

Northern Kentucky University

Emergency Response Handbook

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Fire or Explosion

If You Discover Fire or Smoke

Remember: R.A.C.E.

- **Rescue:** Remove anyone from immediate danger.
- **Alarm:** Activate the nearest fire alarm pull station.
- **Contain:** Close all doors to confine smoke and fire.
- **Extinguish/Evacuate:** If the fire is small and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise, follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.

If you catch on fire

Do not run!

- **Stop** where you are, and
- **Drop** to the ground, and
- **Roll** over and over to smother flames.

Response to Fire Alarms or Explosion

- Remain calm.
- Evacuate and stay with your class or office group.
- Remember to take your class roster with you to the designated area.
- Once you have reached the designated area, report any missing person(s) to Campus Police.
- Only return to the building when directed by Campus Police.

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Campus Police – 911
Fire or Explosion

Fire or Explosion (continued)

Evacuation Reminders

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use stairway or horizontal exit to evacuate.
- **Do not use the elevators!**
- Consider individuals with disabilities that may need assistance evacuating. Notify Campus Police of missing persons and where they were last seen.
- Individuals with disabilities should exit to the next building or outside by horizontal egress (when available) or otherwise to stairway landing (considered an area of rescue).
- Never allow the fire to come between you and the exit.
- Campus Police monitor all fire alarm signals and will respond.

If You Are Trapped in Your Office/Classroom

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Notify Campus Police (911) of your problem and location.
- Stay close to the ground and yell for help.

**Campus Police – 911
Fire or Explosion**

Hazardous Material Spills

Pre-Planning:

- Review Material Safety Data Sheets (MSDSs).
- Acquire sufficient quantities and types of spill control materials.
- Acquire recommended personal protective equipment and train.

Small Spills: (< 1 liter of non-acutely hazardous material)

- Alert others in the area and block area.
- Contact the Department of Public Safety if any of the chemical enters a drain or if there is an exposure that could cause harm to human life.
- Use proper clean-up methods and materials along with necessary personal protective equipment.
- Place waste in proper container and label the container with a hazardous waste label.

Large Spills:

- Immediately alert others in the area and the supervisor, and evacuate area if necessary.
- Contact the Department of Public Safety, 911, and advise them of your name, the spill location and the chemical that was spilled.
- If a flammable material is spilled, control all sources of ignition.
- Attend to any persons that may have been contaminated.
- Contain spill only if it is safe to do so.
- Do not attempt to clean-up spill unless you have been properly trained.

Campus Police – 911 Hazardous Material Spills

Outdoor Warning Siren System

The Campbell County Office of Disaster and Emergency Services in cooperation with several fire departments within Campbell County coordinate the "Outdoor Siren Warning System." This system is designed to notify citizens of the impending occurrence of a civil emergency. These sirens are most commonly used to alert citizens of the issuance of a Tornado Warning by the National Weather Service. However, these sirens may also be used to alert citizens to hazardous materials releases, or other situations requiring immediate notification and warning. The sirens are not activated for the issuance of a Severe Thunderstorm Warning for Campbell County.

A steady three to five minute tone indicates that the Outdoor Siren Warning System has been activated to notify and warn citizens that a civil emergency exists. Upon hearing the siren, citizens should immediately tune to local television and radio to learn the specifics of the civil emergency and what actions should be taken.

Location of nearest sirens to Northern Kentucky University:

- Johns Hill Road – North of I-275
- Central Campbell County Fire Department
- Renshaw Road, Highland Heights

Campus Police – 911
Outdoor Warning Siren System

Evacuation Procedures

Building Evacuation

- An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable) to avoid a potentially threatening situation and determines the entire building as unusable until further notice.
- Upon the sounding of the fire alarm or notification by any NKU administrator or faculty/staff member, everyone will evacuate a building and proceed immediately, in a calm and orderly manner, to the agreed-upon designated collection location at least 300 feet away from the building (see section for Evacuation Collection Areas).
- When evacuating a building leave quickly, but calmly, by the nearest exit or stairwell. Alert others to do the same. **DO NOT USE THE ELEVATOR.**
- Do not take personal items and do not return to your area for personal items prior to evacuating.
- Close and lock doors behind you while exiting.
- You may walk briskly but do not run.
- Do not go to restrooms.
- If smoke is present, stay low. The best quality air is near the floor.
- Develop your plan now and make sure everyone in your office/area is aware of how and when the plan will be implemented.
- Report any missing persons to Campus Police and location where last seen
- **DO NOT** return to an evacuated building until authorized to do so by Public Safety

