

LOCAL EMERGENCY PLAN
DEPARTMENT OF CHEMISTRY
Corcoran Hall
725 21st Street, NW

Should you hear the alarm sound, leave the building immediately, because someone is warning you of a severe hazard. Do not use the elevator. Go to the main rally site in the lobby of Lisner Hall, located at 2023 G Street, NW (same building as the Law School café). The alternate meeting place is in the lobby of MPA (805 21st Street, NW) at the H Street entrance.

If possible shut off equipment and lock doors in order to minimize potential damage and reduce the spread of any hazard. Carry any personal items with you as the building may be closed for an extended period.

Preparation for incidents

The specific guidelines for faculty, staff, and graduate and undergraduate students listed below serve to minimize potential injury, damage, or risks due to incidents.

I. General guidelines:

1. Contingency plan will be implemented by the Chair and/or Deputy Chair, and copies have been distributed to all personnel.
2. Read the entire contingency plan thoroughly.
3. Memorize Corcoran and Samson Hall evacuation plans.
4. Know location of nearest first aid kit, chemical spill kit and their contents. There is a first aid kit in the 4th floor stockroom and in Corcoran 109.
5. Know locations of fire alarms and fire extinguishers.
6. Know location of the nearest phone. Regularly check that the telephone is working.
7. Remember the following telephone numbers:
 - a) Departmental office: x46121 or 202-994-6121
 - b) UPD emergency line: x46111 or 202-994-6111
 - c) Office of Risk Management: x43265 or 202-994-3265
8. Designated emergency routes are located on building maps strategically posted around the building, including the doors of each classroom and lab.

9. Know the departmental rendezvous point: the lobby of Lisner Hall. Know the alternate meeting place: the lobby of MPA, H Street entrance.
10. Know the primary and secondary departmental rendezvous points for shelter-in-place situations: (1) Corcoran 101 (2) basement of Corcoran Hall.
11. Make sure that all emergency contact information is kept up to date in the departmental office.
12. Inform departmental office of any special assistance that you may require during possible evacuation.
13. Keep back-up copies of materials stored on local computers, preferably at home.

II. Guidelines for research active faculty, postdoctoral and visiting associates, and graduate and undergraduate research assistants:

1. Develop emergency protocols for the safe termination of all ongoing experiments in your laboratory. Post the protocols near your experimental setup.
2. Develop protocols for emergency shutdowns of utilities that minimize damage to equipment and instrumentation. (Situations may include immediate, imminent, and planned shutdowns.)
3. Keep instruments that are not in use unplugged and safely stored.
4. Ensure that hazardous materials and waste are stored according to the university safety rules and guidelines.
5. Ensure that compressed gases and cryogenic liquids are stored according to the university safety rules and guidelines.
6. Ensure that the laboratory exits and safety equipment are not blocked.
7. Inform all visitors about evacuation routes from your laboratory in the case of an incident.

III. Guidelines for laboratory instructors (teaching laboratories):

1. At the beginning of each semester, provide your students with detailed explanations of evacuation and emergency procedures; point out location of the laboratory exits and explain several possible evacuation routes from your laboratory classroom. Point out all

emergency and safety equipment, including fire alarms, extinguishers, eyewash and shower stations, and spill kits.

2. Stockroom and housekeeping personnel should ensure that the laboratory exits and safety equipment are never blocked.
3. At the beginning of each laboratory session, ask if any of your students may require special assistance during possible evacuation.
4. At the beginning of each laboratory session discuss with your students procedures for safe termination of the ongoing experiments in the case of an incident or emergency evacuation.
5. Keep instruments and equipment that are not in use unplugged and safely stored.
6. Ensure that hazardous materials and waste are collected and stored according to the university safety rules and guidelines.
7. Ensure that compressed gases and cryogenic liquids are stored and used according to the university safety rules and guidelines.

