



# Laboratory Emergency Response & Incident Reporting Guide

Occupational & Environmental Safety Office  
Duke University Health System

Revised 2016

## Quick Reference

### Blood/Body Fluid Hotline

From a Duke phone ..... 115

From a non-Duke phone ..... 919-684-8115

### Duke Police/Security

Campus phone ..... 911

Non-Campus phones ..... 919-684-2444

Employee Occupational Health & Wellness ..... 919-684-3136

Poison Control ..... 1-800-222-1222

Corporate Risk Management ..... 919-684-6226

Workers' Compensation ..... 919-684-6693

Report work-related injuries & illnesses: <https://forms.hr.duke.edu/workcomp/>

**EMERGENCY 911**

## Minor Spill Involving Blood or Body Fluids

- Wear disposable gloves.
- Cover spill with paper towel or other absorbent materials.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with 1:10 dilution of bleach: water if the surface is porous and 1:100 if the surface is hard & smooth; or use an approved hospital disinfectant.
- Place all disposable materials into a plastic leak-proof bag or medical waste container and dispose of appropriately.

## Biological Spill on Body

- Remove contaminated clothing.
- Wash area with soap and water for 1 minute. For eye exposures, flood eyes with water from eyewash station.
- Obtain medical attention, if necessary.
- Report incident to supervisor and complete HR work-related injury/illness report or other appropriate incident report.
- Call Blood and Body Fluid Hotline (115 or 919-684-8115)

## Spill Involving Concentrated Microorganisms Requiring Biosafety Level 1 or 2 (BSL1 or BSL2) Containment (*E. coli*, *Staphylococcus*,

bloodborne pathogens, adenoviruses, organisms containing recombinant DNA, etc.)

- Alert people in immediate area of spill.
- Put on protective equipment.
- Cover spill with paper towel or other absorbent materials.
- Carefully pour a freshly prepared 1:10 dilution of bleach around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 20 minute contact period.
- Wipe up the spill using paper towels and working from the outer edges into the center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in a plastic bag and decontaminate in an autoclave or medical waste container.
- Dispose of as regular trash after autoclaving according to the Medical Waste Policy.

## Spill Involving Concentrated Microorganisms Requiring Biosafety Level 3 (BSL3) Containment (*Mycobacterium tuberculosis* (TB) cultures)

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in immediate area to evacuate.
- Close doors to affected area and do not enter area for at least 1 hour.
- Have a person knowledgeable of the incident and area assist in proper clean-up.
- Wearing gowns, gloves, appropriate respirator (N95 or PAPR with HEPA filters) and shoe covers, clean up spills as indicated for Biosafety Level 1 or 2 organisms.

Exposures to human blood or body fluids should be reported immediately to the **Employee Blood and Body Fluid Exposure Hotline by dialing 115 or 919-684-8115 if off-campus.**

Always practice "Universal Precautions" when handling human blood or body fluids.

**OESO Biological Safety Division ..... 919-684-8822**

## Minor Chemical Spills

- Alert people in the immediate area of spill.
- Avoid breathing vapors from spill.
- Turn off ignition and heat sources if spilled material is flammable.
- Put on appropriate protective equipment, such as safety goggles, suitable gloves, and long sleeved lab coat.
- Confine spill to small area.
- Use appropriate kit to neutralize and absorb organic acids and bases.
- Use appropriate kit or spill pads.
- Collect residue, place in appropriate container and dispose as chemical waste (call 919-684-2794 for waste collection).
- Clean spill area with water.

## Chemical Spill on Body

- Flood exposed area with running water from faucet or safety shower for at least 15 minutes.
- Remove all contaminated clothing and shoes.
- Obtain medical attention, if necessary.
- Report incident to supervisor and complete HR work-related injury/illness report or other appropriate incident report.

## Hazardous Material Splashed in the Eye

- Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
- Forcibly hold eye open to effectively wash behind eyelids.
- **Obtain medical attention.**
- Report incident to supervisor and complete HR work-related injury/illness report or other appropriate incident report.

## Major Chemical Spills

- Alert people in the area to evacuate.
- Turn off ignition and heat sources if spilled material is flammable.
- On Campus: Call 911 from a campus phone or 919-684-2444 from a cell phone. Off campus: Call 911.
- Attend to injured or contaminated persons and remove them from exposure.
- Have person knowledgeable of area assist emergency personnel.

**OESO Environmental Programs.....919-684-2794**

**OESO Occupational Hygiene & Safety .....919-684-5996**

# Fire Procedures

Use the RACE procedure:

- R**emove persons in danger. Exit through stairwell, **do not use elevator**.
- A**ctivate alarm (Code Red) & dial 911.
- C**lose doors and windows.
- E**xtinguish fire. Have person knowledgeable of incident and area assist emergency personnel.

To extinguish the fire, use the correct fire extinguisher and the **PASS** procedure:

- P**ull the pin
- A**im at the base of the fire
- S**queeze the handle
- S**weep from side to side

Always maintain accessible exit.

Avoid smoke or fumes.

**Pull the Pin, Call it In.**

## Clothing on Fire

- **STOP, DROP and ROLL** around on the floor to smother flames or drench with water if safety shower is immediately available.
- Report incident to supervisor.

