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Learning Laboratory Safety Guide



2005 - 2006

**University of Hawai'i at Mānoa
School of Nursing and Dental Hygiene
Department of Nursing**

Learning Laboratory Safety Guide

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Learning Laboratory Safety Guide

This is a guide for faculty, staff, student monitors and students who use the Learning Laboratory in Webster 309. The aim of the information in this guide is to assure a safe and healthy environment for learning.

I. GENERAL SAFETY GUIDELINES

Learning Laboratory users are responsible for following all safety guidelines and ensuring that their work areas are kept in a clean and safe condition. Most accidents can be avoided by using good common sense and practicing safe work habits.

A. Safety Reminders:

1. If you open it, close it--these include drawers, file cabinets, bottles, doors, fire doors....
2. If you block it, clear it--we mean corridors, hallways doorways, stairs, fire extinguishers....
3. If you unlock it, lock it--we are talking about drawers, file cabinets, lockers, storage closets....
4. If you borrow it, return it or replace it--this includes video tapes, equipment and supplies....
5. If you mess up, clean it up--we mean spills, trash and other debris in work areas, equipment and utility rooms, hallways....
6. If you use it, put it back--equipment, chairs, tables, books, files, tools, chemicals....
7. If you see it, report it, correct it--broken outlets or plugs, frayed cords, spills, loose floor tiles or carpeting, suspicious persons, bottles or containers without labels....

B. Back Injuries

Nothing can guarantee you freedom from back pain. There are many things you can do to help avoid it such as:

1. Size up the load to be handled.
2. Do not attempt to lift anything alone if there is any doubt in your mind of your ability to do so. If in doubt, get help.
3. If you have limitations or past history of back problems, please inform your faculty or Lab faculty. Do not attempt to lift heavy objects.

C. Latex Allergy

Products containing latex can be found throughout the laboratory such as tracheostomy kits, suction kits, Foley catheterization kits and gloves. Exposure can occur by direct contact with the skin or mucous membrane or via inhalation. Suspect sensitivity in anyone who develops itchy, watery, or red eyes; nasal or sinus irritation; contact dermatitis of the hands; hives; shortness of breath, dry coughing or wheezing, chest tightness; or flushing, tachycardia, and hypotension after exposure to latex.

If you have a known allergy to latex or know that powdered gloves are the problem:

1. Inform your faculty.
2. See the Laboratory faculty for glove replacement.
3. Be vigilant and seek out alternatives to latex and source of your skin irritation.
4. Consult your physician if you have any suspicion about your sensitivity to latex.

D. Hazard Communication

The Hazard Communication Program here at the UHM involves identifying hazardous substances being used in the workplace and informing employees about the hazardous properties of those substances (Departmental Health and Safety Guide, p. 4). As a result, the Learning Laboratory keeps MSDS on all chemicals used in the laboratory. This information is kept in a binder labeled "MSDS" in Webster 309F, the Scrub Room. An MSDS is a standardized document which contains sections on safety information, including methods of personal protection, flammability, reactivity, special handling instructions, spill cleanup information and waste disposal on each agent. Consult this resource when using any chemical or cleaning agent in the laboratory.

E. Electrical Safety

Electrical shock, electrocutions, fires and explosions are potential electrical hazards that health care workers are exposed to. Electrical hazards are often caused by faulty electrical equipment/machinery or wiring; damaged receptacles and connectors; or unsafe work practices. The key to prevention is to be knowledgeable and alert.

1. Learn how to use equipment correctly
 - a. Read the users manual before using equipment for the first time
 - b. Learn from an expert
 - c. Get specialized training and retraining as needed or required
 - d. Avoid stacking anything on or behind equipment
 - e. Turn OFF equipment before plugging/unplugging

2. Visually inspect the equipment before use and report to the Laboratory Faculty when the equipment:
 - a. Feels unusually warm to touch
 - b. Smells as if it is burning
 - c. Makes noise or pop when turned off
 - d. Has power cord longer than 10 feet
 - e. Gives inconsistent reading
 - f. Has a loose or worn knob/switch
 - g. Tingles when you touch it
 - h. Is missing a third or grounding pin on the plug
 - i. Cord is frayed—most frequently at the point where cord exists equipment

