (see below).
STEP 8 – Closure – discuss accident/incident with EHS and supervisor.

B. Lab Fire/Explosion Procedure

STEP 1 – Remove individual(s) from immediate danger.
STEP 2 – Activate nearest fire alarm – near stairwell/exit.
STEP 3 – Contact DU Public Safety.
STEP 4 – Extinguish fire if it is safe to do so and you have been trained.
STEP 5 – Remove contaminated clothing, if necessary.
STEP 6 – Use appropriate safety equipment such as eyewash station or safety shower.
STEP 7 – Seek medical attention, if necessary.
STEP 8 – Assist/clean area of accident/incident (spill kit).
STEP 9 – Complete Required Reporting (see below).
STEP 10 – Closure – discuss accident/incident with EHS and supervisor.

C. **Fire Alarm Response**

STEP 1 – If possible, prepare lab for evacuation by shutting off gas, securing experiments, capping containers.
STEP 2 – Close lab doors.
STEP 3 – Evacuate using the nearest stairway.
STEP 4 – Proceed to designated Gathering Point, move away from the building and entrances, and check-in with your supervisor/department.
STEP 5 – Wait for clearance from First Responder (DU Public Safety or Fire Department) to re-enter the building.

**Required Reporting**

All lab accidents/incidents must be reported as follows:

i. Immediately notify Public Safety (412-396-2677 or emergency phone).
ii. Additionally, 1) notify your supervisor, 2) notify EHS, and 3) complete the appropriate University notification form:
   a. All accidents/incidents must be reported to Risk Management using the [Incident Response Form](#) located on Risk Management’s website.
   b. Employee accidents/incidents must also be reported to the Disability Claims Manager following the directions on the [University’s Workers’ Compensation website](#).

**Violations**

Failure to follow response procedures or required reporting may result in the University imposing disciplinary actions.