

EMERGENCY and WASTE INCIDENCE REPORTING PLAN

**United States Department of Agriculture
Agriculture Research Service**

Madison WI Location

On and adjacent to the campus of the University of
Wisconsin - Madison

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INTRODUCTION

Proper emergency planning and response are important elements of the safety and health program. Employees must know appropriate, immediate, and orderly actions to take during emergencies to protect life and property from the threat of fire or explosion; chemical, radioactive, biological, or environmental releases; and security-related emergencies.

All employees should familiarize themselves with the information contained in this booklet.

The Safety, Occupational Health and Environmental management functions are augmented with an intricate network of collateral duty positions at the Location which include the Location Emergency Coordinator and Collateral Duty Safety Representatives. Employees should be aware of who performs these necessary functions for their Management Unit (Lab).

Anyone having knowledge of any unsafe condition should notify their supervisor and Collateral Duty Safety Representative.

CHEMICAL SPILL/RELEASE

The term "spill" applies to any incident involving the uncontrolled release of a hazardous chemical substance. In case of chemical spill:

- Notify occupants in the immediate area that a chemical spill has occurred.
- Warn occupants to evacuate building if necessary.
- Attend to physical injuries first. Call **911** if medical emergency exists. Serious injuries must receive medical attention prior to any cleanup of spill.
- Place a warning sign on door, rope off or barricade area to restrict access to and through the "spill zone."
- Call the Facility Supervisor and Maintenance Worker

Facility	Supervisor	Maintenance Worker or Second Responder
Cereal Crops Research Building	Dr. Cynthia Henson (608) 262-0377	Chris Lee (608) 852-5086
U.S. Dairy Forage Building	Dr. Mark Boggess (608) 890-0068	Andy Kowalkiewicz (608) 890-0102
Vegetable Crops Research Building	Dr. Phil Simon (608) 262-1248	Kim Meyers (608) 262-7922
Marshfield EIDMRU Facility	Dr. Wayne Coblenz (715) 384-5784	Joseph Hattamer (715) 387-4521
Prairie du Sac Farm	Michael Stanek (608) 643-2438	Joshua Ringham (608) 643-2438

- Remain on site to offer necessary information to responding personnel.
- Report all spills to the supervisor as soon as practical.

CHEMICAL SPLASH

IMMEDIATE FLUSHING OF AFFECTED AREA OF THE INDIVIDUAL TAKES PRECEDENCE OVER TRANSPORTING THE INJURED PERSON TO A MEDICAL FACILITY.

Get to an emergency shower and/or eyewash station.

- Immediately rinse chemical off skin to cleanse off as much of the chemical as possible, and remove contaminated clothing.
- Flush affected areas of the body with copious amount of water for at least 15 minutes.
- Call 911.

Fire/Explosion

- Warn occupants in immediate area to evacuate.
- Close all doors.
- Activate local fire alarm within building.
- Call Fire Department on 911.
- Relay all pertinent information to the Occupant Emergency Coordinator.
(Each floor/building has an outside predetermined meeting point where all occupants meet.)

An explosion could result in fire or release of chemical waste to the air, soil, or surface water. It could also result in injury or death to persons and damage to the facility itself.

The procedure for handling an emergency arising from an explosion will be similar to that described for fire or spills, or both. Of paramount importance is that an alarm be activated, the premises be evacuated of all personnel, and the injured rescued and treated immediately.

CLOTHING FIRE

- Stop person on fire from running.
- Drop person to the floor or other horizontal surface.
- Roll person to snuff out flames. (A fire extinguisher can be used to extinguish a clothing fire. Whenever possible, direct discharge away from mouth and nose area.)
- Call Fire Department on **911**.
- Cool person by removing smoldering clothing and using water.

BIOLOGICAL HAZARD SPILL/RELEASE

Most "incidental" biological hazard spills can be cleaned up by the knowledgeable employees conducting the research. The nature of the spill and the material spilled will dictate specific emergency procedures to be followed. However, immediate procedures, applicable to most biological hazard spills, include:

- Notify occupants in the immediate area that a biological hazard spill has occurred, and restrict access to and through the contaminated area.
- Attend to physical injuries first. Serious injuries must receive medical attention prior to cleanup or decontamination efforts undertaken.
- Immediately remove any contaminated clothing and place in biohazard bag. Call **911** if medical emergency exists.
- **Notify your Supervisor as soon as practical.**
- Wait 30 minutes for any aerosols to settle before reentering spill area.
- Put on appropriate personal protective equipment.
- Cover spill with absorbent material containing disinfectant. Encircle the spill with disinfectant and let sit for a minimum of 20 minutes. Disinfect all equipment within spill area.
- Discard broken glassware in sharps container.
- Reapply disinfectant to the spill area. Allow to sit for at least 10 minutes. Dispose of contaminated absorbent material in biohazard bag for autoclaving.

Radioactive Material SPILL/RELEASE

All radioactive spills must be cleaned up immediately. The nature of the spill and the material spilled will dictate specific emergency procedures to be followed. However, immediate procedures, applicable to most radioactive spills, include:

- Notify occupants in the immediate area that a radioactive spill has occurred, and restrict access to and through the contaminated area.
- Attend to physical injuries first. Call **911** if medical emergency exists. Serious injuries must receive medical attention prior to any cleanup or decontamination efforts undertaken by approved radioisotope users.
- Call the Radiological Officer at 688-8888.
- Contain the spill with paper towels or other absorbent material.
- Away from the actual spill site, survey all personnel involved in the spill for contamination. Contaminated shoes and clothing must be removed for decontamination or disposal. Place contaminated items in plastic bags to prevent secondary contamination of the area. Gently wash contaminated skin with water and mild soap, repeating several times if necessary.
- Begin decontamination efforts as soon as possible.
- **Notify your Supervisor as soon as practical.**
- Remain on site to offer necessary information to first responders.

MEDICAL EMERGENCY

- CALL **911**.
- Calmly describe the type of emergency and provide detailed instructions on the location of the injured person. If possible, send someone outside the building to meet the ambulance and direct them to the injured person.
- Keep the person calm and comfortable.
- Render first aid or cardiopulmonary resuscitation (*if trained to do so*).
- All occupational injuries and illnesses must be reported to the supervisor immediately. The supervisor should immediately report all occupational injuries and illnesses to the Location Emergency Coordinator and Administrative Officer.

Notes:

For minor illnesses and injuries, the Location Emergency Coordinator may be contacted. Advise the operator that it is a minor incident.

For poisoning, the Poison Control Center can be contacted at 1-800-222-1222.

Emergency Phone Numbers

Fire Department 911
 Operations, Maintenance & Facilities Manager _____
 Local Medical Provider _____
 Regional Poison Control Center _____
 Employee Assistance Program (EAP) 1-800-962-2673

Type of Emergency	Work Hours	Nonwork Hours
Fire, Explosion, or Medical Emergency		911
Chemical, Radioactive Material, or Biological Hazard Spill/Release		911
Bomb Threat, Suspicious Package, Demonstration, or Workplace Violence		911
Facility-Related or Equipment Operations		
Minor Injuries (first aid)		N/A

ANY EMERGENCY THAT IS AN IMMEDIATE THREAT TO LIFE CALL 911.