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Campus Police – 911
Evacuation Procedures

Evacuation Procedures (continued)

Persons With A Mobility Impairment

- Prepare to be assisted during a building evacuation
- Assist persons with a mobility impairment to the nearest exit or stairwell. Unauthorized personnel should not attempt to carry persons with a mobility impairment down stairwells. Alert Public Safety or fire department personnel of any persons with a mobility impairment left in the building.
- Proceed to the nearest marked exit if you are on a floor with an exit discharge (exit leading outside). Proceed to the nearest stairwell if you are above or below the level of exit discharge. Do not use classrooms, restrooms, or office areas for evacuation safe areas. **DO NOT USE ELEVATORS.**
- Stairwells are designated safe areas and are designed to provide optimum protection within the building. Persons with a mobility impairment should remain on the stairwell landing away from traffic flow and the exit door. Be calm and wait for rescue if total evacuation of the building is necessary. Public Safety and fire personnel will be checking stairwells on each floor.

Campus Police – 911
Evacuation Procedures

Evacuation Collection Areas

- **Albright Health Center:** Go across Kenton Drive to Parking Lot G
- **AS&T:** Go to Parking Lot J closest to Nunn Drive
- **Baptist Student Union:** Go to grassy area to the west
- **BEP:** Go to Parking Lot N
- **Ceramics and Sculpture Studios:** Go to Parking Lot U.
- **Fine Arts Center:** Go to lake area
- **Founders Hall:** Go to Parking Lot C
- **Honors House:** Go to grassy area closest to Nunn Drive
- **Landrum Academic Center:** Go to grassy area to the northwest
- **Landrum Annex:** Go to Visitor's Parking Lot to the East.
- **Lucas Administrative Center:** Go to Parking Lot N
- **Natural Science Center:** Go to Parking Lot C
- **Norse Commons:** Go to circle drive in front of building
- **Nunn Hall:** Go to Parking Lot B
- **Regents Hall:** Go to the Visitor's Parking Lot University Drive
- **Steely Library:** Go to Visitor's Parking Lot to the East.
- **University Center:** Go to lake area

Campus Police – 911
Evacuation Collection Areas

Earthquake/Structural Collapse

Earthquake

In the event of an earthquake, it is important to remain calm and follow the steps outlined below.

BEFORE AN EARTHQUAKE

1. If possible, have basic emergency supplies on hand, such as:
 - A portable radio
 - Flashlights with extra batteries
 - A first-aid kit and handbook
 - Water (a few gallons per person)
 - Food (canned food with mechanical opener, required medications, and powdered milk)
2. Inspect your work area to identify potential hazards. Make sure bookcases, and filing cabinets over four feet tall are secured as they may topple over. Store laboratory instruments, computer disks, and glassware in latched cabinets or on lipped shelves to prevent falling. Rearrange cluttered storage areas to provide evacuation routes in the event of an emergency. Be aware of your surroundings.

DURING AN EARTHQUAKE

IF YOU ARE INDOORS

- Seek refuge in a doorway or under a desk, table or counter.

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Campus Police – 911
Earthquake/Structural Collapse

Earthquake/Structural Collapse (Continued)

- Cover yourself and stay inside until the shaking is over.
- Stay away from glass windows, glass partitions, mirrors, shelves, electrical appliances and heavy equipment.
- Watch for falling objects.
- Tuck your head to your knees and cover your head with your arms.
- Evacuate the building only after debris has stopped falling.

IF YOUR ARE OUTDOORS

- Move quickly to an open area away from buildings, utility poles, and other structures.
- ALWAYS AVOID POWER OR UTILITY LINES.
- Watch for fallen streetlights and trees.
- Watch for flying glass.