3. Do not use equipment:
 - a. when it is wet
 - b. if liquid has spilled into or on it
 - c. when it is damaged in any way
 - d. when your hands are wet

4. Check the Plugs/Cords/Outlets
 - a. Pull on the plug, not the cord
 - b. Don't run electrical cords through doors or windows
 - c. Don't rest equipment on or run over plugs
 - d. Make sure wall outlets are in good condition
 - e. Watch for frays or wearing particularly at the points where cord exits the equipment or plug
 - f. Be sure the cord is free of staples and fastenings

F. Laboratory Safety

1. Supplies
 - a. Bring your supplies and checklists to supervised and unsupervised sessions.
 - b. Use equipment and supplies that you have purchased for supervised laboratory sessions. Save purchased supplies for future lab practice if they are reusable.
 - c. Additional supplies will be provided for practice. They are labeled as such.
 - d. Supplies and equipment will be provided for check off sessions and any invasive sterile procedures such as for injections.
 - e. Use supplies and equipment as instructed by course faculty. No procedures are done on fellow students without faculty supervision.
 - f. No needles or sharps are disposed in the trash cans or removed from the laboratory areas.
 - g. No paper trash or gloves are disposed in sharps containers.
 - h. Sharps containers are removed from the laboratory practice areas by Learning Laboratory faculty when lab sessions are over.

2. Equipment Loan
 - a. Sign a loan agreement for all learning resources that are borrowed. Replacement costs of lost, damaged, stolen resources are the responsibility of the borrower.
 - b. Use discretion when requesting loan of supplies and equipment from the laboratory for course projects. Be mindful that once equipment and supplies are used on clients outside of the laboratory, they cannot be returned to the laboratory. The only exception is health assessment equipment.

3. Care of equipment
 - a. Consult the Laboratory faculty and staff for assistance with using beds, sinks and any equipment you are unfamiliar with. The aim is to prevent injury to your self and damage to the equipment.
 - b. Keep the heads of beds away from the wall while raising or lowering the bed. This prevents damage to the bed, wall-mounted equipment and electrical outlets.
 - c. Use a barrier such as exam table paper on the beds between users. These rolls of paper are located in the gray cubicle next to each bed.
 - d. Keep bed, bedside stand, over bed table and furnishings neat, cleaned and returned to their original configuration after each laboratory and practice session. The bed should be left in its lowest position.

4. Access and Safety
 - a. Faculty are responsible for opening and closing the labs when classes are scheduled other than regular hours which are 8:00 am to 4:00 pm, Monday through Friday.
 - b. Avoid inviting children, pets and students not enrolled in the course to the laboratory.
 - c. Wipe any floor or surface spills and report spills that require custodial attention to the course faculty or laboratory faculty and staff.
 - d. Report damaged or defective furniture and equipment to your course or lab instructor immediately. Also report when supplies are low or depleted so that they can be replaced in a timely manner.
 - e. Open and close privacy curtains around each hospital bed or exam table by standing directly in line with the section of curtain you are pulling. Pulling curtains at an angle or in large sections will pull the curtains off their tracks.
 - f. No food, drinks or application of cosmetics and contact lens are permitted while invasive procedures are scheduled, i.e., during injection lab, finger sticks and gyn exam labs.
 - g. Notify the Lab faculty if you cannot make a scheduled appointment via telephone message, note on office door or via your fellow students so others can be assisted during that time.
 - h. Replace desks and chairs to their original configuration after each laboratory or class session.
 - i. Wash your hands before you leave any scheduled laboratory session which involves contact with supplies, equipment and people.

- j. Wear covered shoes to lab when invasive procedures are scheduled.
- k. Report presence of insects or rodents to the Learning Lab faculty.
- l. Turn off lights and lock doors to both Webster 306 and 309 before leaving the last class of the day or when no students, laboratory faculty or staff are present.

II. ESSENTIAL INFORMATION FOR FACULTY, STUDENT MONITORS AND STUDENTS

A. Emergency Telephone Numbers

Extension

- 1. CAMPUS SECURITY
 - RESPONSE FOR ALL EMERGENCIES 66911
 - Non-Emergencies (Monday-Sunday) 68211

- 2. ENVIRONMENTAL HEALTH AND SAFETY OFFICE
 - Director 63200
 - Industrial Hygiene 63204
 - Radiation Safety 66475
 - Fire Safety 64954
 - Laboratory Safety 65180
 - Biological Safety 63197
 - Hazardous Material Management 63198

- 3. FACILITIES, PLANNING AND MANAGEMENT OFFICE
 - Work Coordination (regular hours) 67134

Note: EHSO telephone numbers are answered only during regular business hours which are from 7:45 a.m. to 4:30 p.m. Contact Campus Security for 24-hour emergency assistance after hours at 956-6911.

