****

**Event Safety Plan (ESP) Template**

*\*\*\* Please edit all red text items with your event specifics! \*\*\**

**Event Name: Fulton Event Name Goes Here**

**Event Location: Please be as specific as possible (e.g., ECG south patio, Tempe campus)**

**Event Day(s) and Date(s): Day(s), Month(s) Date(s), Year**

**Brief Description: A brief but specific description goes here please.**

**Hosting Dept/Office: ASA, Student Engagement, FSC, EPICS, K-12, EDO, School, etc.**

***\*\*\* ASU Emergency Response Guide (ERG) \*\*\****

[***https://cfo.asu.edu/emergency-guide***](https://cfo.asu.edu/emergency-guide) ***and in Appendix G***

***Phone numbers and contact persons***

***Contact or need: Role: Phone number(s): Other info:***

Emergency Police, Fire, EMTs 9-1-1

Non-emergency ASU Police (480) 965-3456 Tempe

Hospital: name Medical emergency (###) ###-####

Health Services Medical (480) 965-3346

ASU EHS Dept. Safety and Health (480) 965-1823

ASU Facman Facilities (480) 965-3633

Name(s) FSE Lead(s) (###) ###-####

More Names All other roles (###) ###-####

Jonathan Klane FSE Safety Director (480) 329-8880

Name(s) First Aid/CPR/AED trained

**Locations**

*First Aid Kit(s)? Where*

*AED(s): Where*

*Fire Extinguisher(s): Where*

*Info Booth / Table / HQ: Where*

*Drinks and Food: Where*

*Lost Child: Where*

**Other Important Details?**

List or describe any other important details here (e.g., communication, volunteers, after hours, etc.)

**Appendix A: Event Safety Checklist**

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area(s) Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_**

| **Item** | | **Yes** | **No** | **Corrective Action – Date** |
| --- | --- | --- | --- | --- |
|  | **Facilities** | | | |
| 1. | Is there litter or spilled liquid on the floor? |  |  |  |
| 2. | Are floor surfaces chipped? Does carpeting show worn spots or holes? |  |  |  |
| 3. | Are warning signs posted near cleaning areas, repair work or redecorating efforts? |  |  |  |
| 4. | Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic? |  |  |  |
| 5. | Are restrooms kept clean and floors dry? |  |  |  |
| 6. | Are stairwells well lit? |  |  |  |
| 7. | Are stairway handrails, treads and/or risers in good condition? |  |  |  |
| 8. | Are stairs free of litter, spills or clutter? |  |  |  |
| 9. | Are transparent glass doors marked so they can be seen? |  |  |  |
| 10. | Must employees step up or down to go through a doorway? If so, is a warning sign posted? |  |  |  |
| 11. | If bollards had been removed for the event set up have they been replaced? |  |  |  |
| 12. | Are doors to enclosed stairwells kept closed at all times? |  |  |  |
| 13. | Are parking lots well lit and clearly marked? |  |  |  |
| 14. | Is there a minimum of 18” clearance below sprinkler heads? |  |  |  |
| 15. | Are egress routes accessible? |  |  |  |
| 16. | Are unapproved doors clearly marked “NOT AN EXIT”? |  |  |  |
| 17. | Are anti-slip mats and flooring used where appropriate? |  |  |  |
| 18. | Do elevated areas have guardrails? |  |  |  |
| 19. | Is there swimming pool at or near the event? |  |  |  |
|  | Fire Safety | | | |
| 20. | Are fire exits clearly marked? |  |  |  |
| 21. | Are fire extinguisher locations marked in such a way that they are visible from a distance? |  |  |  |
| 22. | Are fire extinguisher tags current? |  |  |  |
| 23. | Are fire extinguishers readily available? |  |  |  |
| 24. | Do all employees know the locations of the exits, alarms, and extinguishers? |  |  |  |
| 25. | Are nonflammable fluids used whenever possible? |  |  |  |
| 26. | Are flammable liquids/fluids stored in approved containers? |  |  |  |
| 27. | Are the tags on the features of fire protection current? |  |  |  |
|  | Electrical Safety | | | |
| 28. | Do cords present a tripping hazard? |  |  |  |
| 29. | Do cords look frayed? |  |  |  |
| 30. | Are cords draped over hot pipes and/or appliances? |  |  |  |
| 31. | Are flimsy extension cords in use? |  |  |  |
| 32. | Are all appliances connected with three-pronged plugs? |  |  |  |
| 33. | Are electrical outlet boxes or bonnets exposed so that they present a hazard? |  |  |  |
| 34. | Are cover plates for electrical switches or receptacles cracked or broken? |  |  |  |
| 35. | Is machinery turned off when not in use? |  |  |  |
|  | Mobile Equipment | | | |
| 36. | Observed operating at safe speeds |  |  |  |
| 37. | Observed safe loading and unloading practices |  |  |  |
| 38. | Do drivers use safety belts? |  |  |  |
|  | Activity Safety | | | |
| 39. | Do participants stand on chairs, desks, boxes, drawers, or other improvised ladders? |  |  |  |
| 40. | Do participants partake in physical activities during this event such as running, climbing, etc.? |  |  |  |
| 41. | Are pencils kept in pencil holders with the points down? |  |  |  |
| 42. | Are emergency numbers for medical, fire, law enforcement/security and ambulance posted? |  |  |  |
| 43. | Are combustible materials stored near machinery or heat sources? |  |  |  |
| 44. | Is medical help readily available? |  |  |  |
| 45. | Are adequate first-aid supplies available? |  |  |  |
| 46. | Are all incidents/accidents properly reported, investigated and documented? |  |  |  |
| 47. | Are chemicals present during this activity? If so a chemical inspection must be completed. |  |  |  |

