

# Environmental Health, Safety & Risk Management.

## Emergency Procedures

**Read carefully, it may save your Life!**

### In Case of Fire: (Apply the **RACE** Procedure)

1. **Rescue:** Remain calm – Do not shout “Fire”. **Rescue** personnel who are in immediate danger. This step is usually performed simultaneously with step 2 Alarm.
2. **Alarm:** Sound the **alarm** (if any)-and Dial 5555 to inform operator of exact location of fire.
3. **Contain:** Close doors and windows to isolate fire and smoke from rest of the building.
4. **Evacuate/Extinguish:** Evacuate the building using the nearest exit (Do not use elevators). Do not reenter the building until the alarm is silenced and you are told by the Incident Commander that it is safe to reenter. You may fight the fire if you have been trained to do so, your exit is assured and the alarm has been sounded. Once the Emergency Response Team (ERT) / Beirut Fire Brigade arrive, they will be in charge until they declare the area safe and leave the scene.

### Hazardous Materials Emergencies:

Chemicals are present in laboratories. If a hazardous material is spilled or released the following precautions or actions are recommended:

#### If you are unsure about the danger of the material or for spills more than 0.5 liters:

1. Do not approach the spill and avoid contact with the material. Leave the spill area to avoid breathing gases, fumes or smoke that may be generated. Vapors may be harmful even if there is no odor.
2. From a safe location call EHSRM ext. 2360 (during working hours) or the Protection Office ext. 2400 (24 hours/day), describe the nature of the emergency.
3. Stay in a safe area near the vicinity so that you can assist emergency response personnel.

#### Minor Chemical Spill:

If the user is familiar with the spilled material, trained in spill response, and the spill is less than 0.5 liters:

1. Alert people in immediate area of spill.
2. Call EHSRM @ Ext.2360.
3. Increase ventilation in area of spill (open windows, turn on hoods).
4. Wear personal protective equipment, including safety goggles, gloves and long-sleeve lab coat.
5. Avoid breathing vapors from spill.
6. Use absorbent material to keep the contamination from spreading or entering drains. Absorbents such as sand, vermiculite, towel papers etc. may be used.
7. Working from the outside-in to absorb the spilled material and using a dust pan place the spilled material inside a plastic bag or container.
8. EHSRM personnel will advise on further actions.

#### If the spill is in a lab, shop or chemical storeroom:

1. Evacuate all personnel from the room.
2. Be sure hood/local exhaust is on.
3. If flammable liquids are spilled, eliminate sources of ignition.
4. Call EHSRM @ ext. 2360 to request additional assistance if you cannot manage the clean up yourself.
5. If spill is in a corridor or other public passageway:
6. Evacuate all people from the area.
7. Close off area to keep others out.
8. Call the EHSRM @ ext. 2360.

#### Butane Gas Leaks:

1. All butane gas leaks should be considered as serious leaks and dealt with promptly.
2. Do not switch off/on any electrical equipment or lighting.
3. Remove all sources of ignitions.
4. Evacuate all personnel from the area.
5. Shut off gas source immediately.
6. Call EHSRM at ext. 2360 immediately.
7. Call Physical Plant at ext. 2015 immediately.
8. Open windows for ventilation.