

Emergency Plans

FIRST AID EMERGENCY PROCEDURES

In the event of an accident with severe personal injuries immediately contact the ambulance/emergency medical service by dialing 9 then 911.

Each employee is responsible to report every work-connected injury, no matter how slight, to his/her supervisor. Failure to do so may cause the employee to lose insurance coverage to which he or she might otherwise be entitled.

MINOR INJURIES

Minor injuries, such as cuts, scratches, bruises, and burns, which do not require a doctor's treatment, may be handled with one of the first aid kits.

Should a fellow worker severely cut themselves or otherwise be bleeding you should always assist them; but only after putting on appropriate gloves and other personal protective equipment you deem necessary for your personal protection from blood-borne pathogens.

SERIOUS INJURIES

It is imperative that human resources (HR) be notified of all injuries referred for outside medical assistance. Human resources can give you a claim number prior to or after going for outside medical assistance. The doctors and hospitals are fully aware of the need to protect both the employee and the lab in cases of work-connected injury. The accident investigation report must be completed in detail and sent to the HR department immediately after the accident. HR must also be notified of all time off taken by an employee because of an on-the-job injury and they must also be notified when the injured employee returns to work. These actions are required to protect the employee's benefits as well as to protect the lab's interests.

FIRST AID

Standard Procedures for Care of Minor Injuries:

1. General Instructions:
 - A. Provide total care for those injuries clearly within your capability to handle. All questionable cases should be referred to a local doctor, or to the emergency room.
 - B. Wear disposable gloves and wash your hands thoroughly before and after treating an injury.
2. Care of Injuries:
 - A. Minor lacerations (cuts): Gently cleanse the wound. May apply an antibiotic ointment. Cover with appropriate dressing.
 - B. Severe lacerations (cuts): If freely bleeding, apply pressure dressing and refer to doctor.

- C. Minor contusions (bruises): Apply cold compresses. If skin is broken, gently cleanse area. Antibiotic may be applied. Cover with appropriate dressing.
- D. Minor abrasions (scrapes): Gently cleanse area. Antibiotic may be applied. Cover with appropriate dressing.
- E. Minor burns: Immerse burned area in cold water for 10-15 minutes, or until pain is relieved. Gently cleanse area. Apply moist dressings and bandage loosely.
- F. Foreign body in eye: If foreign body cannot be easily removed by touching it with a cotton-tipped swab or by irrigating it with and eye wash, refer to doctor. If using an eye wash continue to rinse for 15 minutes.
- G. Slivers: Gently cleanse area. Grasp end of sliver with sterilized tweezer and remove. Antibiotic may be applied. Cover with appropriate dressing.
- H. Heat stress: The signs and symptoms of heat stress include:
 - a. Heavy sweating,
 - b. Muscle cramps,
 - c. Weakness,
 - d. Dizziness,
 - e. Headache,
 - f. Nausea or vomiting.
 Emergency response actions for heat stress:
 - g. Get the victim out of the heat and into a cooler place.
 - h. Place victim in the shock position, lying on the back, with feet up.
 - i. Remove or loosen the victim's clothing.
 - j. Cool the victim by fanning and applying cold packs (place a cloth between the pack and the victim's skin) or wet towels or sheets.
 - k. Treat for shock.
 - l. Give the victim on-half glassful of water to drink every 15 minutes, if he or she is fully conscious and can tolerate it.
 - m. Watch for changes in their condition. If the victim vomits, stop giving fluids. Refusing water, vomiting, and changes in consciousness mean that the victim's condition is getting worse. Call for an ambulance.
- I. Heat Stroke is a medical emergency, call 911. Symptoms of heat stroke include;
 - a. Red, hot, and dry skin (no sweating)
 - b. Rapid, strong pulse, and
 - c. Confusion or unconsciousness
 - d. Watch for changes in their condition. If the victim vomits, stop giving fluids. Refusing water, vomiting, and changes in consciousness mean that the victim's condition is getting worse. Call for an ambulance.

CPR/AED

If you suspect a person has had a heart attack call 9-911. Automated External Defibrillators (AEDs) are located in the following locations and HPL:

- A. Coastal Science, Building #386 – on Wall in Tea Room
- B. Environmental Education Activity Building #398 – in main lunch/activity room on wall
- C. AREL Building #399 - first floor just outside mechanical room door
- D. Oyster Pier – outside wall of pump house facing pier

E. Center Administration, Building #370 – on wall in room with copy machine.

REPORTING ACCIDENTS AND INJURIES

If you are involved in an automobile accident, we require that you:

- Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses.
- Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.
- You must complete a written report for all accidents and injuries as soon as possible. Forms are in the glove compartments of all vehicles. Any damage to the vehicle, no matter how slight, must be noted on the accident report.

FACILITIES ON-CALL PROCEDURES

During working hours call:

- Maintenance extension 8334
- Safety extension 8441.

After hours:

- For lab or equipment emergencies dial **9-410-341-9330**.
- Report situation to operator, wait for call back from on-call personnel.
- For Safety emergencies dial **9-410-330-0737** (cell#) to contact the Environmental Safety Compliance Officer (ESCO).

911 ADDRESSES The following addresses will help responders to more quickly locate the emergency site:

- 1904 Horn Point Road - the Museum
- 2020 Horn Point Road - Horn Point Labs
- 5745 Lover's Lane - Maintenance Buildings
- 5761 Morris Lane - Environmental Education Complex

HPL EMERGENCY EVACUATIONS

When the AUDIBLE/VISUAL alarm is activated or you are otherwise advised to leave the building, ALL employees and guests are to vacate the building immediately. Please refer to the suggested exit or alternate exit routes on the diagram in your area for the closest building exit. If you cannot find the exit diagram then proceed to the nearest safe exit (i.e., not blocked by debris, fire or heavy smoke). Close all windows and doors on your way out. Assist any physically challenged person to evacuate, if doing so will not jeopardize your safety.

Once outside, please move quickly to the designated census area and remain there until the alarm is silenced, or you are given further instructions.

BAD WEATHER

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours, the HPL lab director will decide if and when the office will be closed early to permit employees to leave. If HPL will be closed or have a delayed opening (so our maintenance crew can clear the road and parking lots) you can get information from:

- The HPL phone (there will be a recording on the phone announcing the closure/delay)
- Your email (the director will send a message to all-hpl)
- Radio stations (FM 89.5, 96.7, 100.9, 106.3, 107.1)
- WBOC-TV

If such weather conditions occur at night or on weekends, tune in to your local radio and TV stations. If the local city government offices are closed, the lab will also be closed. Liberal leave policy will be in effect.

For more information and/or suggestions contact the Environmental Safety Compliance Officer (ESCO) at Ext. 8441 or Email hpl-safety@hpl.umces.edu