**OVERALL EVALUATION:**

|  |  |  |
| --- | --- | --- |
| EXCELLENT |  |  |
| SATISFACTORY |  |  |
| UNSATISFACTORY |  |  |

**Appendix B: Incident Report Form**

**Incident Report (also report it via** [**https://cfo.asu.edu/webform/employee-and-non-employee-incident-report**](https://cfo.asu.edu/webform/employee-and-non-employee-incident-report)**)**

**Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Incident: □ Medical □ Injury □ Conflict □ Rules Violation**

**Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Involved individual(s) and witnesses (first name, last name, designate involvement):**

**Incident Description (include as much information as possible):**

**How/why did the incident occur?**

**Weather conditions:**

**What actions were taken? (i.e. – given band aid, called supervisor, police were contacted, etc.)**

**Appendix C: Hospital Directions and Map**

**Appendix D: Health Services Directions and Map**

**Appendix E: Event Diagram and Map**

**Appendix F: Fire Marshal’s Event Permit and Stipulations**

**Appendix G: ASU Emergency Response Guide**

[**https://cfo.asu.edu/emergency-guide**](https://cfo.asu.edu/emergency-guide)

[**Introduction**](https://cfo.asu.edu/emergency-guide#accordion-embed_1-0)

Emergency Preparedness at ASU

Emergencies, disasters, accidents, injuries, and crimes can occur without warning. Being prepared to handle unexpected emergencies is an individual, as well as an organizational responsibility. This Emergency Response Guide has been developed to assist with preparation for a tragic event. Please read this guide thoroughly before an emergency occurs! Acquaint yourself with the contents and keep this flip chart available in your office for immediate reference. Preparedness is often defined by how well you respond to and recover from an incident; be prepared.

Preload important phone numbers listed on the contact & recent updates section of this document into your mobile phone.

What you can do to prepare

* Keep emergency supplies in your office (medications, flashlights, comfortable shoes, bottled water, batteries, portable radio).
* Post this Emergency Response Guide in a visible location. Ensure staff is made aware of it’s location.
* Become familiar with exit routes and assembly points around your building.
* Locate the nearest fire extinguisher and pull station.
* Complete and remain current on annual fire safety training.
* Register for Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), First Aid, Crime Prevention, or other safety training courses.

**Post-incident Reporting**

*Personal Injury*

1. **Personal Injury Coverage** - University employees are covered by Worker’s Compensation (Staff, Faculty, Graduate Students, Student Workers, Academic Professionals and Administrative Staff) including volunteers.
2. **Employee** - Seek immediate medical attention if necessary and advise your supervisor. Send all forms to ASU Office of Human Resources
3. **Employee or Supervisor -** Call Arizona’s Early Claim Reporting Line. Claim must be made within 48 hours. 602-542-WORK or 1-800-837-8583
4. **Employee or Supervisor** - Visit [ASU HR page](https://cfo.asu.edu/workerscomp) and complete the workers' compensation form**.**
5. **Supervisor** - Visit ASU’s HR webpage and complete Employer’s Report of Industrial Injury,and the Supervisor’s Accident Investigation Report. Have injured employee sign and date the State Risk Management Authorization Form.
6. **Supervisor** - Notify [EH&S](https://cfo.asu.edu/ehs)
7. **Supervisor -** Return all completed forms to Human Resource Employee Service Center within five (5) days from the date of injury.

*Property Loss*

1. **Property Loss** - Loss greater than 10,000 dollars must be reported within 24 hours and loss less than 10,000 must be reported within 90 days.
2. **Reporting Party** - Report all loss to [Insurance Services](mailto:insuranceservices@asu.edu) or complete the [university property loss](http://www.asu.edu/ehs/forms/plrform.doc) or [vehicle property loss](http://www.asu.edu/ehs/forms/vehicle-loss-form.doc) form.
3. **Criminal Acts** - If the loss or damage involves criminal activity, report it to the [ASU Police Department](https://cfo.asu.edu/police).

**Aircraft or Motor Vehicle Incident**

If an aircraft incident occurs on the campus, buildings close to or downwind of the site may be evacuated.

Refer to the Evacuation Section of this guide for more information.

If you witness an aircraft accident:

* Call 911. Notify the operator of the accident location, the number of casualties (if known), and any campus structures affected.
* Do Not approach a downed aircraft. The responding Fire Department has equipment and personnel that are trained for such incidents.

*Motor Vehicle Accident*

If you witness a motor vehicle accident involving injuries

* Call 911
* Provide as much information as possible to the call taker.
* Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
* Do not attempt to move the injured unless it is more dangerous to leave them where they are.
* Attempt to keep the victims calm and reassure them that assistance is on the way.
* Wear appropriate protective equipment if rendering aid.