- 4. UNIVERSITY HEALTH SERVICES 68965
- 5. POISON CENTER 1-800-222-1222
- 6. SUICIDE & CRISIS CENTER 832-3100

B. Location of the Learning Laboratory

The laboratory is located on the third floor of Webster Hall at 2528 McCarthy Mall.

Webster Hall is located between the Queen Liliuokalani Building and Snyder Hall along McCarthy Way. Street access is via Maile Way and Farrington Road.

C. Location of Fire Extinguishers and Fire Alarm Pulls

Fire Alarm Pull Stations and fire extinguishers are located at both ends of Webster Hall near the stairwells. The nearest fire extinguisher is located across the Learning Laboratory entry door between Webster 323 and 324.

D. Location and Use of Eye Wash Station

The eye wash station is located in the Scrub Room in Webster 309F.

To use the eye wash station:

1. Turn on cold water and pull black knob toward you and the two red caps will pop off.
2. Lean over the faucet and allow the stream of water to bathe the affected eyes for a minimum of 15 minutes.
3. Any person assisting should call for help by calling campus security at x66911 or activating the EMS at 9-911.
4. Refer to the MSDS for further intervention.

E. Location of Spill Kits/First Aid Kit

Emergency kits for accidents or injuries that occur in the Learning Lab are located in Webster 309F, the scrub room. They include:

1. First aid kit
2. Bodily Fluid spills
3. Chemical spills
4. Sharps spills

F. Location of the Blue Light Emergency Call Boxes

Front of building - along McCarthy Mall in front of Snyder Hall

Back of building - along Maile Way in the back of the Queen Liliuokalani Building (Student Services Center)

- along Maile Way at the Webster/Spalding parking lot exit closest to Hamilton Library

These are red metal phone boxes mounted on a wooden post topped with a blue light. These telephones are activated by lifting the handset connecting you directly to campus security.

G. Location of Safety Documents – Scrub Room Web 309F

Hazardous Materials and MSDS
Blood-borne Pathogen Exposure Control Plan
Chemical Hygiene Plan

H. Electrical Failure - Notify Facilities Management, Work Coordination Center at x67134 on weekdays between 7:30 a.m. – 4:00 p.m.; call x66911 after hours.

1. Turn off lights, appliances and air conditioners to reduce power requirements for restoration.
2. Reconnect equipment and appliances when failure is resolved.

I. Air Conditioning Failure

1. Report incident to Lab faculty or Dean's Office.
2. See Lab faculty for special key to open windows.
3. Turn non-essential lights off.
4. Open entry doors to Webster 309 and 306.
5. Get fans from custodians or Dean's Office.
6. Prop open stairwell doors if failure involves entire building.
7. Lock windows and close doors once failure is resolved.