IF YOUR ARE IN AN AUTOMOBILE

- Stop in the safest place available, preferably an open area away from power lines and trees.
- Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

**Campus Police – 911
Earthquake/Structural Collapse**

Earthquake/Structural Collapse (continued)

After the initial shock,

1. Evaluate the situation and immediately notify Campus Police by dialing 911. Protect yourself at all times and be prepared for aftershocks. Damaged facilities should be reported immediately to the Department of Public Safety and Physical Plant. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on utility failures (page 16).
2. If a fire exists, activate the building fire alarm and evacuate the building (see section for Evacuation Procedures).
3. **Assist persons with a mobility impairment**
4. A field Emergency Operation Center may be set up near the emergency site. Keep clear of this operation unless you have official business.
5. Do not use the telephone, except for emergency calls.
6. Do not use matches or other open flames until you are certain there are no dangerous fumes present.
7. Do not move seriously injured persons unless they are in danger.
8. Open doors carefully.
9. Watch for falling objects.
10. **EXPECT AFTERSHOCKS.**

**Campus Police – 911
Earthquake/Structural Collapse**

Contact with the Media

- In an emergency, or any other situation in which NKU is likely to need to respond to inquiries from the media, Chris Cole (w-572-6574, h-781-1842, c-750-0289) should be contacted immediately.
- In a disaster or similar sensitive interview situation, buy some time by setting up an appointment.
- You NEVER have to answer any question on the spot.
- Tell a reporter you will call her/him back when you get the needed information.
- Prepare your facts and prepare what message you want to get across.
- When you call the reporter back, you must:
 - Know what you want to say and what you do NOT want to say.
 - Know how to say what you want to say.
 - Remember to NOT say what you do NOT want to, or are not legally allowed, to say.
- When a disaster strikes, remember the reporter is looking for facts or late-breaking developments.
- Be sensitive to the proper personal information that can be released.
- Do not release any information that could be considered part of an impending police investigation.
- NEVER SPECULATE ON ANYTHING. Give your answer and be brief.

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Campus Police – 911 Contact with the Media

Contact with the Media (continued)

CHECKLIST OF QUESTIONS TO ANSWER DURING A DISASTER

- The number of deaths.
- The number of injuries.
- What exactly was damaged.
- Extent of damage. (The local fire chief will give estimate in dollars. We should use GENERAL terms to describe what was destroyed.)
- The exact time of the disaster.
- Location of the disaster on the University's property.
- Names of dead and injured, following notification of next of kin. (Clear with Coroner first)
- Additional information regarding the dead and injured: addresses; age; year in school (freshman, sophomore, etc.) if students; position and number of years as an employee of NKU (if faculty/staff).
- Avoid releasing information on or speculating about the following issues:
 - How the incident was caused
 - Specific damage, as well as what was destroyed
 - University shutdown plan (if any)
 - If and how "safety rules" were violated by the victim(s)
 - Possible effect on community
 - Events as they transpired

**Campus Police – 911
Contact with Media**

Psychological Crisis

A psychological crisis exists when an individual threatens harm to himself/herself or others, or manifests extreme behaviors.

If a psychological crisis occurs on campus:

- Monday through Friday 8:15am – 4:30pm, call Counseling Services at 572-5650 to respond to your location. After hours, call the Department of Public Safety (DPS) at 572-7777.
- In a life-threatening emergency situation (ie: Involving a weapon), immediately notify DPS and provide your name and location for officers to respond to the situation. DPS personnel will notify Counseling Services.
- The Director of Public Safety and Vice-President of Student Affairs have a written policy concerning the hospitalization of mentally ill students.
- The Director of Health, Counseling and Prevention Services may be contacted. This will be in accordance with the University policy.

CAUTION: NEVER TRY TO HANDLE A SITUATION ON YOUR OWN THAT IS POTENTIALLY DANGEROUS.

Note: There are psychological consequences to every emergency. Counseling Services is available to assist with post traumatic stress in all situations.