**Biological spill**

**Biohazards** are microorganisms, microbial toxins, or other biological agents that can infect and/or cause disease in humans, animals, or plants. Biohazards include human blood, body fluid, tissues, and cell lines of human origin, as well as certain bacteria, bacterial toxins, viruses, fungi, rickettsia, prions, protozoans, and parasites. Genetically modified organisms and materials containing recombinant or synthetic nucleic acid molecules are also considered biohazards.

For any **biological spill**, notify others in the room so they will not unknowingly be exposed or spread the spill. For spills of a large volume, or spills of organisms transmitted via the inhalation route, immediately notify the Principal Investigator (PI) and EH&S using the number listed on the contacts page.  If someone is injured, call **911** for assistance and notify emergency personnel if you or others are contaminated with biohazardous materials. **Personal exposure takes priority over cleanup.** If you are exposed, immediately remove contaminated clothing and other protective equipment and wash affected areas with soap and water. If medical follow-up is warranted it should be sought immediately.

**Spill kit contents**

A spill kit is kept in each area where work with biohazards is conducted. Spill kit contents include: disinfectant (a dilute bleach solution or organism-specific disinfectant), paper towels, gloves, autoclave bags, sharps container, forceps (to pick up broken glass), and a broom and dustpan. A wrap-around laboratory coat and safety glasses should also be available in the kit.

**Note:** A 1:10 dilution of household bleach and water (1 part bleach to 9 parts water), prepared fresh daily, is effective in most situations. [Contact](https://cfo.asu.edu/ehs) EH&S Biosafety/Biosecurity for more information about the selection of disinfectants, particularly for any organisms suspected of being atypical in their sensitivity to disinfectants.

[Print a version](https://www.asu.edu/ehs/documents/Biological-Spill-Kit-Guide.pdf) of the Biological Spill Kit guide.

**Biological Safety Level (BSL) classifications**

**BSL-1** is required for work involving well-characterized agents not known to consistently cause disease in immunocompetent adult humans, and present minimal potential hazard to laboratory personnel and the environment. BSL-1 organisms may be transmitted by exposure to mucous membranes, ingestion, or injection/skin exposure.

**BSL-2** is required for work involving agents that pose moderate hazards to personnel and the environment. BSL-2 organisms may be transmitted by exposure to mucous membranes, ingestion, or injection/skin exposure.

**BSL-3** is required for clinical, diagnostic, teaching, research, or production facilities where work is performed with indigenous or exotic agents that may cause serious or potentially lethal disease through the inhalation route of exposure.

**BSL-4** is required for work with dangerous and exotic agents that pose a high individual risk of aerosol- transmitted laboratory infections and life-threatening disease that is frequently fatal, for which there are no vaccines or treatments, or a related agent with unknown risk of transmission. There is no BSL-4 work at ASU.

**Clean-up Procedures for BSL-1 and BSl-2 biological spills**

* Alert others in immediate area of the incident; notify the PI as soon as possible. If cleanup assistance is needed, [contact](https://cfo.asu.edu/ehs) EH&S Monday-Friday, 8:00 a.m.- 5:00 p.m. or the ASU Police or local law enforcement agency non-emergency number listed on the contacts page for after-hour or weekends. Dial 911 if the spill constitutes an emergency.
* Put on gloves, safety glasses, and lab coat. If splashing is likely, wear goggles, face shield, and/or N95 respirator.
* Cover spilled material with paper towels and carefully pour an appropriate disinfectant onto paper towels in sufficient quan- tity to ensure effective microbial inactivation, proceeding from the outer edge of the spill to its center. Allow a 20-minute contact time to allow the disinfectant to inactivate the material.
* If broken glass or other sharps are present, use forceps to pick up item and discard into SHARPS container.
* Remove paper towels and other materials and dispose in biohazard waste container.
* Re-wipe spill area with disinfectant diluted to working strength. Wipe down any contaminated stationary equipment or furniture with disinfectant.
* Decontaminate (using an autoclave or approved chemical treatment method) reusable cleanup items and other reusable equipment. Do not autoclave bleach or other hazardous materials.
* Wash hands with soap and water.
* Notify laboratory personnel and the PI when the cleanup is completed.
* Contact ASU Health Services using the contacts page to receive a post-exposure medical evaluation (if necessary).
* Complete the accident/injury form on the EH&S website.

**Clean-up procedures for BSL-3 biological spills**

[Contact](https://cfo.asu.edu/ehs) EH&S Biosafety/Biosecurity for questions regarding BSL-3 biological spills.

**Personal Protective Equipment (PPE) requirements - summary table**

| **BSL-1** | **BSL-2** | **BSL-3** |
| --- | --- | --- |
| Protective laboratory coats, gowns, or uniforms recommended for preventing contamination of personal clothing. | Protective laboratory coats, gowns, smocks, or uniforms must be worn while working with hazardous materials. | Protective laboratory clothing with a solid-front, such as tieback or wrap- around gowns, scrub suits, or coveralls must be worn. |
| Eye protection worn when conducting procedures that have the potential to create splashes of microorganisms or other hazardous materials. | Eye and face protection (goggles, mask, face shield or other splatter guard) must be used for anticipated splashes or sprays of infectious or other hazardous materials when the microorganisms are handled outside the Biological Safety Cabinet (BSC) or physical containment device. | Eye and face protection (goggles, mask, face shield or other splash guard) must be used for anticipated splashes or sprays of infectious or other hazardous materials. [All procedures involving the manipulation of infectious materials must be conducted within a BSC, or other physical containment devices.] |
| Personnel who wear contact lenses in laboratories should also wear eye protection. | Personnel who wear contact lenses in laboratories should also wear eye protection. | Personnel who wear contact lenses in laboratories must also wear eye protection. |
| Gloves must be worn to protect hands from exposure to hazardous materials. | Gloves must be worn to protect hands from exposure to hazardous materials. | Gloves must be worn to protect hands from exposure to hazardous materials. |
| Respiratory protection should be used in rooms where allergens may be present. | Respiratory protection should be used in rooms containing infected animals. | Respiratory protection must be worn in rooms containing infected animals and when there is a potential for splashes or aerosol generation. |