III. EVACUATION PROCEDURE

A. Evacuation Routes from the Learning Lab

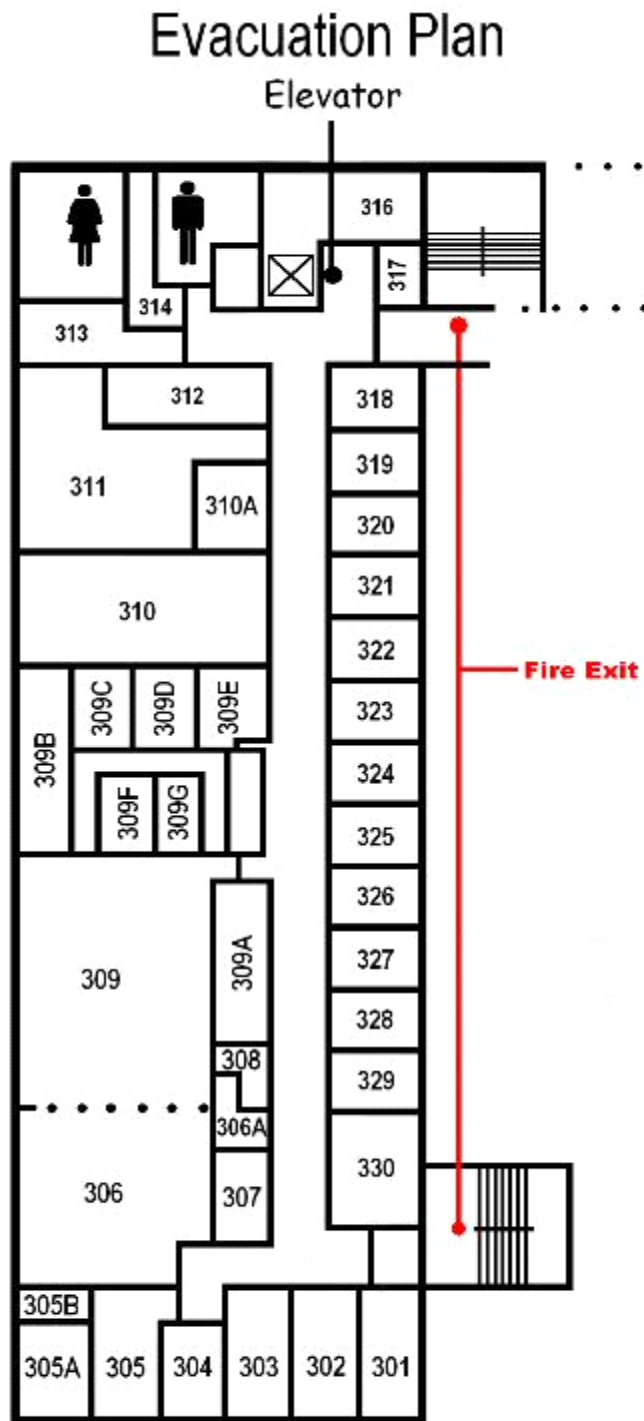
Use stairwells at both ends of Webster Hall. Do not use the elevator.

See: Evacuation Plan (next page)

B. Procedure

1. Leave the building without delay via the stairwells at each end of the hallway.
2. Assist the disabled to the landings at the end of each hallway immediately outside of the doors. Posted signs read: "Area of Rescue Assistance".
3. Do not use the elevator.
4. Close windows and doors as you leave.
5. Proceed to the lawn area between the Art Building and McCarthy Mall.
6. Go to the emergency call station in front of Snyder Hall and notify Campus Security.
7. Do a head count (Learning Lab staff or faculty using the lab).
8. Direct responding official to the scene.

Evacuation Plan



IV. EMERGENCY PROCEDURES

A. Medical Emergencies

1. Activate the Emergency Medical System (EMS) via the UHM campus phone (dial 9-911) if the person:
 - Is or becomes unconscious
 - Has trouble breathing or is breathing in a strange way
 - Has chest pain or pressure
 - Is bleeding severely
 - Has pressure or pain in the abdomen that does not go away
 - Is vomiting or passing blood
 - Have seizures, a severe headache or slurred speech
 - Appears to have been poisoned
 - Have injuries to the head, neck or back
 - Have possible broken bones
2. Direct ambulance to Maile Way entrance. Webster Hall is at the corner of Maile Way and Farrington Road.
3. Remain on the phone until released.
4. Call campus security at x66911 giving your name, location and phone number and brief description of the situation.
5. Assign someone to flag the ambulance down at the corner of Maile Way and Farrington Road.
6. Initiate CPR, if necessary, using standard precautions.
7. Remain calm.
8. Do not move injured person unless there is danger of further harm.
9. Keep injured person warm.
10. Report the incident to your immediate supervisor.
 - a. Student → faculty → course coordinator and Lab Instructor → Department Chair
 - b. Staff and Student Monitors → Lab Instructor → Department Chair
 - c. Progress to Dean's Office or Administrative Services Office when necessary
11. Complete the Accidental Injury and Illness Report (see Appendix A) with your supervisor and send original to Environmental Safety and Health Office (EHSO) Occupational Health and Safety Specialist. Send a copy to the Administrative Services Office for employees (faculty, staff and student monitors) or the Student Services Office for students.
12. Complete the Worker's Compensation Form (Exhibit A) with your immediate supervisor if you are an employee and have cause or concern that there is injury and you may consult a physician.