**Campus Police – 911
Psychological Crisis**

MEDICAL EMERGENCY

- For serious injury or illness (such as breathing problems, chest pain or heart problems, serious bleeding, loss of consciousness, etc.) call 911.
- Give your name, describe the nature and severity of the medical problem, the campus location of the victim, and if an ambulance is needed.
- For minor injury or illness, first aid care is administered by the Campus Nurse in the University Center room 300 or by calling extension 5650, or contact Public Safety after traditional office hours at X-5500.
- In case of serious injury or illness after calling for help, properly trained personnel should quickly perform the following steps:
 - Ask victim, “Are you okay?” and “What is wrong?”
 - Ask for permission to help (permission is implied if unconscious).
 - Check breathing.
 - All first responders, keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - Control any serious bleeding by direct pressure on the wound (**use universal precautions**).
 - Continue to assist and monitor the victim until help arrives.
 - Look for emergency medical I.D., question witness(es), and give all information to the paramedics, Campus Nurse and Public Safety officers.
 - Drug cases will be handled as medical emergencies.

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Campus Police – 911
MEDICAL EMERGENCY

MEDICAL EMERGENCY (continued)

- When the Campus Nurse, Public Safety officer or EMT arrives and takes over care, follow their directions for the safety of all involved.
- It is recommended that every office have their employees trained in first aid and CPR and have a first aid kit available. First aid & CPR Training is available through the NKU Wellness office (X-5684) and the local American Red Cross (513)792-4000. For information on items to include in a first aid kit, contact the Campus Nurse (X-5650.)

**Campus Police – 911
MEDICAL EMERGENCY**

Civil Disturbance or Demonstration

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

In the event that a demonstration becomes disruptive, such as blocking of access to facilities,...

- Notify the Department of Public Safety by dialing X-5500.
- Do not attempt to remove demonstrators as this may provoke violence.

In the event that a demonstration becomes violent...

- Notify the Department of Public Safety by dialing 911
- Keep clear of the area and avoid contact with demonstrators
- Let the department of Public Safety know if you witness violence to persons or destruction of property
- Do not interfere with Public Safety Officers while they are managing demonstrators
- Demonstrators may be subject to arrest

Campus Police – 911
Civil Disturbance or Demonstration

Bomb Threats/Suspicious Packages

Receiving A Threat

- Accept the threat as real
- Ask the following questions
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why did you place the bomb?
- Record following information about the call:
 - Time of call
 - Age and sex of caller
 - Speech pattern, accent, possible nationality
 - Emotional state of caller
 - Background noise
- Immediately contact the Department of Public Safety by dialing 911
- Do not use radios or cell phones
- Do not turn lights on or off
- If it is determined that evacuation is necessary, evacuate the area by word of mouth. **Do not** use the fire alarms to evacuate (see Evacuation Procedures)
- Follow the directions of Public Safety Officers and other responding emergency personnel

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Campus Police – 911
Bomb Threats/Suspicious Packages

Bomb Threats/Suspicious Packages (continued)

Suspicious Package

- Notify the Department of Public Safety by dialing 911
- Give the location and description of the object
- If you saw someone leave the package, give a description of the person
- Evacuate the immediate area by word of mouth (see Evacuation Procedures)
- Do not use radios or cell phones
- Do not turn lights on or off
- Follow the directions of Public Safety Officers and other responding emergency personnel

Actual Explosion

- Do Not Panic
- If you are uninjured or capable of walking, evacuate the building (see Evacuation Procedures)
- If you are injured and unable to leave the area, stay calm and help will come to you as quickly as possible
- If you are in an excluded area or are buried in rubble, make noises or yell to get the attention to emergency workers
- As some bombs may include chemical or biological agents it is important that you do not leave the campus and avoid contact with people not involved with the incident

Campus Police – 911
Bomb Threats/Suspicious Packages

Severe Weather/Tornado

Weather Watch – is issued by the National Weather Service when severe weather conditions are possible in the area.

Weather Warning – is issued by the National Weather Service when severe weather has been sighted in the area.

Severe Weather

The Department of public safety monitors local weather conditions and will alert University personnel by phone and email when weather conditions require. An outdoor siren (see section on Outdoor Siren Warning System) will also be used to alert you of dangerous weather situations.