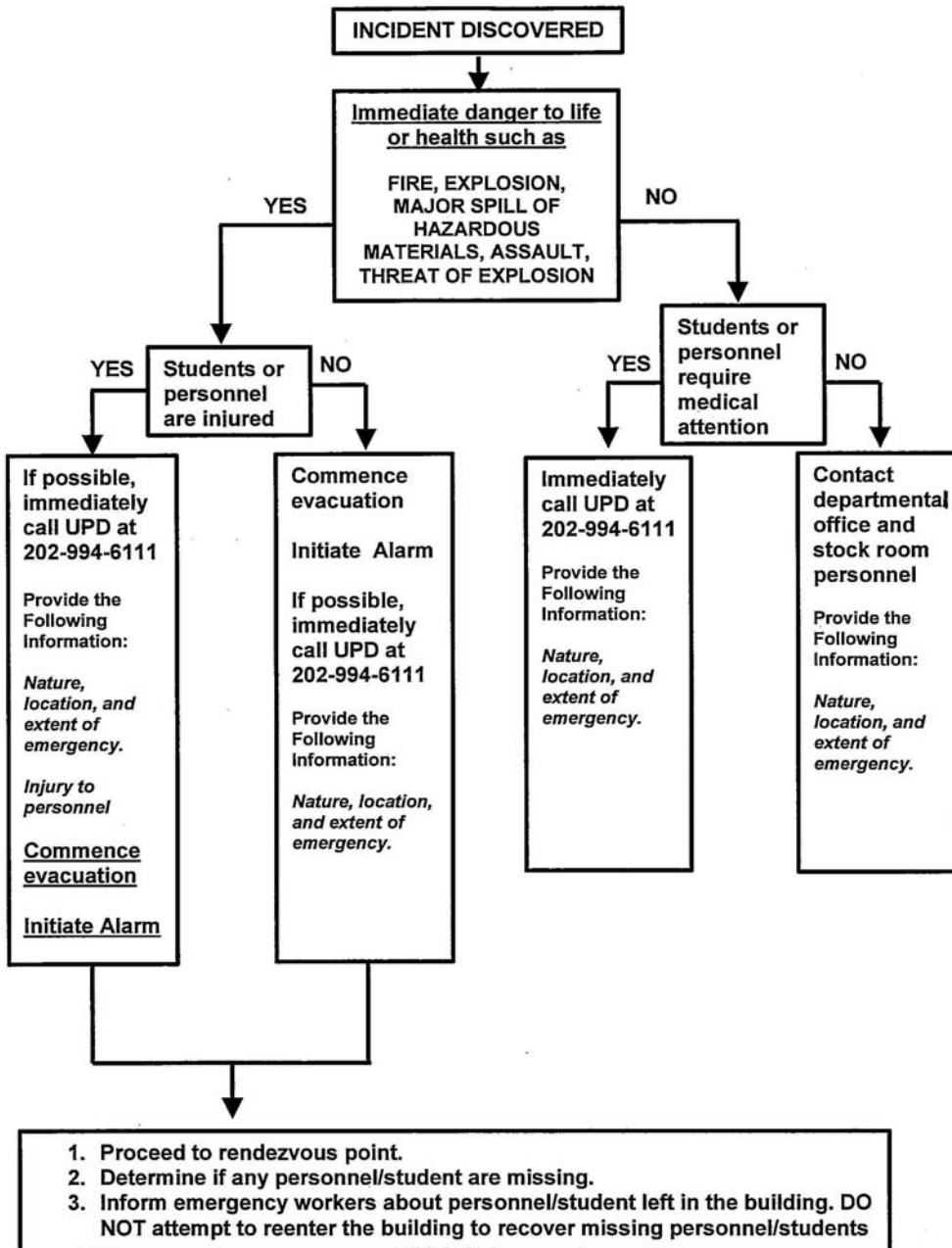
IV. Guidelines for lecturers:

1. At the beginning of each semester, provide your students with detailed explanations of evacuation and emergency procedures; point out the location of the classroom exits and explain several possible evacuation routes from your classroom.
2. Determine whether any students have special needs and evaluate needed accommodations.

In the event of an incident

I. Initial response upon incident discovery

The following general guidelines represent sequence of actions that must be undertaken upon discovery of an incident on the departmental premises:



II. Special considerations for specific emergency situations:

Shelter-in-Place:

In the event that an emergency is occurring on campus, it may be necessary to take shelter in Corcoran Hall. This only occurs when the building is not damaged or in immediate physical danger.

