

# HazMat

## Aware of or Observing a Hazardous Materials Event

When aware of or observe a chemical, biological, radiological or nuclear event:

1. Assess the situation (type, scope, impact, proximity)
2. When possessing information critical to the event or regarding suspects, call extension 911 on any university phone or 911 on a cell phone and provide all pertinent information to the call taker
3. Follow all instructions from university staff, campus/city police or emergency responders
4. If no instructions are forthcoming
  - assess the need to follow the appropriate Emergency Response Plan information handout
    - shelter in place / lockdown
    - active attacker
    - fire / explosion
    - bomb threat / suspicious package
  - assess the need to evacuate the room, floor, building or area you are in
5. If evacuation is required
  - calmly alert others in the vicinity and leave the area
  - assess the type of event and wind direction, and move crosswind to safety
  - aid those requiring assistance to leave the area
  - once outside, move away from the area, allowing emergency responder access
  - continue to monitor the event and wind direction, remaining upwind of the event
  - report to university officials/emergency responders trapped or injured persons
  - do not re-enter the area unless authorized

## Involved in a CBRN Event

When inside a building where a CBRN event occurs, in addition to the above:

1. Avoid contact with any contaminant or contaminated persons, if possible
2. Unless specifically trained, do not attempt to clean any spills or contaminant
3. Isolate the event, if possible, closing windows, doors, ventilation, etc.
4. Turn off gas and other sources of ignition, and cease all operations
5. Do not turn lights or electrical devices on or off (reduces chances of sparks or arcing)
6. Do not use cell phones/portable communication devices in the vicinity of the event. The use of a cell phone or other portable communication device could cause an explosion.
7. Render assistance and provide support to others
8. Call extension 911 on a “land based telephone” and state
  - the type and scope of the event/contaminant
  - the exact location and effect of the event/contaminant
  - estimated number of persons directly at risk due to the event/contaminant
  - additional persons/locations at risk due to the contamination

**Note:** Do not hang up unless directed by the call-taker
9. When responsible for laboratory animals
  - ensure the safety of the animals, if practical
  - consider suspension of the program
  - consider relocating the animals on or off campus
  - prioritize the animals and research programs, as required
  - notify university officials of actions taken to protect or remove the animals
10. Follow all instructions from university staff, campus/city police or emergency responders

Remain on campus and provide your information to university officials (head count)

## Sheltering in Place-HazMat

When unable to leave or evacuate a building due to the risk presented by a hazardous material release or similar circumstance you may, as a precaution, be told/required to shelter in place:

1. Immediately close/lock all windows, exterior doors, and any other openings to the outside
2. If there is danger of explosion, close window shades, blinds, or curtains
3. Turn off, seal, or disable all fans, heating and air conditioning systems
4. Locate nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags
5. Shelter in an interior room with the fewest windows or vents above the ground floor
6. Lock the door, and seal the door, vents and windows  
**Note.** If you smell gas/vapor, hold a wet cloth over your nose and mouth, and breathe normally
7. Call extension 911 on any university phone or 911 on a cell phone, identify your room and report the number of people/condition in your room
8. Follow all instructions of university staff or campus/city police members