If a dangerous storm is approaching the University you should:

- Immediately seek shelter inside. Do not go outside.
- Move to an interior corridor or room.
- Stay away from windows, outside doors and large open areas (auditoriums, gymnasiums, theaters, atriums, etc.)
- Once in an interior area, assume a sitting position and cover your head with your arms. Use a coat or some other cover to provide protection from debris.
- If you are caught outside with no time to seek shelter in a building, lie flat face down in the nearest ground depression such as a ditch ravine. **Do not** enter a storm drain or pipe, as flooding is possible.

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Campus Police – 911
Severe Weather/Tornado

Severe Weather/Tornado

- If occupying a vehicle or trailer, leave the vehicle or trailer and seek shelter. **Do not** attempt to out drive the storm.
- Once the storm has passed, assist others that may be injured and report injuries and damage to the Department of Public Safety.

It is highly suggested that departments consider purchasing weather radios with alert functions due to the long process of alerting by phone.

If you have been advised of adverse weather conditions, notify everyone in you area by word of mouth. Do not place yourself in danger.

Snow and Ice Storms

University closing or delay information will be available through the following medias:

- Local radio and TV
- NKU Info Line (859)572-6165 or (859)572-6166
- www.nku.edu

Please do not call the Department of Public Safety directly.

Should weather become severe after the college opens, impending closing announcements will be made through normal University communications.

**Campus Police – 911
Severe Weather/Tornado**

Blue Light Emergency Phones

Northern Kentucky University has thirty-nine emergency call boxes positioned throughout the campus. The phones are easily recognized by the blue light that towers above each phone. By picking up the phone and pushing the red button you are connected directly with the Department of Public Safety and your location is displayed automatically in the dispatch center. These phones should be used for emergencies, and for reporting crimes or suspicious activity.

Emergency Phone Locations

Ceramics Building	Parking Lot P – In gravel area
Landrum Plaza	Parking Lot Q
Norse Hall Courtyard	Parking Lot Q – Steps to volleyball
Parking Lot B	Parking Lot S
Parking Lot E	Parking Lot T
Parking Lot F	Parking Lot V
Parking Lot G	Parking Garage #1
Parking Lot I – Information Booth	▪ At each stairwell entrance
Parking Lot J – Behind AS&T	Parking Garage #2
Parking Lot J – Behind BEP	▪ At each stairwell entrance
Parking Lot K	University Center Plaza
Parking Lot L	University Suites Plaza
Parking Lot M	Woodcrest Courtyard
Parking Lot P – Below Dorms	

Campus Police – 911
Blue Light Emergency Phones

Utility Emergencies

In the event a Utility emergency creates a hazardous condition, evacuate the area immediately.

Water –

In the event of a loss of water or water leak:

- Contact Operations and Maintenance at X-5660 during normal business hours
- After hours, or weekends and holidays, contact the Department of Public Safety (911)
- Attempt to stop water from traveling by using rags, towels, carpets, etc.
- Never place yourself in danger

Electric –

In the event of the loss of electric or an electrical hazard:

- Contact Operations and Maintenance at X-5660 during normal business hours
- After hours, or weekends and holidays, contact the Department of Public Safety (911)
- Never place yourself in danger
- Stay away from electrical hazards

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Campus Police – 911
Utility Emergencies

Utility Emergencies (continued)

Natural Gas –

Although most of the buildings do not have a natural gas connection, if natural gas is detected:

- Contact Operations and Maintenance at X-5660 during normal business hours
- After hours, or weekends and holidays, contact the Department of Public Safety (911)
- Never place yourself in danger
- Evacuate the area if necessary
- Never turn lights on or off, and never use cellular phones or radios if a gas leak is suspected.