1. Go to room 101 on the 1st floor (large lecture hall, no windows).
2. The back up location is the basement of Corcoran Hall.
3. The following individuals will take roll: Chair, Deputy Chair, Office Supervisor, and Stockroom Manager. Call UPD at 202-994-6111 with the name and position of anyone missing.
4. There is a large supply of fresh water in the main office, Corcoran 107.
5. The Chair or Deputy Chair will communicate further instructions and updates.
6. For more information, see the Incident Manual (http://www.gwu.edu/~response/expectations/sheltering_in_place.cfm).

Fire emergency:

1. Sound the fire alarm system, which is centrally located on each floor.
2. Alert other people in the vicinity.
3. Call UPD at **x46111 (202-994-6111)**.
4. Evacuate the building if necessary.
5. If it is safe to do so and only when evacuation has commenced, use the correct fire extinguisher to put out the fire. Fire extinguishers are located at the center entrance of each floor and in every lab. Fire alarms are located there also, with the exception of the first floor and the basement. On the first floor of Corcoran Hall, the alarms are next to the exit doors to the building. In the basement, the alarms are located near the hazardous waste room.

REMEMBER THAT FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY!

Chemical Spills:

1. Immediately alert area occupants and supervisor, Department Chair, or stockroom manager. Evacuate the area, if necessary. Evaluate potential hazards and type of remediation required.
2. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse.
3. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
4. Don personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
5. Consider whether there is a need for respiratory protection. **The use of a respirator or self-contained breathing apparatus requires specialized training and medical surveillance.** Never enter a contaminated atmosphere without protection or use a respirator without training. If respiratory protection is needed and no trained personnel are available, call Risk Management first at **202-994-3265**. Then call UPD at 202-994-6111. If respiratory protection is used, be sure there is another person outside the spill area in communication, in case of an emergency. If no one is available, call Risk Management first at **202-994-3265**. Then call UPD at 202-994-6111.
6. Using the chart below, determine the extent and type of spill. If the spill is large, if there has been a release to the environment or if there is no one knowledgeable about spill clean-up available, contact Risk Management first at **202-994-3265**. Then call UPD at 202-994-6111.

Category	Size	Response	Treatment Materials
Small	up to 0.3 L	chemical treatment or absorption	spill kit
Medium	0.3 L - 5 L	absorption	spill kit
Large	more than 5 L	call Risk Management at 202-994-3265 first. Then call UPD at 202-994-6111.	outside help

7. Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
8. Contain and clean up the spill.
9. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container for proper disposal.
10. Complete a hazardous waste sticker, identifying the material as Spill Debris involving XYZ Chemical, and affix onto the container. Spill control materials will probably need to be disposed of as hazardous waste. See Risk Management website

(http://www.gwu.edu/~riskmgnt/haz_waste.html) for details on handling hazardous waste.

11. Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate.
12. Report all spills to your supervisor and/or department office.

Medical Emergency:

1. UPD at **202-994-6111**. Give specific location and a telephone number where you can be reached.
2. Have someone meet the ambulance to inform personnel of the location of the injured person.
3. Check for an airway blockage, breathing and pulse.
4. Only performed emergency procedures if you qualified to do so. There is a first aid kit in the 4th floor stockroom and in Corcoran 109.

Utility Shutdowns:

1. On occasion, emergency shutdown of building utilities may be required. If this occurs, immediately notify the department office/chair, who in turn will inform all building occupants of the situation.
2. Each laboratory/research group should be advised of imminent or planned outages. The chair and/or stockroom personnel should check each laboratory to ensure that procedures are in place for handling the issue.
3. Follow laboratory protocols for venting vacuum systems as needed and turning off instruments/equipment to minimize potential damage from outage.
4. After hours and on weekends, University personnel should contact the department chair.

Suspicious activities and objects:

1. Call UPD at x46111 (202-994-6111) if you notice any suspicious activity conducted by person(s) on the departmental premises.
2. If you notice a suspicious package, container, suitcase etc. evacuate the area and call UPD at x46111 (202-994-6111).

