

FERRIS STATE UNIVERSITY

COLLEGE OF PHARMACY

FAQ - Emergency and Safety Procedures (BRX)

What should I do when:

➤ A Refrigerant/Toxic/Oxygen/CO₂ alarm is sounding?

- Evacuate the room immediately and close the door.
- Call FSU Department of Public Safety (591-5000) to report alarms.
- Request that Public Safety notify Safety, Health, Environmental and Risk Management (SHERM) at 231-591-2147 for environmental testing if needed.
- Notify Anne Hawkins (231-591-2154).
- Remain outside the room. Do not re-enter for any reason. Do not attempt a rescue.
- Call the Fire Department (911) if a rescue is necessary.
- Do not re-enter the area until cleared by SHERM or the Fire Department.

➤ A Fire/smoke alarm is sounding?

- Get out of the building – very important!
- If possible, alert other people in the building to get out as well
- Call Emergency Services (911) upon exiting the building
- If you notice someone might still be in the building, do not re-enter the building - let emergency services know who you think may still be inside.

➤ Responding to a fire in the building?

- Pull the fire alarm, if available, or dial 911.
- Quickly but carefully evacuate to a safe location.
- Communicate with FSU Department of Public Safety or other responders as to the nature of the incident.

➤ I discover smoke/fumes coming from a lab/classroom?

- Sound the fire alarm to get everyone out of the building.

- Dial 911 from a campus phone or a cell phone to contact Emergency Services.
- Give your name, the name of the building, and the location of the fire within the building.
- Only take essential personal possessions, e.g., car keys and handbags, when leaving the building.
- Close all doors behind you to confine smoke and fire.
- WALK!!! through the nearest exit to at least 300 feet from the building.
- DO NOT USE THE ELEVATOR!
- Cooperate with emergency personnel and FSU Department of Public Safety. Follow all instructions when given.
- Do not re-enter the building until you are told to do so by FSU Department of Public Safety or other emergency personnel.

➤ **There is a strange/unusual smell/odor in the corridor?**

- A strange or unusual smell or scent should be treated as a chemical spill with health and safety concerns until the scent's identity and source are verified.
- Contact the PI/Lab Supervisor/Instructor and Dean's office; Notify Anne Hawkins (231-591-2154)
- If the above not available, contact Physical Plant at 231-591-2920 or FSU Department of Public Safety (591-5000) or 911.
- After hours or on weekends - contact FSU Department of Public Safety (591-5000) or 911.
- Give the location of the leak, the severity, and any damage that can be seen.

➤ **A Power Outage Occurs in the Building?**

- In the event of a power failure, remain calm.
- Call Physical Plant at 591-2920, Consumers Energy 1- 800-477-5050 or 911.
- Assist others in your immediate area who may be unfamiliar with the building/workspace.
- Turn off equipment such as computers and monitors to avoid potentially serious damage once the power is restored.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- If you are on an elevator, stay calm. Use the emergency button or telephone to summon assistance.

➤ **A Power Outage Occurs in the Lab?**

- Contact the lab supervisor/PI and the Dean's office
- **The PI or lab supervisor** should ensure that each of the following occurs:
 - Place lids on all open containers of volatile chemicals
 - Lower the sash on chemical fume hoods

- Shut down all equipment (leave cooling water and purge gases on as necessary)
- Turn off ignition sources
- Secure or isolate reactions that are underway (boiling liquid on a hot plate, distillations)
- Close fire doors
- Take books, coats, purse/wallet, keys, etc.
- Evacuate Lab. Close and lock outside door to the lab.

➤ **A Freezer/Refrigerator loses power in the Lab?**

- Notify the lab supervisor/PI and the Dean's office of the outage
- **The PI or lab supervisor** should ensure that each of the following occurs:
 - Place lids on all open containers of volatile chemicals
 - Obtain the necessary instructions on specific temperature-sensitive items in the defunct Freezer/Refrigerator
 - Help move temperature-sensitive items from the defunct Freezer/Refrigerator into a properly functioning one.

➤ **I spot a liquid spillage coming from a lab room?**

- Liquid spillage should be treated as a chemical spill with health and safety concerns until the liquid's identity is verified.
- Contact the PI/Lab Supervisor/Instructor/the Dean's office. Notify Anne Hawkins at 231-591-2154
- For large spills, contact Physical Plant at 231-591-2920 and FSU Department of Public Safety or 911.
- After hours or on weekends - contact FSU Department of Public Safety at 591-5000 or 911.
- Give the location of the leak, the severity, and any damage that can be seen.

➤ **I spot a water leakage?**

- Notify the Dean's office
- Contact Physical Plant at 231-591-2920.
- After hours or on weekends, contact FSU Department of Public Safety at 591-5000 or 911.
- Give the location of the leak, the severity, and any damage that can be seen.
- If there are electrical appliances or outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area immediately.
- If you know the water source and are confident of your ability to stop the flow (i.e., unclog the drain, turn off the water, etc.), then do so.
- Do not attempt to move items that are plugged into an electrical outlet and are already wet. These items will be removed once the power is shut down to the area.
- Be prepared to assist as directed in protecting objects in jeopardy.

- Take only necessary steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.
- **I spot a suspicious individual in the Building/Office/Lab space?**
- In the event of unfamiliar/suspicious individuals in the BRX building or restricted areas, either:
 - carefully approach them to inquire as to their purpose in the area (“can I help you?”)
 - report to faculty/staff/the Dean’s office OR
 - contact FSU Department of Public Safety at 591-5000
- Report all suspicious behavior and security problems to FSU Department of Public Safety or 911.

Note: The most recent version of the SHERM campus safety flipchart is located here:

https://ferrisstateuniversity.sharepoint.com/:b:/s/COPHealthandSafety2020-2021/EW20onnYvQVAhgmd5cm6J6gBH2Mdg8q_bO8DoDXJYgMuyA?e=hYqq69

For All Emergencies: Dial 911