*\* Safety is improved when PPE is used in combination with physical containment devices or equipment, such as Biological Safety Cabinets (BSCs).*

**Crimes against a person or property**

**Crimes against a person**

The university has a zero-tolerance policy (SPP 814) with regard to acts of intimidation, threats of violence and acts of violence in the workplace. Visit the [violence in the workplace](https://cfo.asu.edu/hr-violence) page for more information.

**Acts of Violence**

* **Flee the area to put distance between yourself and the attacker.**
* Immediately dial 911 and request assistance.
* Shelter yourself. Try to place solid items between you and the attacker.
* Fight back. If possible, flee from fighting if the opportunity presents itself.
* Emergency call boxes (aka Blue Light Phones) are strategically located across each ASU campus. Immediate access to your local police department can be summoned by merely pushing a button.

**Property crimes**

ASU takes damage to property seriously and will promptly act to replace stolen or damaged property, remove graffiti, etc.

Criminal Damage or loss of State Property or Sponsor-Owned Equipment should be immediately reported to the ASU Police or local law enforcement agency.

Personal property, such as bikes should be registered at the site located on the contacts page. If stolen, bikes and other personal items may be covered by your homeowner’s policy, credit card insurance programs, or other non-traditional replacement programs.

**Civil disturbance**

Includes riots, demonstrations, or assemblies that become significantly disruptive.

* **Report the situation to the ASU Police or local law enforcement agency.**
* Avoid the area.
* Avoid provoking or obstructing demonstrators.
* Secure your area (lock doors, safes, files, vital records, and expensive equipment).
* Continue with normal routines as much as possible.
* If the disturbance is outside, stay away from doors or windows. **Stay Inside!**
* Prepare for evacuation or relocation.
* Follow law enforcement instructions.

**Eyewash & Safety Showers**

Don’t work alone in a lab when using hazardous materials. Know the location of safety showers and eyewashes. Know the effects of the chemicals you are working with and always wear personal protective equipment (glasses, gloves and lab coats).

**How to use an Emergency Shower**

1. Do not rub the affected area.
2. Turn on water at an emergency shower station.
3. Remove all contaminated PPE and clothing under the shower after it has been activated.
4. Wash affected area for a minimum of 15 minutes.
5. Seek medical attention.
6. Report incident to supervisor.

**How to use an Emergency Eyewash Station**

1. Remove contaminated PPE.
2. Do not rub the affected eye.
3. Turn on water at eyewash station.
4. Ensure no chemicals are on hands.
5. Open affected eye and hold open so water reaches the eye.
6. Wash eye for a minimum of 15 minutes.
7. Seek medical attention.
8. Report incident to supervisor.

**Fire or Evacuation**

**All employees are required to complete annual fire safety/fire prevention training.**

In advance of an emergency, determine the nearest exits to your location and the best routes to follow. If time permits during evacuation, secure your workplace and take personal items such as; keys for car and house, prescription medication, wallets/ purse.

In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, flood, or other **major** incident, it may be necessary to relocate all University personnel to a safer location.

**Evacuation from a building**

* Walk, do not run.
* Do not use elevators.
* If safe to do so, assist people with mobility impairments as indicated by that person, or direct to the nearest stairwell, and contact ASU Police or local law enforcement agency for assistance.
* Gather outside at a designated assembly area. There your supervisor/senior person will take roll and account for all personnel.
* Do not return to your building until instructed from ASU Police or local law enforcement agency, EH&S, or other responders in charge of the scene.

**In-place evacuations**

In some instances, it is safer to evacuate “in-place” than it is to leave a building, e.g., smoke or fire is immediately outside your room, live electrical wires bar access to the exit, individuals with mobility impairments are above or below ground floors or the hazard is outside the building or area you are located.

* Call 911 and tell them your name, your location (campus, building and address) and if you are unable to evacuate, include why evacuation is not possible.  Follow directions of 911 operator.

**On-campus assembly areas**

In the event of a building or area evacuation, you will be notified where assembly areas will be located. Food, water, first-aid, shelter and information will be available at designated assembly areas when applicable.

**If you discover a fire or see smoke**

* If building alarm is not sounding, manually activate the alarm by using a fire alarm pull station located near an exit.
* Immediately exit the building and close doors behind you on your way out.
* Call 911 from the nearest safe phone or activate an emergency blue light call box.

**Note**: Dialing 911 from a cell phone may not go directly to the ASU Police or local law enforcement agency. (Always provide ASU campus & address).

**If building fire alarm is activated or someone informs you of a fire**

* Walk to the nearest exit. **Do not use the elevators!**
* If able, assist people with mobility impairments.
* Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
* Gather outside at a designated area away from the building and do not attempt to re-enter the building until authorized to do so by the emergency responders.