Guidelines for evacuation

I. Guidelines for teaching laboratory instructors:

1. Safely discontinue all experiments and secure all chemicals.
2. If possible, turn off power supplies to all equipment and extinguish all heat sources.
3. Evacuate the laboratory in an orderly fashion, using the designated exit(s) on the building map posted by the door. Lock all doors.
4. If at all possible, Instructor will perform a final check of the lab for remaining people, energized equipment, heat sources and unsecured chemicals.
5. After safely exiting the building, follow general GW Emergency guidelines. The rendezvous point for the Chemistry Department will be the lobby of Lisner Hall.
6. Instructor should confirm that all students have been safely evacuated via class roster. Call UPD at 202-994-6111 with the name and position of anyone missing. Inform the Chair also. If unavailable, please contact one of the following people in order of priority: Deputy Chair, Office Supervisor, or Stockroom Manager.

II. Guidelines for Research Laboratories:

1. Safely discontinue all experiments and secure all chemicals.
2. If at all possible, turn off power supplies to all equipment and extinguish all heat sources. Close gas tanks and shut-off any flowing water.
3. Evacuate the laboratory in an orderly fashion, using the designated exit(s) on the building map posted by the door. The last person out should perform a final check on the lab for any personnel. Lock door upon departure.
4. After safely exiting the building, follow general GW Emergency guidelines. The rendezvous point for the Chemistry Department will be the lobby of Lisner Hall.
5. The faculty member or next senior person in the laboratory should confirm that all personnel have been safely evacuated. Call UPD at 202-994-6111 with the name and position of anyone missing. Inform the Chair also. If unavailable, please contact one of the following people in order of priority: Deputy Chair, Office Supervisor, or Stockroom Manager.

III. Guidelines for Stockroom and Office Personnel:

1. Close and lock stockroom facility immediately.
2. If possible, secure all chemical storage rooms in the basement of Corcoran Hall and all laboratories. Check for any remaining people and lock.
3. Evacuate the laboratory in an orderly fashion, using the designated exit(s) on the building map posted by the door. Lock all doors.
4. After safely exiting the building, follow general GW Emergency guidelines. The rendezvous point for the Chemistry Department will be the lobby of Lisner Hall.
5. The office supervisor or secretary should confirm that all staff members have been safely evacuated using current personnel roster. Call UPD at 202-994-6111 with the name and position of anyone missing. Inform the Chair also. If unavailable, please contact the Deputy Chair or any available office/stockroom personnel.

Following an incident (Recovery)

1. After meeting at the rendezvous point, the Chair or Deputy Chair will communicate further instructions and updates, including whether or not it is safe to return to the building. This assumes a delay of 1 hour or less.
2. For delays greater than 1 hour, the office staff or the chair person will send an e-mail to the list serves. It will provide department-specific information, including whether or not it is safe to return to the building.
3. By close of business on the day of the incident, Faculty should leave a message on the Departmental office voicemail (4-6121) indicating their safety and any change of contact information.
4. Contact the Office of Public Safety & Emergency Management (OPSEM) about posting incident related material on the GW Campus Advisories website.
5. Staff and Faculty are NOT authorized to communicate information to family members of missing or injured persons. In the case of students, refer them to the Dean of Students (202-994-6710). In the case of faculty or staff, refer family members to the Office of the Vice President for Communications (202-994-8810).

6. Do NOT respond speak to the media. Refer them to the department chair (or deputy chair, if unavailable), who will work with the Office of the Vice President for Communications (202-994-8810) on an appropriate response to inquiries.
7. Faculty, staff, and students should consult the GW Campus Advisories page for the University's status (<http://campusadvisories.gwu.edu>) as well as local radio- WTOP 103.5 FM.
8. Any post-incident problems with the building should be reported to the departmental office (4-6121) which will then contact Facilities & the dean of CCAS.
9. The Chair and Deputy Chair have VPN's, which will allow them to continue critical functions off-site.
10. See the Chemistry Department's Continuity of Operations Plan (COOP) for detailed post-incident procedures, including alternate work locations.

Reviewed, Oct. 2007. Next review in 2008.