B. Biohazard Waste Spill

Handling spills of this nature require a basic understanding of the Blood Borne Pathogen Exposure Control Plan which is kept in Webster 309F (Scrub Room). Excerpts from this plan are presented here. It is mandatory that all at risk personnel read the Exposure Control Plan.

1. Helpful Reminders with Biohazard Waste

- a. Implement Universal Precautions.
- b. Only trained personnel as course and laboratory faculty should clean blood spills or handle biohazard waste incidents.
- c. Untrained personnel should limit access to the area and notify the Lab faculty.
- d. Use only disposable towels for clean up to avoid difficulties with laundering. Of course mandatory PPE must be worn.
- e. Handle broken glass or other sharps with tongs, forceps, dustpan and brush not with your hands.
- f. Use Personal Protective Equipment (PPE).
- g. Wear disposable gloves of sufficient strength to prevent tearing during cleaning activities. Disposable gloves should not be washed or reused. Dispose of contaminated gloves with other contaminated waste.
- h. Follow all manufacturers handling instructions using the Material Safety Data Sheet (MSDS).
Disinfectants used in the lab include:
Hospital grade disinfectant (Sani-cloth HB)
Alcohol – label date it was opened – use for 30 days?
Bleach solution – a 5.25% sodium hypochlorite diluted 1:10 with water or 1/4C bleach per gallon of tap water. Must be discarded after 24 hours.
Label mixture: 5.25% sodium hypochlorite/water 1:10. Date/Time mixed/initials

2. Bodily Fluid Spill

This event involves liquid infectious wastes such as blood.

- a. Small Spill (less than one 12 inch square tile)
 - Get Bodily Fluid Disposable Spill Kit from Webster 309F
 - Put on the Disposable Apron, Eye Shield/Face Mask, Shoe Covers and Nitrile Gloves
 - Take the packet of Red-Z Absorbent and sprinkle it over the spill until fluid is completely absorbed.

- Take the Scoop and Scraper and scrape up the Absorbent.
- Put the above items in a red Biohazard Plastic Bag and tie it shut. DO NOT discard Nitrile Gloves, Apron, Eye Shield/Face Mask and Shoe Covers at this time.
- Pour half of the SaniZide Disinfectant/Cleaner (1 fl. oz.) over the spill area. Allow to remain wet for 30 seconds.
- Use one of the paper towels to wipe up the solution.
- Pour the remainder of the SaniZide (1 fl. oz.) over the spill area. Allow to remain wet for 10 minutes.
- Use the second paper towel to wipe up the solution.
- Place all items including the Apron, Shoe Covers, Eye Shield/Face Mask, and Nitrile Gloves into the second red Biohazard Plastic Bag.
- **Caution:** Do not reuse any of these materials.
- Tie the red Biohazard Plastic Bag to prevent leakage.
- Thoroughly wash hands with a disinfectant soap and water.
- Transport to orange and blue “Treated Biowaste” containers located behind the elevator on the first floor of Snyder Hall.
- Fill out Exposure Report Form and return completed form to the appropriate person or department immediately.

b. Large Spill (more than one 12 inch square tile or anything you cannot handle)

- Cordon off area
- Call Campus Security
- They, in turn, will call the Environmental, Health & Safety Office (EHSO), Biosafety Office

3. Contaminated Non-sharp Waste Spill

Contaminated non-sharps include items as vaginal specula, gloves, etc. with wet or dried blood, blood products or body fluids as semen, vaginal secretions, cerebrospinal, synovial pleural, peritoneal, and amniotic fluid. It does not mean nasal, nasal secretions, sputum, tears, urine, and vomitus unless they contain visible blood.