**If caught in smoke**

* Drop to hands and knees and crawl towards the nearest exit.
* Stay low as smoke will rise to ceiling level.
* Hold your breath as much as possible; breathe through your nose and use a filter, such as a shirt or towel.

**If trapped in a room**

* Close as many doors as possible between you and the fire.
* Wet and place a cloth material around or under the door to help prevent smoke from entering the room.
* If room has an outside window, be prepared to signal someone outside.

**Clothing on Fire: [Stop, Drop, Roll]**

* Roll person around on floor to smother flame.
* Only drench with water if safety shower is immediately available.
* Obtain medical attention. Call 911.
* Report incident to supervisor. The supervisor is responsible for notifying ASU’s Office of Human Resources and EH&S.

Information can be located on the contacts page.

**Fire Extinguisher Instructions (PASS):**

* **Pull** the pin from the top of the fire extinguisher.
* **Aim** the nozzle at the fire.
* **Squeeze** the handle to discharge the agent on the fire.
* **Sweep** the nozzle left-to-right at the base of the fire and continue discharging a few seconds after all flames are gone.

**Note:** Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified.

**Hazardous materials incident**

*A hazardous materials incident is considered a spill of the following: Chemicals (liquid & solids), hazardous waste or oils (fuel oil: diesel & gasoline).*

*Only trained & authorized personnel are permitted to respond to hazardous materials incident!*

*In case of a major hazardous materials spill call 911 immediately!*

Provide dispatcher with information regarding the spill, i.e., location of spill, injuries, type of chemicals, hazards, flammability of substances, SDS, etc.

* A **minor**spill is one that a trained employee is capable of containing safely without assistance from EH&S and /or emergency personnel. All other spills are considered **major**.
* Do not attempt to clean-up even a minor spill unless you feel comfortable doing so.

**For a major spill or leak**

* If conditions warrant, activate the nearest fire alarm.
* Immediately evacuate the area, closing doors behind you. (Refer to the **Evacuation** section of this guide.)
* **Call 911**. If dialing from a cellular device, there is a chance that you will connect with a police agency other than ASU; tell them your location and situation and they will direct you to the appropriate help.
* **Do not** attempt to clean up the spill yourself.
* Provide clean-up/response personnel with appropriate Safety Data Sheets (SDS) and other pertinent information.

**For a minor spill or leak**

* Alert people in the immediate area.
* If you attempt to contain or clean-up the spill:
  + You must wear proper personal protective equipment (PPE).
  + Never attempt to clean-up a spill if you are alone.
  + Avoid breathing vapors.
* **Do not allow anything to discharge into drains!**
* Use your spill kit.
* Bag or contain cleanup material and label it with a Hazardous Waste Tag.
* Contact EH&S for waste removal at the number listed in the attached contacts page Monday-Friday 8:00 a.m. to 5:00 p.m. (leave a detailed message after hours).

**Chemical spill on the body**

* Flood exposed area with running water from a faucet or safety shower for at least 15 minutes.
* Remove contaminated clothing, place in a plastic bag and seal.
* Avoid contact with eyes.
* Check SDS to determine if delayed effects may be expected.
* Obtain medical attention at the nearest ASU Health Services, urgent care or hospital. For locations nearest you, contact ASU Health Services using the number listed in the contacts page.
* Report all incidents to a supervisor. The supervisor is responsible for workers compensation paperwork, notifying EH&S during business hours (see contacts page) or the ASU Police or local law enforcement agency for after-hour or weekend incidents (see contacts page).

ASU Environmental Health & Safety has personnel trained in the proper clean-up and containment of minor and major hazardous spills or releases and can be dispatched using the number listed in the contacts page, Monday-Friday, 8:00 a.m. to 5:00 p.m. Call the ASU Police non-emergency number, listed in the contacts page, after hours to request EH&S assistance.

Employees **must be trained** in the safe use of chemicals and chemical waste management prior to working in a laboratory or cleaning up minor spills. To register for Laboratory Chemical Safety training or for Hazardous Waste Management Training, go to the Environmental Health & Safety website.

**How to Handle News Requests**

**Unless authorized, do not give statements of behalf of the university.**

During an incident involving ASU, **all inquiries from the news media should be directed to ASU’s Strategic Communications & Media Relations staff.** [Media Relations representatives](https://asunow.asu.edu/media-relations) are trained to respond to media inquiries in a timely way on behalf of ASU.

If you are contacted by members of the media, take the caller’s name and phone number. Then, refer the caller to Strategic Communications & Media Relations representative (see contacts page). Strategic Communications & Media Relations staff will coordinate media response, taking into consideration all applicable legalities.

Affiliates of ASU can receive emergency text messaging and emails by visiting MyASU and registering for Alerts/Advisories. Ten additional guests can be added to each account.

**Medical Emergency or Personal Injury**

**Call 911 for all medical emergencies**

All University personnel are encouraged to learn first-aid and CPR/AED. For more information, [contact](https://cfo.asu.edu/ehs) Environmental Health & Safety.

**Heart related illness**

* Get victim to a cool place.
* Loosen tight clothing.
* Apply cool, wet cloths to the skin.
* Fan the victim.
* If victim is conscious, give cool (not cold) water to sip.

