

# **Emergency Plan**

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## **Conservation Ecology and Entomology**

**J. S. Marais Building**

**(August 2011)**

## **TABLE OF CONTENTS**

<b>No.</b>	<b>Topic</b>	<b>Page</b>
1.	University Safety Policy	3
2.	Safety Committee	3
3.	Safety Officers	3
4.	Accident Reports	3
5.	Student Health Centre	3
6.	Personal Safety and Security	4
7.	Building Security	4
8.	Emergency Procedure	4
9.	Department Safety Arrangements	5
10.	MSDS	5
11.	Protective Clothing	6
12.	Laboratory Rules	6
13.	Safe Waste Disposal	7
14.	Safety on field trips	8

## **1. University Safety Policy**

The University recognizes its obligation to take all reasonable precautions to protect the safety of its employees, students and visitors while they are on campus.

## **2. Safety Committee**

The Departmental Safety Committee meets quarterly to discuss matters brought before it by its members and Safety Officers. Every area of the department is represented on the committee and any postgraduate student may be nominated to serve on the Committee. The Committee reports directly to the University Occupational Health and Safety Council through the Safety Officers.

## **3. Safety Officers**

The University's Safety Officers are responsible for the initiation and co-ordination of safety programs relating to all official University activities. The department's Safety Officers are Adam Johnson and Celeste Mockey.

Their duties include:

- Emergency Response:
  - Assess immediate and dedicated area, then initiate emergency procedure if required
  - Execute evacuation through nearest safe exit
  - Ensure thorough evacuation
  - Safely switch off electricity
  - Assist at gathering point with head-count, etc.
- Create and implement emergency procedures
- Coordinate emergency support and training
- Attend quarterly Risk meetings
- Emergency evacuation exercises and process evaluation
- Departmental Safety Inspections
- Report to Department Head

## **4. Accident Reports**

All accidents must be reported immediately and potentially dangerous situations should be reported promptly to enable timely preventative measures to be taken. Reports should be handed directly to a Safety Officer. It is a statutory requirement that all accident reports be in the hands of the Safety Officer within twenty-four hours of the accident.

## **5. Student Health Centre**

The Campus Medical Centre is situated at 7 Claassen Street (between Huis ten Bosch and Heemstede). If you require medical assistance during normal consultation hours (Mon. – Fri.: 08:00 – 16:30) you can phone the following number; Tel: +27 21 808 3496 / 3494.

## **6. Personal Safety and Security**

The safety of people using the campus is the primary interest of Risk and Protection Services (Tel: 808 2300). Reports of assault or harassment on campus should be made to the USBD Office (62 Merriman Avenue).

## **7. Building Security**

Building security is very important. It is your responsibility to ensure that doors are locked and remain locked, after hours. Challenge unfamiliar individuals who are acting suspiciously. A polite offer to show them to their destination should be sufficient in most cases. Do not leave valuable personal effects where they are visible. Handbags, cameras or wallets, for example, should at least be placed out of sight in a drawer. Lock your office door, even if you are only stepping out for a short time.

## **8. Emergency Procedure**

**2330** – US Risk and Protection Service

To simplify emergency procedure the above extension number has been allocated to be used for all emergencies, twenty-four hours a day.

When reporting an emergency, you should provide as much of the following information as possible:

- The nature of the emergency i.e. fire, flood, life failure, assault, accident.
- The type of assistance you think is required i.e. ambulance, fire brigade, tradesmen.
- The precise location of the trouble – building, level and room number.
- Your name and the names of the other persons involved.

### Responsibility of the first person at scene of emergency

This could be any person on campus. The person has the initial responsibility for dealing with the emergency, having total control of the situation until a more appropriate authority arrives. It is the action of this person that will determine the extent of injury and damage which will result from any emergency. Therefore, it is suggested that the first person on the scene carry out the following procedure, preferably in the order given:

### General emergency procedure on campus if you are first on the scene at an emergency:

Communicate: Dial 2330 give details

Contain: Isolate the emergency

Control: Render appropriate assistance

## First Aiders

There are several trained First Aiders in the department:

Dr. Antoinette Malan (Room 2038, Ext. 2821)

Ms. Celeste Mockey (Room 3004, Ext 4529)

Dr. Allison Leslie (Room 3016B, Ext 2487)

Dr. Pia Addison (Room 2031, Ext. 4671)

Dr. Shayne Jacobs (Room 3106A, Ext 4441)

## Fire

- Break the glass of the nearest fire alarm and press the button.
- Ring emergency 2330, advise the telephone operator the nature and type of fire e.g. spreading rapidly, flammable liquid, location: room, floor, building.
- Shut all doors and windows BUT DO NOT LOCK.
- The last person to leave a room to hang the "CLEAR" sign, on the outside of the door, on the knob.
- Act in accordance with directions given by emergency control personnel and evacuate the building immediately.
- Assist any person in immediate danger, but **only if safe to do so**.
- If practical, and **only if safe to do so**, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
- Evacuate building. Obey any evacuation directions from Safety Officers.
- Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area until the all clear has been given. In our case; across the road from the JS Marais building – in front of the Endler hall.
- Send someone to the main entrance of the building to await the arrival of the fire brigade and to guide them to the site of the fire.
- Extinguish the fire, **only** if you know how, by using the correct type of extinguisher. When fighting a fire be sure to stay between an unobstructed exit and the fire itself.

## Fire Fighting Equipment

Fire hoses, extinguishers and fire blankets are provided at various locations within the department. It is vital that all members of the department know the whereabouts and applications of the firefighting equipment closest to their area.

