

LABORATORY EMERGENCY PROCEDURE CARDS

EMERGENCY CONTACT INFORMATION

Public Safety	Newark/Wilmington Campus Phones 911
	Georgetown/Lewes Campus Phones (9) 911
	From a cell phone (302) 831-2222
	Red Phones in hallways
Environmental Health & Safety	(302) 831-8475
Student Health	(302) 831-2226
Poison Information Center	(9) 1-800-222-1222

ACCIDENT REPORT INFORMATION

- Accident report forms are available: Online at <http://www.udel.edu/ehs/generalhs/indhygiene/injury-reporting.html> or contacting your departmental administrative staff
- Please submit completed copy to your departmental Safety Chair

For additional emergency situations please refer to
<http://www.udel.edu/ehs/generalhs/emergency-response.html>

FIRE

- All Fires Must be Reported to **UD Public Safety** as soon as the area is safely cleared
- Alert others in the area utilizing manual fire pull stations at each exit
- If the fire is small, only use a portable fire extinguisher if
 - The alarms are activated and **UD Public Safety** is called
 - You are trained to use the fire extinguisher
 - You are accompanied by another person who can assist
- If the fire is large, Do Not Attempt to use a portable fire extinguisher
 - Evacuate the area, closing the door behind you
 - Activate building fire alarm by operating manual fire alarms at each exit
 - Verbally alert others while evacuating the building
 - Leave the building and move to the designated meeting place at least 200 feet away from the building
 - Report to UDPD Command Post to report details (vehicle with flashing green light)
- Persons with disabilities
 - Contact **UD Public Safety** for emergency response
 - Proceed to Area of Refuge or nearest Marked Exit Stair Enclosure
 - Wait for rescue assistance (Seek a buddy to report your sheltering to **UD Public Safety**)

LOSS OF ELECTRICAL POWER

- Laboratories: Make processes safe; evacuate and secure building immediately
- All Others: Persons may occupy the building for up to one-hour provided there is sustainable and suitable source of light
- Report All Outages: Facilities 831-1141
- Questions: Call **EHS**

FIRE & UTILITY FAILURE