**Cuts and punctures**

* For minor incidents: Vigorously wash injury with soap and water for several minutes.
* For serious incidents: Call 911 and seek medical attention immediately. If **Impaled** by a foreign object – **Do Not Remove the object** and wait for medical attention to arrive.

**Material splashed in eye**

* Immediately rinse eye and inner surface of eyelid with water continuously for a minimum of 15 minutes.
* Forcibly hold the eye open to ensure effective flushing behind eyelids.

**Cardiac arrest**

* Locate the nearest AED(s) within the building or in a nearby building.
* The use of an AED is necessary to revive a victim of cardiac arrest.The unit is automated, will give verbal instructions regarding proper use, and will only shock when victim’s condition warrants a shock. Have someone at the scene dial 911 in order to report the incident.

In addition, you can obtain medical attention by dialing 911 for emergencies or by visiting ASU Health Services during normal business hours. Otherwise, proceed to the nearest urgent care or emergency room facility. Report any personal injury incidents to your supervisor as they are responsible for notifying ASU’s Office of Human Resources and EH&S about the incident.

**Additional site instructions**

* Keep emergency supplies in your office (medications, flashlights, comfortable shoes, bottled water, batteries, portable radio).
* Post this Emergency Response Guide in a visible location. Ensure staff is made aware of its location.
* Become familiar with exit routes and assembly points around your building.
* Locate the nearest fire extinguisher and pull station.

**Natural disasters or inclement weather**

*Dust Storms:*

Dust storms are most common in Arizona between May and September. Dust storms may cause sinus allergies, respiratory infections, eye irritation and asthma attacks.

**Indoors**

* Do not exit the building.
* Close all windows and doors.
* Remain inside until storm has passed or cleared to leave.

Cover your nose and mouth with a damp cloth if dust enters the building.

**Outdoors**

Don't enter the dust storm area. If you can pull off the road:

1. Pull your vehicle off the pavement as far as possible, stop, turn off lights, set the emergency brake, take your foot off of the brake.
2. **Turn off all lights when parked.**

If you can't pull off the roadway

1. Drive at a speed suitable for visibility, turn on lights and occasionally sound horn.
2. Use the painted center line to help guide you.
3. Look for a safe place to pull off the roadway.
4. Never stop on the traveled portion of the roadway.

Check the National Weather Service Forecast Office for [Dust Storm Warnings](http://www.nws.noaa.gov/airquality/dust_storm.shtml).

*Earthquake:*

**Indoors**

1. Do not exit the building or use elevators.
2. Stay away from windows and large glass objects.
3. Avoid heavier objects such as lights, wall hangings.
4. Take cover underneath a table or desk, or stand inside a doorway.

Assist disabled people to a safe place, if necessary. Wheelchair users should lock brakes.

**Outdoors**

1. Move away from trees, buildings, walls and power lines.
2. Get into a fetal position, close eyes and cross arms over the back the neck.
3. Remain in position until shaking has stopped.
4. If driving, pull over and stop.

**After shaking stops**

* Be prepared to evacuate building or campus if instructed to do so.
* Do not enter any building that is deemed or looks unsafe.
* Do not use cell phones except to report serious injuries.
* Do not use matches or lighters.
* Safely assist injured and disabled people.
* Tune radios to an emergency broadcast or local radio station for news updates and instructions.

*Hail:*

1. Immediately seek shelter.
   1. Avoid areas with exterior-exposed glass.
2. Remain indoors or under protective shelter until hail has stopped.

*Lightning:*

* Immediately seek shelter.
* Do not stand under tall, isolated objects. In open areas, seek low areas such as a ravine or valley. In groups outside, keeps several yards apart.
* Stay away from metal equipment and vehicles.
* Stay away from water.
* Stay away from wire fences, clotheslines, metal pipes and rails.

Lightning may strike some miles from the parent cloud.

*Tornado:*

A tornado watch means that conditions in and close to the watch area are favorable for tornados and severe thunderstorms.

A tornado warning is an urgent announcement that a tornado has been reported. Take immediate action to protect life and property.

**Indoors**

1. Do not exit the building or use elevators.
2. Go to an enclosed, windowless area in the building. Areas near corners or support columns are best.
   1. Avoid the middle of exterior-exposed walls.
   2. Seek shelter in basement if available.
   3. Interior stairwells are usually good places to take shelter.
3. Stay away from windows and large glass objects.
4. Avoid heavier objects such as lights and wall hangings.
5. Assist disabled people to a safe place, if necessary.
6. Remain inside until the tornado has passed or you are cleared to leave.
7. Do not use matches or lighters.

**Outdoors**

1. Move away from trees, buildings, walls and power lines.
2. Seek the lowest possible ground.
3. Lying flat in a ditch or low-lying area may be the only location available. Never enter an area where a cave in or flooding may be possible.
4. Remain in position until noise and high winds have stopped.
5. Do not enter any building that is deemed or looks unsafe.
6. Do not use matches or lighters.

*Thunderstorms and Microbursts:*

**Indoors**

* Do not exit the building or use elevators.
* Take cover underneath a table or desk, or stand inside a doorway.
* Stay away from windows and large glass objects.
* Avoid heavier objects such as lights and wall hangings.
* Remain inside until storm has passed or cleared to leave.
* Do not use matches or lighters.
* Assist disabled people to a safe place, if necessary.