## **9. Department Safety Arrangements**

Departmental safety regulations are formulated in an attempt to comply with existing safety and other legislation and with University requirements. They are also tailored to cover the special and varied activities of the members of this Department.

The Safety Officers co-ordinate safety arrangements within the department.

Members of the department are required to familiarize themselves with the locations of fire-alarms, fire extinguishers, fire hoses and spill kits nearest to their work area. They should

know the applications of the different types of extinguisher and should always be aware of the quickest escape routes from their work area.

## **10. MSDS**

Before using any chemical substance the user should obtain and study the relevant material data safety sheet. Material Safety Data Sheets should be requested when ordering new material and a copy kept in an orange folder in the laboratory workplace. MSDS's are also available from suppliers' web sites. You must use the MSDS to fill out a Risk Assessment for the procedure you are undertaking.

Students and staff must be aware of the hazards connected with the substances, equipment and techniques with which they are working and take the necessary precautions in their work. Protective clothing and equipment is available in the department and should be used where and when necessary. The Lab Managers should be notified of any deficiencies in this area.

## **11. Protective Clothing**

University regulation requires that:

- Every member of the University shall wear laboratory coats and such other protective clothing or equipment as required by law when handling:
  - Corrosive, toxic or harmful chemicals;
  - Live or dead animals; Microbiological preparations including bacteria, fungi, viruses and body fluids; or such other material considered to be harmful to life or clothing.
- Every member of the University shall wear closed shoes and may not be unshod or wear sandals or thongs when working in laboratories or in those areas where harmful chemicals are in use or there is risk of injury.
- Members of the University working in workshops or laboratories or other areas of the University using tools or substance which can cause eye injuries shall at all times wear protective safety spectacles.

## **12. Laboratory Rules**

- Food or drink must not be consumed in laboratories.
- Closed shoes must be worn at all times in all University laboratories.
- Protective clothing and protective equipment must be used when and where appropriate (e.g. safety goggles, gloves, lab coats).
- Students must not commence experiments without their supervisor's approval.
- Technical staff and students may not work alone after hours without their supervisor's approval.
- Broken glass must not be deposited in rubbish bins (approach the support staff in this regard).
- Scalpel blades and hypodermic needles must not be deposited in rubbish bins; but should be disposed of in designated containers (ask you lab supervisor).
- Users must adopt the correct procedure for disposal of all waste materials.
- All members of the department should know the location of the nearest fire alarm, fire hose, fire extinguisher and spill kit.

- Tubing must not be removed from gooseneck taps. Where an eyewash station is not readily available this is the best method of dealing with eye injury – rinse gently under running water.
- All users must read the labels on chemicals before using them; know their hazards and rigorously adhere to the proper handling procedures. (Check MSDS).
- All gas cylinders in laboratories and workshops must be secured by a strap or chain.
- The volume of dangerous substances in all laboratories must be kept to the minimum necessary for the experiments in progress at any time.
- All members of the department must keep their laboratory areas clean and tidy and the floor areas clear.
- Spills must be cleaned up promptly.
- Doorways and escape routes must be kept clear at all times.
- All members of the department must promptly report all accidents and fill out report of OHS (ask the Safety Officers).
- Equipment malfunctions must be reported to the technical staff promptly, e.g. most drain blockages, water leaks, electrical faults, etc.

### **13. Safe Waste Disposal**

Waste materials must be disposed of safely and in accordance with regulations. If uncertain as to the correct method of disposal, advice should be sought from lab supervisors or the Safety Officers.

Most waste materials can be divided into the following categories and disposed of as described below:

- Harmless dry waste like food and paper scraps can simply be left in rubbish bins and waste paper recycle bins for disposal by the cleaning staff. Particulate materials such as sand should be wrapped.
- Hard dangerous waste such as broken glass, hypodermic needles, scalpel blades etc. must be deposited in the hard waste containers provided in the laboratories. On no account may these items be placed in normal rubbish bins.
- Dilute aqueous waste may be poured down laboratory sinks. Strong acids and alkalis should be greatly diluted and neutralized before disposal in this fashion. Dilution should be carried out slowly and by adding the substance to water, not the other way around. Do not pour solvents down sinks.

Solvent waste (non-radioactive) should be accumulated in bottles for collection by Waste Tech. It should be collected in separate containers as follows:

- Water soluble solvents; e.g. alcohol
- Chlorinated hydrocarbons; e.g. Carbon Tetrachloride
- Highly flammable solvents; e.g. ethers
- Acetone
- Mixed classes; e.g. Methanol/Chloroform solvent system

All bottles should be appropriately labeled and a note should be made on them whenever benzene is present. Full bottles of waste solvent should not be retained in laboratories and the lab manager should be notified so that alternative arrangements can be made. Biological waste such as animal remains must be incinerated according to the following procedure:

The material, as dry as possible, must be labeled, securely wrapped in small parcels and taped up. The parcel which must be labeled, should be deposited in the designated waste containers (ask the lab manager). Do not dispose of sand or other noncombustible material by this route.



## 14. Safety on field trips

Staff and students prior to leaving the campus to carry out fieldwork must:

- Where appropriate, obtain their supervisor's approval.
- Communicate the exact details, contact number and location of their proposed trip to their supervisor and at least one other member of staff in case of an emergency (variations to proposed itineraries must be communicated to the Department).
- Cell phones should be carried at all times. Be sure to have the numbers of your supervisor and at least one other member of staff in case of an emergency. It is also a good idea to store on your phone the general emergency service numbers for the area you are working in.
- The names of all participants or volunteers should be available to the Department in case of an emergency.
- First Aid Kits should be carried on all field trips.