Campus Police – 911
Utility Emergencies

Tornado Shelter Areas

In the event of a tornado warning, there are a number of specific safe areas that have been designated as a Tornado Safe Zone. When notified by Campus Police, or alerted by the media, all individuals are to go immediately to the shelter designated for their particular building:

Building	Shelter Area
Lucas Administration Center:	Move to interior hallways, 8 th floor should go to 7 th floor if times allows.
Albright Health Center:	Move to interior hallways, 3 rd floor should go to 2 nd floor if time allows. Gym and pool areas should go to hallways.
AS&T:	Move to interior hallways, 4 th floor should go to 3 rd floor if time allows. Corbett Theater, Greaves Hall attendees should go to nearest interior hallway or corridor.
BEP:	Move to interior hallways, 4 th floor should go to 3 rd floor if time allows. Room 200 should go to 2 nd floor interior hallway.
Fine Arts Center:	Move to interior hallways, 3 rd floor should go to 2 nd floor if time allows.
Founders Hall:	Move to interior hallways, 5 th floor should go to 4 th floor if time allows.
Landrum Academic Center:	Move to interior hallways, 5 th floor should go to 4 th floor if time allows.

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Campus Police – 911
Tornado Shelter Areas

Tornado Shelter Areas (continued)

Building	Shelter Area
Nunn Hall:	Move to interior hallways, 5 th floor should go to 4 th floor if time allows. Law Library should seek shelter at East side of lower level.
Natural Science Center:	Move to interior hallways, 4 th floor should go to 3 rd floor if time allows. Stay away from atrium area.
Steely Library:	Seek shelter at West end of 1 st or 2 nd floor. Stay away from atrium.
University Center:	Move to interior hallways, 3 rd floor should go to 2 nd floor if time allows. <u>Budig Theater</u> and the <u>Main Cafeteria</u> should evacuate to lower level lobby or bookstore.
Baptist Student Union:	Move to interior hallways. Stay away from windows and large open areas.
Ceramics and Sculpture Studios:	Move to interior hallways. Stay away from windows and avoid large open areas if possible.
Honors House:	Seek shelter in lower level. Stay away from windows.
Landrum Annex:	Seek shelter in tunnel area.
Norse Commons:	Move to interior hallways. Stay away from windows and large open areas.
Regents Hall:	If time allows move to interior hallways for Albright Health Center. Otherwise move to floor level and stay close to walls.

Campus Police – 911
Tornado Shelter Areas

Shelter-In-Place

In the unlikely event of an accidental or intentional release of hazardous chemicals or biological agents in the area, the best action may be to shelter in place. The following are guidelines to follow if sheltering in place is advised.

- The Department of Public Safety and local emergency services will use every means available to advise the University Community of imminent dangers. Media that may be used by DPS and local emergency services includes email, NKU start page (<http://www.nku.edu/start/>), telephone, local radio and television stations, and the county Outdoor Siren Warning System.
- Turn off the heating or air conditioning in your area if you have the means to do so. The Power Plant will turn off all main air handlers and exhaust systems.
- Do not use the elevators. Elevators can become stuck when air handlers are turned off.
- Seek shelter on floors above ground level and in the interior part of the building, in an area with the least amount of windows and doors.
- After everyone has settled, use material such as plastic and tape to seal doorways.
- Wait for further instructions from the Department of Public Safety or other emergency personnel.

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**Campus Police – 911
Shelter-In-Place**

Shelter-In-Place (continued)

- Use phones only for an emergency. Overuse of phones, including cellular, can overburden the system and delay emergency calls.
- It is highly suggested that all departments invest in a small battery powered radio in case electricity is lost.
- Once the emergency is over you will be instructed to evacuate the building until it has been properly ventilated for any remaining hazards.

**Campus Police – 911
Shelter-In-Place**

Bloodborne Pathogens

Exposure incident refers to eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that results from the performance of an employee's duties.

- If you experiences an exposure incident, cease work and report it immediately to your supervisor, even if you do not feel the exposure poses a risk for contacting bloodborne disease;
- Report to your family physician, a hospital emergency room, or urgent care facility for examination and determination of the exposure;
- Report the incident to Human Resources within 24 hours. Human Resources will assist the you with the proper paperwork and procedures;
- Human Resources shall provide information about the exposure to the ECSC who shall review the circumstances surrounding the exposure incident, and, if warranted, recommend revisions to the Exposure Control Plan to reduce likelihood of a similar incident in the future.

Campus Police – 911
Bloodborne Pathogens