**Outdoors**

* Move away from trees, buildings, walls and power lines.
* Seek the lowest possible ground.
* Lying flat in a ditch or low-lying area may be the only location available. Never enter an area where a cave in or flooding may be possible.
* Remain in position until noise and high winds have stopped.
* Do not enter any building that is deemed or looks unsafe.
* Do not use matches or lighters.

**Needlestick and Sharps**

A needle or sharps injury may occur in a laboratory or on campus. Hazardous chemicals or infectious materials present on the sharp or in the syringe may cause secondary health effects. A quick response is essential to reduce the risk of serious illness.

Follow these steps if stuck with a needle or sharp:

**Step 1: Immediately encourage bleeding at the puncture site.**

Flush the area with warm water for 10 minutes using a sink or an [emergency wash station](https://cfo.asu.edu/eyewash-safety-showers). Water removes pathogens from the wound and washes contaminants away from the bloodstream.

**Step 2: Wash the wound.**

Gently clean puncture site with soap and water. Do not to scrub excessively to create additional injury.

If splashed on the skin, wash well with soap and water. If splashed in the eyes, nose or mouth rinse with water.

**Step 3: Dry and cover the wound.**

Use sterile materials to dry and cover the wound such as prepackaged gauze from a first aid kit.

**Step 4: Seek immediate medical attention.**

Some medications must be given within hours of exposure to have the best effect. A blood test may also be necessary to determine further treatment.

**Step 5: Report the incident to your supervisor.**

Explain what happened and discuss possible concerns.

**Step 6: Fill out the online ASU Needlestick Injury Log.**

All needlesticks must be entered into the online [ASU Needlestick Injury Log](https://cfo.asu.edu/webform/ehs-sharps-injury-log).

**Step 7: Fill out the workers compensations claim forms.**

These forms must be completed within 48 hours after the incident. Consult with your unit’s Business Operations Manager for assistance. Access the online [Incident Report Form](https://cfo.asu.edu/webform/employee-and-non-employee-incident-report).

**Step 8: Follow-up testing and medical supervision of recovery.**

If requested by your healthcare provider, get tested at required intervals as to assist in detecting any infection.

**Questions and more information:**

Email EHS [Biosafety](mailto:biosafety@asu.edu%20?subject=needlestick%20response) or call 480-965-1823

ASU Health Services: 480-965-3346

**Power Outage and Flooding**

**Power outage**

* Report power outages to the ASU Police or local law enforcement agency.They will immediately pass the information to the most appropriate departments.
* Keep flashlights and batteries in accessible locations throughout your work areas.
* Remain calm! Buildings are supplied with emergency lighting used for exiting the building.
* If stuck in an elevator, remain calm and use the emergency button inside the elevator to dial help.Use cell phones to call the ASU Police or local law enforcement agency if the emergency button does not work. As a last resort, pound on the doors and make noise in an attempt to gain someone’s attention.
* Contact your supervisor for direction related to continuation of work, relocation of work space or assignment, etc.
* Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Verify backup systems are functioning properly and exhaust/ventilation is occurring. If safe to do so, provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
* Do not use candles, burners, or any open flame for light.
* Unplug all electrical equipment (including computers) and turn off light switches.

**Flooding**

* Building occupants should immediately report flooding or incidents of standing water to the ASU Police or local law enforcement agency. They will dispatch the appropriate departments for assistance.
* Avoid walking through or standing in puddles.
* Avoid wet areas as the floor may be slick.
* Use extreme caution around appliances or outlets near the leak and/or water.
* Warn others of the hazard.
* Follow instructions of first responders regarding building evacuation.

**Radiation spill**

Emergencies in laboratories utilizing radioactive material will usually be limited to minor spills. The potential does exist, however, for emergencies involving the creation of significant radiation hazards. These incidents may be complicated by injuries to personnel.

In all emergency situations, the primary concern must always be the protection of personnel from radiation and non-radiation hazards. The secondary concern is to confine contamination. Medical assistance should not be withheld or delayed because of contamination of personnel by radioactive material.

**Spills**

* Notify all other persons in the room at once.
* Confine the spill immediately, but make no attempt to clean up the spill.
* For liquid spills, put on protective gloves and place absorbent paper on the spill.
* Notify the Office of Radiation Safety (ORS) immediately (see contacts page).
* For dry spills, put on protective gloves and place lightly moistened absorbent paper on the spill, taking care not to spread contamination.
* If the spill is on the skin, flush thoroughly with water. If the spill is on the clothing, discard/bag outer clothing at once.
* Do not allow anyone to resume work in the area or leave the premises without approval of the Radiation Safety Officer (RSO) or his/her designated representative.

**Incidents involving radioactive dusts, mists, fumes,organic vapors and gases**

* Notify all personnel to vacate the room immediately.
* Hold breath, close all windows and escape valves, and switch off circulating air.
* Vacate the room.
* Notify the ORS at once.
* Ascertain that all doors giving access to the room are closed and locked. If necessary, post guards to prevent accidental opening of doors.
* Do not re-enter the room or permit anyone to leave the premises until approval of the RSO or his/her designated representative is obtained.