- a. Isolate area of spill
- b. Use PPE, forceps, paper towels if necessary during cleanup
- c. Place ruptured bag and items in another double autoclave bag
- d. Place directly into transport container
- e. Wipe area of spill with bleach solution (1 part bleach : 10 parts water) and hand towels or use Sani-cloth
- f. Let disinfectant stand for at least 20 minutes
- g. Dispose of towels and gloves into autoclave bag
- h. Re-glove and tie new doubled autoclave bag
- i. Cover transport container
- j. Transport for autoclaving (consult Learning Laboratory Instructor for location)

4. Contaminated Sharps Spill

This includes any material able to puncture a plastic trash bag (needles, syringes, glass slides, broken glass, etc. with the presence or the reasonable anticipated presence of blood or other potentially infectious materials (PIM). All contaminate sharps are collected in red plastic sharps containers. When approximately 7/8 full, the container lids are secured with strapping tape. In the event of a spill:

- a. Isolate area of spill
- b. Get Sharps Spill Kit from Webster 309F
- c. Wear appropriate PPE
- d. Gingerly, sweep up broken glass, needles, etc. with whisk broom/dust pan and deposit sharps into Sharps Container if reusable or into new Sharps Container
- e. Wipe area with Bleach solution (1 part Bleach: : 10 parts water) and hand towels or use sani-cloth
- f. Let disinfectant sit for minimum of 20 minutes
- g. Dispose wipes along with whiskbroom/dustpan into plastic biohazard bag which is tied and double bagged
- h. Transport to Blue and Orange "Treated Biowaste" container located behind the elevator on the first floor of Snyder Hall

5. Non-contaminated Sharps Spill

This excludes needleless/syringes which are always considered contaminated and treated as contaminated sharps.

- a. Isolate area of spill
- b. Use PPE and forceps to retrieve items
- c. Deposit into original or new sharps container or cardboard box double lined with trash bags if the original is not reusable
- d. Seal with fiber or strapping tape and label "USMSONDH: non-contaminated sharps: 956-5327".
- e. Dispose into nearest trash bin. No need for special instructions to transport.

C. Needlesticks

See Biological Agents and Blood Borne Pathogen Exposure Control Plan (ECP), Appendix H (Employee) or Appendix I (Student).

D. Chemical Spills

Most common chemical agents used in the Learning Laboratory are alcohol and Chlorine Bleach. Check the MSDS and refer to the UHM Chemical Hygiene Plan for details on handling of chemical spills. General guidelines for handling spills follow:

1. Helpful Reminders
 - a. Protect yourself before attending to injured person
 - b. Cordon off endangered areas and designate a person to guard area
 - c. Do not touch spill without protective clothing
 - d. Control spread or volume of fluid by shutting door, repositioning an overturned container
 - e. Never assume gases or vapors do not exit or are harmless because of lack of smell
 - f. Exterior doors may be opened to ventilate NON-TOXIC vapors

2. A minor spill is one that is less than 6-12 inch tile square; does not spread rapidly; does not endanger people or property except by direct contact; does not endanger the environment; and one the laboratory staff can handle. In the event of a minor spill:
 - a. Attend to anyone who may have been contaminated or hurt
 - b. Remove contaminated clothing
 - c. Flush skin/eyes with water for at least 15 minutes to 30 minutes
 - d. Use soap for final cleansing of skin areas
 - e. Check shoes for accumulation of chemical spill
 - f. Ventilate—open windows; if spilled material is flammable, turn off all ignition and heat or energy sources
 - g. Get Chemical Spill Kit from Webster 309F Scrub Room
 - h. Use appropriate absorbent agent from kit or paper towels
 - i. Decontaminate the area with appropriate agent or neutralizer included in the kit or as indicated in the MSDS
 - j. Start at the edge of the spill and work toward the center to control the spread
 - k. Collect the cleanup residue by using the disposable dust pan and brush and dispose residue in hazardous waste trash bag lined plastic bucket
 - l. See Learning Laboratory faculty for disposal
 - m. Document what happened, why, what was done, and what was learned.
 - n. Initiate corrective action if appropriate to prevent future incidences

3. A major spill is a chemical spill that is one that is more than 6-12 tile square; spreads rapidly; endangers people or property without direct contact; causes injury, fire; is uncontrollably volatile; involves any quantity of metallic mercury; involves an unknown substance; cannot be handled because of untrained personnel or proper equipment is not available and enters land or water. In the event of a major chemical spill:
 - a. Attend to anyone who may be hurt or contaminated if it can be accomplished without endangering yourself
 - b. Remove contaminated clothing
 - c. Flush skin/eyes with water for at least 15 minutes to 30 minutes
 - d. Use soap for final cleansing of skin areas

- e. Check shoes for accumulation of chemical spill
- f. If flammable materials are spilled, de-energize electrical devices if it can be done without endangering yourself
- g. Call Campus Security at X66911 – give location of spill and if known, chemical spilled
- h. Notify EHSO at X63202

E. Fire

The fire alarm on the third floor of Webster Hall is located in the hallway fronting the Webster 309 doorway. It is essential that the doors to Webster 309C through E be kept ajar for occupants to hear the alarm and see the flashing light in Lab corridor. Laboratory Faculty and Staff who hear the fire alarm or know of a fire smell, immediately inform all occupants in Webster 309 C-E and 306.

