



# Safety Gram

SEPTEMBER  
2021

## Have a Plan

All of us come to work to a lab or an office and we plan on returning home the same way we came. However, we need to have a Plan in what we need to do in the event of an emergency. The following are reminders on what to do in the event of emergencies:

### Fires and Explosions:

- Do not fight fires alone and unless you can extinguish it quickly.
- Know locations of nearest fire extinguisher, blankets, and exits.
- Have an exit plan and a meeting area outside of the building.
- Stay low to the floor where the air is cooler and fresher and exit the building immediately.
- Check doors before opening, if warm, do not open.
- Close doors and windows to prevent the spreading of the fire, and turn off open flames, oxygen, and flammable gases.
- Assist individuals that cannot get out of the building on their own to the nearest stairwell, and immediately report their location to the nearest fire fighter.

### Safety Committee

The purpose of the Chemistry and Biochemistry Department Safety Committee is to help protect researchers, workers, and students in the department.

Please contact us with any questions, concerns, or suggestions about lab safety.

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## Flood

Listen to announcements from the University but head east towards the mountains and higher ground.

Follow directions from the University Police, your Emergency Building Coordinator, and local government authorities.

Prepare to render volunteer aid to evacuees coming to the University for higher ground.

- Flood

## Terrorist/Active Shooter

### Run

Have an escape route and plan in mind.

Leave your belongings behind.

Evacuate regardless of whether others agree to follow.

Help other escape, if possible.

Do not attempt to move the wounded.

Prevent others from entering an area where the active shooter may be.

Keep your hands visible.

Call 911 when you are safe.

### Hide

Hide in an area out of shooter's view.

Lock door or block entry to hiding place.

Silence your cell phone (including vibrate mode) and remain quiet.

### Fight

Fight as a last resort and only when your life is in imminent danger.

Attempt to incapacitate the shooter.

Act with as much physical aggression as possible.

Improvise weapons or throw items at the active shooter.

## Earthquakes

### During

Drop to the ground. Take cover by getting under a sturdy desk or table. Hold on until the shaking stops.

Seek safety where you are. Do not rush for stairways or elevators; they are likely to be jammed.

Do not be surprised if the electricity goes out, if the sprinkler systems go on, or if the fire alarms ring.

### After

Check for injuries. Do not move seriously injured persons unless they are in immediate danger of further injury.

Do not turn light switches off or on. They may spark and create a fire hazard.

Do not use any type of open flame.

Immediately report fires, spilled volatile agents, and gas leaks to University Police and your Emergency Bldg. Coordinator.

Be prepared for aftershocks.

Evacuate your building.

## Chemical, Biological Spills

Alert all persons nearby.

Use the emergency shower or hose for at least 15 minutes on any exposed area. Remove any contaminated clothing to minimize further exposure.

Always consult the chemical's Safety Data Sheet (SDS) when deciding whether or not to seek medical attention. When in doubt, seek medical attention.

If necessary, report the spill as soon as possible.