**Injuries to personnel involving radiation hazards**

* Wash minor wounds immediately under running water.
* Report all radiation accidents (wound, over exposure,ingestion, and inhalation) to the ORS immediately.
* Do not permit personnel involved in a radiation injury incident to return to work or leave the premises without the approval of the RSO or the physician.
* Obtain medical attention at ASU Health Services by calling the number listed on the contacts page, Monday – Friday 8:30 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m. or seek help from other, local medical resources.

**Spill on the body**

* Remove/bag contaminated clothing.
* Rinse exposed area thoroughly with water.
* Obtain medical attention at ASU Health Services, Monday – Friday 8:30 a.m.- 1:00 p.m. and 2:00 p.m. – 5:00 p.m. or seek help from other, local medical resources.
* Report incident to supervisor and ORS Monday – Friday 8:00 a.m. – 5:00 p.m. Nights and weekends call the ASU Police or local law enforcement agency.

**Burns**

* Shut off machine - Do not alter machine configuration until a Radiation Safety Officer inspection has been completed.
* Obtain medical attention at ASU Health Services Monday – Friday 8:30 a.m. – 1:00 p.m. and 2:00 p.m. – 5:00 p.m. or seek help from other, local medical resources.
* Report incident to supervisor and ORS Monday – Friday 8:00 a.m. – 5:00 p.m. Nights and weekends call the ASU Police or local law enforcement agency to report the incident and request medical assistance if needed.

**Severe emotional, unusual or destructive behavior**

* Call 911 or the Behavioral Health Hotline (staff) at 602-222-9444 or EMPACT (students) 480-921-1006; 24 hours a day/ 7 days a week.
* All calls are confidential and should be made if you or someone you know needs help.
* If you feel unsafe, call 911.

**Person in crisis**

* If you are not the person in crisis, and you are safe, remain calm and ask how you may be of assistance. Ask the person if there is someone you can call for them.
* Notify a supervisor.
* Contact ASU Counseling for students or Employee Assistance for benefit eligible staff and tell them about the issue (see contacts page for further information).

**Suspicious Packages or Bomb Threat**

**If you receive or discover a suspicious package or foreign device, Do not touch, tamper with, or move it!!**

**Immediately report the package to the ASU Police or local law enforcement agency.**

**Suspicious package**

The following list may assist with the detection of letter or parcel bombs or packages that may contain a harmful substance.

* Foreign mail, air mail, and special deliveries
* Restrictive markings such as “confidential” or “personal”
* Excessive postage indicating the package is heavy
* Handwritten or poorly typed address
* Incorrect titles
* Misspellings of common words
* Oily stains or discolorations on package
* Rigid, lopsided, or uneven envelopes
* Protruding wires or tinfoil
* Excessive tape or string
* Visual distractions
* No return address

**Handling suspicious packages**

**Do not:**

* Do not sniff, touch, or taste it.
* Do not open or shake it.
* Do not move, carry or show others.

**Do:**

* Do place on stable surface.
* Do alert others in the area.
* Leave the area, close doors and prevent others from entering by using signs or physical barriers.
* Wash hands with soap and water.
* Create a list of persons in the room where the package was received.

**Bomb threat checklist**

**By telephone**

* Do not hang up!! Remain calm.
* Take the caller seriously.
* Use the questions below as a guide.
* If possible, have someone with you call 911 and take guidance from the police.

**Ask:**

* When is the bomb going to explode?
* Where is it right now?
* What does it look like?
* What kind of bomb is it?
* What will cause it to explode?
* Did you place the bomb?
* What is your address?
* What is your name?
* Exact wording of threats?

**Caller's voice:**

* Calm
* Nasal
* Excited
* Disguised
* Ragged
* Rapid
* Distinct
* Cracked
* Slow
* Deep
* Deep Breathing
* Familiar
* Raspy
* Soft
* Crying
* Loud
* Clearing Throat
* Accent
* Angry
* Laughter
* Slurred
* Stutter
* Normal
* Lisp

**Background sounds:**

* Street noises
* Factory machinery
* Animal noises
* Other voices
* PA system
* Static
* Music
* Long distance
* House
* Motor
* Office machinery

**If known:**

* Male/Female
* Number at which call was recieved
* Number from which call originated
* Race
* Approximate age and time
* Date
* Additional comments

**Contacts and Recent Updates**

**All emergencies call 9-1-1**

| **Organization** | **Non-emergency** | **Web link** |
| --- | --- | --- |
| Accident and Injury Claim Forms |  | [Incident Reporting](https://cfo.asu.edu/incident-reporting) |
| ASU Counseling (students) | 480-965-6416 (Tempe)  602-496-1155 (Downtown)  602-543-8125 (West)  480-727-1255 (Polytechnic) |  |
| ASU Emergency Preparedness | 480-965-6328 |  |
| ASU Employee Assistance | 480-965-2271 |  |
| ASU Health Services | 480-965-3349 (Tempe)  602-496-0721 (Downtown)  602-543-8019 (West)  480-727-1500 (Polytechnic) |  |
| ASU Hotline | 1-877-786-3385 |  |
| ASU Police | (480) 965-3456 (Tempe)  (602) 496-3456 (Downtown)  (602) 543-3456 (West)  (480) 727-3456 (Polytechnic) |  |
| Compensation Claims |  | [Workers' Compensation](https://cfo.asu.edu/workerscomp) |
| EHS Notification Line | 480-965-1823 |  |

**Source:** <https://cfo.asu.edu/emergency-guide>

\*\*\* End of document \*\*\*