Location of Evacuation Route Map \_\_\_\_\_

Location of a safe area \_\_\_\_\_

Location of exit stairwell \_\_\_\_\_

Location of Fire extinguisher \_\_\_\_\_

**Always report any fire no matter how small.....919-684-2444**

**Fire Emergency .....911**

If calling from a cell phone, advise the Durham dispatcher that you are calling from Duke so they can coordinate the response with Duke Police.

**FIRE - CODE RED**

## Musculoskeletal Disorders (MSDs)

- Develop over time and can take a long time to heal
- Can be quite painful and reduce overall effectiveness and efficiency
- Occur in any part of the body
- A variety of risk factors (personal and work-related) can increase the risk of developing a MSD
- Reducing exposure to these risk factors may reduce the likelihood of developing injury
- The sooner a MSD is identified, the better the chances of quickly recovering or preventing possible progression of the problem

### MSD Signs and Symptoms

- Inflammation
- Pain
- Redness
- Swelling
- Numbness
- Tingling
- Loss of Function
- Deformity

Seek medical treatment if you experience any of these MSD signs or symptoms. For an ergonomic assessment of your work area, contact the Ergonomics Division.

### Ergonomics:

- Increases comfort and safety
- Increases productivity and job satisfaction
- Prevents/reduces the risk of MSDs

**OESO Ergonomics Division ..... 919-668-ERGO(3746)**

### Visitor Injuries/Illnesses

Respond to injured.

Report incident:

Duke Police..... 919-684-2444  
Corporate Risk Management ..... 919-684-6226

### Employee Work-Related Injuries/Illnesses

- If emergency care is needed, go to a DUHS Emergency Department or call 911.
- All work-related injuries/illnesses regardless of the severity must be reported to your supervisor.
- Fill out a Report of Occupational Injury/Illness Form within 24 hours. You can find this form on the Duke Human Resources Website.
- Obtain care for non-life threatening injuries through EOHW. When EOHW is closed, employees may seek treatment at Duke Urgent Care or a DUHS Emergency Room.
- All work-related exposures to blood or body fluids are to be reported immediately through the **Employee Blood/Body Fluid Hotline by dialing 115 and off-campus by dialing 919-684-8115.**

Employee Occupational Health & Wellness ..... 919-684-3136  
Workers' Compensation..... 919-684-6693

### Animal Bites/Scratches

- Wash affected area thoroughly with soap and water 3-5 minutes and then cover with a bandage or sterile dressing. Flush eyes as appropriate.
- Report injury to supervisor immediately.
- Fill out a Report of Occupational Injury/Illness Form within 24 hours.

**Warning: Bites, scratches or exposure to body fluids received from non-human primates can be extremely serious. Please seek immediate attention from Employee Occupational Health & Wellness. If animal bites/scratches or exposure to body fluids occurs from any non-rodent species, please notify the Division of Laboratory Animal Resources.**

Division of Laboratory Animal Resources..... 919-684-2797

## Minor Radiological Spills

- Alert people in immediate area of spill.
- Notify Radiation Safety (919-684-2194).
- Wear protective equipment, including safety goggles, disposable gloves, shoe covers and long sleeved lab coat.
- Place absorbent paper towels over liquid spills. Place towels dampened with water over solid materials.
- Use forceps to place towels in plastic bag. Dispose of in a low-level, radioactive waste container.
- Monitor area, hands and shoes for any contamination with an appropriate survey meter or method.
- Repeat clean-up until contamination is no longer detected.

## Radiological Spill on Body

- Remove contaminated clothing.
- Rinse exposed area thoroughly with water.
- Obtain medical attention, if necessary.
- Report incident to supervisor and Radiation Safety Office and complete a work-related injury/illness report as indicated under Personal Injury.

## Major Radiological Spills

- Attend to injured or contaminated persons and remove them from spill area.
- Alert people in the area to evacuate.
- Have potentially contaminated personnel stay in one area until they have been monitored and shown free of contamination.
- Call 911 from a campus phone or 919-684-2444 from a cell phone and indicate a radiation spill occurred. Duke Police will notify Radiation Safety.
- Close doors and prevent entrance into affected area.
- Have person knowledgeable of incident and area assist emergency personnel.
- Document names of persons potentially contaminated.

## Laser Exposure

- Seek medical attention immediately.
- Report the incident to supervisor and Radiation Safety Office.
- Complete a work-related injury/illness report as indicated under Personal Injury.

**OESO Radiation Safety Division ..... 919-684-2194**

**After hours call Duke Police ..... 919-684-2444**

## Unsafe Work Conditions

Report unsafe work conditions to your supervisor or manager. If input from the Occupational and Environmental Safety Office (OESO) is needed, call 919-**684-2794**

## Security Incidents To Report

- Theft
- Harassing Telephone Calls
- Assault
- Personal Threats, including threats via social media
- Suspicious Activity
- Weapon Possession
- Disorderly Conduct
- Any crime Against Person or Property

Dial **911** from a campus phone or contact Duke Police at 919-**684-2444**.

Requests for **Protective Escorts** should be made through Duke Police at 919-**684-2444**.

## **Building Utility/Maintenance Problems or Failures**

The Duke University Facilities Management Department (FMD) and Medical Center Engineering and Operations Department are service departments with the responsibility to provide systems and building support including:

- Electrical Problems
- Fire and other Alarm Systems
- Heating / Air Conditioning
- General / Carpentry
- Plumbing Problems
- Elevator Problems

**Medical Center Engineering and Operations ..... 919-684-3232**

**24 hours a day / 7 days a week**

**University Facilities Management ..... 919-684-2122**