Immediate Action:

1. If the incident poses a hazard to the building/occupants outside of this lab (e.g. fire, runaway reaction/experiment, explosion/potential explosion, large quantity chemical spill, gas leak, etc.):
   a. Pull the fire alarm and evacuate the building
   b. Call the Georgia Tech Police Department @ 404-894-2500
   c. Stay close by the building and identify yourself to first responders - you may be the only one who knows the nature of the emergency

2. If the incident involves a chemical/biological exposure that is life/health threatening:

<table>
<thead>
<tr>
<th>EYE/SKIN exposure</th>
<th>INHALATION exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Use the eyewash, sink, or emergency shower to rinse exposed area for 15 minutes (do not put contaminated clothing back on!)</td>
<td>a. Leave the lab and move the victim to fresh air</td>
</tr>
<tr>
<td>b. Call GT Police/ask someone to call GTPD and report the incident</td>
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</tr>
<tr>
<td>c. Immediately apply Calcium Gluconate (if the exposure involves hydrofluoric acid)</td>
<td>c. If the chemical is known, print out 3 copies of the SDS</td>
</tr>
</tbody>
</table>

3. If the incident is non-life threatening, get others out of harm’s way by:
   a. Instructing them to avoid the area
   b. Call and inform your Building/Facilities Manager ASAP
   c. Call the GT EHS 24/7 on-call phone @ (404) 216-5237

Information that GTPD/Responders/EHS needs:

- Describe the nature of the emergency: spill with human exposure, electrical shock, large spill, seizure, amputation, biohazard/infectious material, x-ray, laser, bodily injury, asbestos, dangerous gas alarms, radioactive material spill/exposure, etc.
- Tell them if you think you will need an ambulance
- Confirmation you on the Georgia Tech Campus and what building
  - The Street Address of this Building is _______________________________
  - My room/lab number is _____________
  - My building manager is _______________ Phone Number ____________________

EH&S Recommendations:

- If the chemical is known, print out 3 copies of the SDS (one for first responders, one for ambulance crew, and one for the police/EHS)
- Do not transport the victim yourself
- EH&S Recommends that all chemical exposure cases go to Grady Hospital because it is a Level 1 Trauma Center with personnel who are trained to deal with chemical exposures
- All eye/skin exposures must be seen by a physician
- Other potential post-incident medical follow-up options include Stamps Health Center and Concentra (only upon consultation with EHS; may not be appropriate in all cases.)

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POST INJURY/ILLNESS INSTRUCTIONS

**Faculty, Staff, & Employed Students**

- Fill out injury and illness report form.
- If no medical attention is required do not call DOAS 24-hour injury report line.
- If medical attention is required call DOAS 24-hour injury report line at (877) 656-7475.

Please Note:

- Agency Unit Location # - Georgia Tech: #7202
- You DO NOT have to give your Social Security Number (SSN)

**Georgia Tech Students (Non-Employed)**

Students requiring assistance may call the Georgia Tech student Affairs Office/Dean of Students

- During regular work hours call: **404-894-6367**
- Option 9
- After Hours/Weekends call GT Police: **404-894-2500** and ask them to page the Dean on Duty
- Students should visit Stamps Health Services in case of an incident

General Questions:

- GT EHS: **404-385-0263**
- Email: generalsafety@ehs.gatech.edu

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For Everyone:

- Mail/Email/Fax Completed Injury and Illness Report to:
  - Attn: EHS General Safety Office
  - Mail Code: 0465
  - Fax: (404) 894-5042
  - Email: generalsafety@ehs.gatech.edu