

## **Dr. Huang Lab**

## **Emergency Response Procedures**

**Supervisor:** Xuefei Huang

**Phone Number:** 419-973-1059

**Chemistry Safety Officer:** A. Azadnia

**Phone Number:** 517-347-8662

**Olin Health Center Courtesy Van:** 517-353-4700

**MSU Chemical Safety Officer:** Bob Ceru

**Phone Number:** 517-355-5146

**MSU Police and Public Safety:** 517-355-2221

**Assembly Area for Fire/Bomb Threat/Chemical Spills:** front of Shaw Hall and wait there for instruction

### **Bomb Threat**

- Keep Calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the spoken words made by the person making the call as possible.
- Ask the caller for the exact location and time of possible detonation (if this information was not provided).
- Pay particular attention for any strange or peculiar noises, such as, motors running, background music and type of music, and any other noises, which might give even a remote clue as to the place from which, the call is being made.
- Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments. **DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.**
- Notify Public Safety at 517-355-2221 immediately when the call has been completed, giving as much information as possible.
- If the bomb threat is directed to your building, notify the Dean or other appropriate directors and proceed with an orderly evacuation of all building occupants.
- Assemble at the assembly area designated for your building (*see Evacuation Assembly Areas*) or other location as directed by Public Safety.
- Preserve any written, electronic or recorded communications related to the bomb threat for investigation by the Department of Public Safety.

### **Explosion**

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify 911 or MSU Public Safety at

517-355-2221. Give your name and describe the location and nature of the emergency.

- If necessary, or when directed to do so, activate the building alarm.
- When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.
- ASSIST DISABLED PERSONS IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREATE PANIC IN OTHERS.
- Once outside, move to the area designated as your buildings assembly area. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly areas.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.

### **Major fires**

If the fire alarms are sounded (loud buzzer noise in the hallways) evacuate immediately. Use the nearest stairwell not blocked by smoke or flames. Do not use the elevators. Close all doors - especially any fire doors. If you are the person discovering a fire, call 911 (or use the red phone) and then sound the alarm. The fire alarm boxes are located near the stairwells.

If you are trapped in a smoky corridor, remember that smoke tends to rise, leaving the cleanest air near the floor. Crawl on the floor to the nearest exit. Get outside as rapidly as possible. The firemen will probably be using the main entrance and center stairwell first. Try to avoid congestion in these areas.

### **Major chemical spills and gas leaks**

Both are similar with two likely exceptions: the fumes are usually invisible and heavier than air. They may accumulate in low points. If you are below ground level, leave the building as soon as possible. Many fumes are flammable or even explosive. Put out all potential sources of ignition immediately. Do not turn lights or any other electrical equipment on or off. Avoid any action that may create sparks.

### **Power failures**

Power failures or loss of ventilation also requires the evacuation of the building, although in this case it can be more orderly. Experience has shown that the air within the building becomes unhealthy surprisingly fast once the ventilation system stops. Though you have sufficient time to leave the building in an orderly fashion, you could easily become trapped by toxic gases if you delay your evacuation too long.