

Laboratory Emergency Procedures

Clark Hall (Biology) and Chan Shun Hall (Chemistry and Physics)

In any emergency: protect people first. Stop working, warn others, notify the faculty member or laboratory supervisor, and call 911 for a life-threatening emergency, uncontrolled fire, major chemical exposure, or other situation requiring immediate emergency response.

Emergency	PUC Health Services	After 4:00 p.m.
911	(707) 965-6339	(707) 965-6789

1. Chemical Spills and Exposures

Chemical in the eyes

- Immediately use an eyewash and rinse continuously for at least 15 minutes. Notify faculty while rinsing is underway; do not delay rinsing to make notifications.
- Clark Hall: eyewash fountain in CH 221 (Genetics Lab); additional faucet-mounted eyewashes in CH 218, 313, and 314.
- Chan Shun Hall, 3rd floor: use the designated eyewash fountain in CSH 328, 329, 335, 338, 339, 342, 346, 351, 353.

Chemical on skin or clothing

- For a small splash, begin rinsing immediately with water. For a large spill on clothing, use the safety shower and remove contaminated clothing as necessary while rinsing. Arrange privacy by clearing other students from the immediate area.
- Clark Hall: safety shower in CH 221 (Genetics Lab).
- Chan Shun Hall, 3rd floor: safety shower in CSH328, 329, 335, 338, 339, 342, 346, 351, 353.
- For significant chemical burns, large/deep burns, or exposures involving the face, hands, feet, groin, a major joint, or an encircling burn, call 911. Continue flushing while help is on the way.

Fume or inhalation exposure

- Fume hoods should be operating whenever chemicals requiring hood use are in use.
- Move the affected person to fresh air. Seek medical assistance if symptoms persist or are significant. Call 911 for serious breathing difficulty or loss of consciousness.

Chemical spill on a bench or floor

- Alert people nearby and keep others away from the spill. Do not attempt cleanup unless you know the material, understand its hazards, and have the appropriate spill materials and PPE.
- Clark Hall: SPC Universal Spill Kit in the Microbiology Stockroom, CH 215. Broken-glass containers and broom/dustpan are available in laboratories.
- Chan Shun Hall, 3rd floor: CSH 329A, 346A, 348; baking soda is available for acid spills, and a mercury spill kit is available. A larger spill kit is kept in the solution-preparation stockroom. Broken-glass containers and broom/dustpan are available.
- For a large, highly hazardous, unknown, volatile, or uncontrolled spill: evacuate the immediate area, close the door if safe, and contact faculty/lab supervision.
- Call 911 when the spill presents an immediate danger.

2. Fire, Smoke, or Gas Emergency

- If a fire is small and you are trained and can extinguish it safely, use the appropriate extinguisher. Pull the pin, aim at the base of the fire, squeeze the handle, and sweep side-to-side.
- Do not attempt to fight a fire that is spreading or producing significant smoke. Evacuate, activate the fire alarm, and call 911.
- The fire extinguishers in Clark Hall and Chan Shun Hall are rated for Class A, B, and C fires. Metal (Class D) fires require appropriate metal-fire procedures; these may be smothered with a large amount of salt where this hazard is anticipated.
- For burning clothing: use the safety shower when immediately available. A fire blanket may help smother remaining flames after stop-drop-and-roll. Do not tightly wrap a standing person in a blanket.
- If a situation can be made safer by shutting off gas or other equipment without delaying evacuation, do so; evacuation takes priority.

Clark Hall fire equipment

- Fire extinguishers: hallways outside CH 101, 218, 218, 306, and 313; inside CH 117, 118, 202, 217, 218, 221, 309, 313, and 314
- Fire blankets: CH 101, 118, 218, 221, 313, and 314
- Safety shower for burning clothing: CH 221
- Gas shut-off valves: hallways outside CH 101, 215, 218, 221, 309, 313, and 314

Chan Shun Hall, 3rd floor fire/gas equipment

- Fire extinguishers: (nearby) CSH 343, 3rd floor lobby and (in room) CSH 327, 328, 329, 335, 338, 339 (x2), 340, 346, 347, 348 (x2), 351, 353, 356
- Fire blankets: CSH 329A, 335, 339.
- Safety shower for burning clothing: CSH 328, 329, 335, 338, 339, 342, 346, 351, 353
- Gas shut-off valves: outside all labs

Evacuation

- If it can be done without delaying evacuation, take the class roster, shut off gas, and close laboratory doors.
- Clark Hall: evacuate by the nearest safe exit and gather on the lawn in front of Irwin Hall. Do not gather in front of Grainger Hall or in the parking lot behind Clark Hall. Faculty/staff/TAs may serve as floor Fire Captains; the priority is getting everyone out.
- Chan Shun Hall: evacuate by the nearest safe exit and shepherd students to the lawn in front of Chan Shun Hall.

