

Emergency Protocol (chemical/solvent/biological)

1. **Raise the alarm** by LOUDLY ANNOUNCING TO THOSE IN THE VICINITY '**CHEMICAL / SOLVENT / BIOLOGICAL SPILL**'. *Quickly evaluate the toxicity, flammability, and other hazardous properties of the chemical / solvent or hazardous nature of the biological material as well as the size and location of the spill (for example, from a chemical fume hood or in a lift) to determine what assistance is necessary).*
2. **Evacuate** others from the area to a safe place away from the spill.
3. If the affected person/s is/are conscious, **assist affected person/s** to a place of safety (a place not affected by the spill) **only if** you are able to do so without harming yourself or others.
 - Do **not** enter enclosed cryogenic facilities when oxygen depletion monitors are sounding and / or if there is an indication that a significant amount of cryogenic liquids /gases have spilt or have been released.
 - Do **not** enter confined / enclosed spaces where chemical / solvent vapours or biological organisms have been released.
4. **Isolate** the area by cordoning off the affected area with barriers, warning tape, hazard or warning signage and / or by closing doors and / or preventing unauthorised access.
5. If a person is unconscious and / or you are unable to assist, then immediately call for help from a safe place.
 - **DO NOT** attempt lone rescues if you are unable to assist
 - **DO NOT** tackle spill incidents if you are not competent to do so
 - **DO NOT** go beyond what you know how to do

(QMUL does **not** have Breathing Apparatus equipment or personnel who are trained to use such equipment, so always call for the Fire Brigade if such a situation arises).

6. **Call for Help using** QMUL Emergency Number 0207 882 **3333**

State your

- (i) Name,
- (ii) Your location,
- (iii) Nature of incident (chemical / solvent / biological spill) and number of affected person/s
- (iv) Ask for a First Aider (first aid protocols will be followed)
- (v) Ask for the Fire Brigade

(If no Building Based First Aider is available and/or **if medical or other help is immediately required**, call **9-999** for a paramedic / ambulance or the Fire Brigade, and then inform QMUL Security 3333.)

7. **Ventilate** the area – **only if necessary** and **only if you are able to do so safely without causing further risks** - by opening windows and doors and / or activating emergency ventilation exhausts. (Estates and Facilities Maintenance will need to be informed for assistance - contact via QMUL Emergency Number 3333)
 - If a fire has started, **DO NOT** open windows or doors but keep them shut to contain the fire.
 - If volatile chemicals or solvents have been released and a fire or explosion is likely, **DO NOT** open windows or doors but keep them shut to contain the fire / explosion. If an emergency exhaust ventilation system is in place (e.g. via a fume cupboard), remotely activate the system.
 - If aerosol transmitted biological organisms have been released outside of containment, **DO NOT** open windows or doors. If an emergency exhaust ventilation system is in place (e.g. via a microbiological safety cabinet), remotely activate the system.