Fire Alarm Pull Stations and fire extinguishers are located at both ends of Webster Hall near the stairwells. Nearest fire extinguisher is located across the laboratory between Webster 323 and 324

1. Helpful reminders:
 - a. Only trained personnel should use fire extinguishers
 - b. Never enter a smoke-filled room
 - c. Never enter a room containing a fire without a backup person
 - d. Never enter a room if the top half of the door is warm to touch
 - e. If escape routes are blocked by heat or smoke, seek an area of refuge or remain in your room with the door closed and opening sealed until help arrives.
2. In case of fire, always consider exiting the building as the first option. If you can exit safely and you feel the fire is small, and there is no evidence of toxic gases, proceed with:
 - a. Race
 - Rescue anyone in danger
 - Sound the alarm and call Security at X66911
 - Contain the fire if possible
 - Extinguish the fire using the portable fire extinguisher
 - b. Pass
 - Pull the pin
 - Aim the extinguisher
 - Spray at the base of the fire
 - Use a sweeping motion
3. If attempts to contain the fire fail **or** there is evidence of toxic gases, **EVACUATE** (see Evacuation Procedure pg. 10). Notify Campus Security via the Emergency Call Station in front of Snyder Hall.

F. Hurricane/Tsunami

1. Turn on the radio for instructions when you hear a warning siren.
2. Do not use your telephone except in an emergency.
3. Turn to the front section of the telephone book for explanation of siren warnings and follow instructions if you do not have access to a radio.

G. Bomb Threat

1. Try to keep the caller talking.
2. Get someone in your immediate proximity to notify Campus Security at X66911.
3. Questions to ask the caller if possible:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your address?
 - What is your name?
 - Note character of caller's voice, background sounds, threat language, i.e., well spoken, foul, irrational, incoherent etc.
4. Notify Webster Hall Bomb Threat Communication Coordinator (SONDH Dean Secretary)
5. When evacuation is declared by Campus Security, check Webster 309C-F, 306 for occupants.
6. Follow Evacuation Plan.
- *7. During an examination, students and faculty will evacuate as a class.

H. Earthquake

1. If you are indoors – get under a desk, table, supported doorway.
2. If you are outdoors – stay in the open.
3. Do not enter damaged buildings.
4. Beware of fires, downed power lines, aftershocks.
5. Driving – stop, stay in vehicle.
6. Turn on the radio for instructions.

I. Workplace Violence

Violence is defined as “physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person” (UH Executive memorandum No. 01-05). In this event:

1. Notify Campus Security at x66911. Identify yourself and location, describe situation.

2. If there is a threat of physical harm, evacuate immediately; verbally notify fellow staff.
3. Activate fire alarm system.

* **The UH Mānoa Policy regarding Bomb Threats is to proceed with scheduled examinations and instruction to the fullest extent possible.** Therefore, at the time of evacuation during an examination, students will evacuate with their faculty as a class and reassemble as a class on the lawn area between the Art Building and McCarthy Mall and wait for relocation instructions. The Bomb Threat Communication Coordinator for Webster Hall is SONDH's secretary. Her role is to help classes relocate. Faculty is encouraged to give information about scheduled examinations to the Communication Coordinator for Bomb Threats in the building their class is located at the beginning of each semester.

V. OTHER INJURIES AND ACCIDENTS

An accident is “an undesirable event that results in harm to people, damage to property or loss to process.” This includes injuries, occupational disease, damage to University equipment, damage to property, environmental pollution, release of hazardous materials or disruption to services (UHM Safety Manual pg. 9).

Report incident to your immediate supervisor and follow protocols under Medical Emergencies on page 11, #10-#12. An Accidental Injury and Illness report should be completed and forwarded to EHSO for follow-up. See Appendix A.

Acknowledgements

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