3. Injuries and Medical Emergencies

Cuts and bleeding

- Apply direct pressure. Seek Health Services as needed. For significant bleeding, use the blood-borne pathogen kit and call 911 if bleeding is severe or cannot be controlled.
- Treat all bodily fluids as potentially infectious. Wear gloves and eye protection for cleanup; place blood-contaminated materials in biohazard waste. Clark Hall guidance specifies a 1:10 bleach-and-water solution for blood-spill cleanup.
- Clark Hall first aid kits: CH 118, 121, 217, 218, 221, 309, 313, and 314. Blood-borne pathogen kits: CH 118, 218, and 314.
- Chan Shun Hall: 231, 238H, 244, 327, 327A, 329A, and 346A.

Fainting, seizure, or eye injury

- Fainting: do not encourage the person to stand immediately. Call Health Services or 911 as appropriate.
- Seizure: roll the person onto their side, move nearby objects to reduce injury risk, and allow the seizure to pass. Call 911 if it lasts about five minutes or longer.
- Object in the eye: rinse if appropriate. If the object is large or embedded and does not rinse free, lightly cover both eyes and obtain medical attention.
- If a person is sent to Health Services, the faculty member, Lab Supervisor, or Head TA accompany them.

4. Building-Specific Emergency Equipment Quick Reference

Equipment	Clark Hall	Chan Shun Hall
Eyewash	CH 221; faucet-mounted units in CH 218, 313, 314	CSH 328, 329, 335, 338, 339, 342, 346, 351, 353
Safety shower	CH 221	CSH 328, 329, 335, 338, 339, 342, 346, 351, 353
Fire extinguishers	Outside CH 101, 218, 306, 313; inside CH 117, 118, 202, 217, 218, 221, 309, 313, 314	CSH 327, 328, 329, 335, 338, 339 (x2), 340, 346, 347, 348 (x2), 351, 353, 356 and nearby CSH lobby and 343
Fire blankets	CH 101, 118, 218, 221, 313, 314	CSH 329A, 335, 339
Spill supplies	Universal spill kit: CH 215 Microbiology Stockroom	CSH 329A, 346A, 348
First aid	CH 118, 121, 217, 218, 221, 309, 313, 314	CSH 231, 238H, 244 and CSH 327, 327A, 329A, 346A
Blood-borne pathogen kit	CH 118, 218, 314	None
Gas shut-off	Outside CH 101, 215, 218, 221, 309, 313, 314	Outside each chemistry lab
Radiation survey meter	None	CSH 238G

5. Special Clark Hall Emergency: Venomous Snake Bite

- Student workers must never handle rattlesnakes. In the event of a rattlesnake bite, keep the person calm and minimize movement of the bitten body part. Do not apply a tourniquet or manipulate the bite.
- Call 911 immediately and tell dispatch that the person has been bitten by a rattlesnake. Stay with the person until emergency personnel arrive, then notify the faculty supervisor or Biology Department chair.

6. After an Emergency

- Notify the supervising faculty member or Lab Supervisor as soon as possible.
- Submit an incident report https://www.puc.edu/_media/pdf/all-forms/health-forms/Incident-report.pdf
- Do not resume work in an affected area until it has been made safe.
- Report depleted or missing emergency supplies so they can be replaced.
- Review the Safety Data Sheet (SDS) for the chemical involved when applicable. Clark Hall SDS binders are identified in the microbiology stockroom; Chan Shun Hall SDS binders are identified in the main chemistry stockroom. Digital SDS are available online at <https://www.puc.edu/about-puc/consumer-information/chemical-hygiene-plan/chemical-sds-sheets>

Source note: Prepared from the PUC Biology Department Clark Hall Safety Guidelines and Chemistry Department (Chan Shun Hall third floor) Safety Information.