Emergency Contact Information PI: Name

Lab Address

Lab Number

Emergency Contact Number

**Emergency 9-911**

Ambulance, Fire, Police University Medical Center (UMC)

(806) 775-8200

Texas Tech Police

Non-emergency (806) 742-3931

Building Contact

Title: Name:

Phone Number: Lab Safety Coordinator

Name:

Phone Number:

Physical Plant

Maintenance Emergencies (806) 742-3301 or after 5pm (806) 742-3328 Information Technology

(806) 742-HELP or for Server-related issues (806) 742-3649 Texas Department of Public Safety

(806) 472-2700

TTU Emergency Management Coordinator University Council: Ronald Phillips (806) 742-2121

TTUS Emergency Management Coordinator Executive Director of Public Safety and Emergency Management: Jay Parchman

(806) 742-9000

The Office of Communications and Marketing maintains the **Emergency Communications Center**

212 Administration Building

Lubbock, TX 79409

806.742.2136

806.742.1615 fax

Normal Office Hours: 8 a.m. – 5 p.m. Central, Monday – Friday

Mandatory Laboratory Safety Rules:

1. Comply with emergency evacuation procedures.
2. Access to eyewashes, safety showers, and fire extinguishers must be kept clear.
3. Eating and drinking in the laboratories and animal rooms is strictly forbidden at all times.
4. Eye protection must be worn at all times in the laboratories where chemicals are used and where there is the potential for eye injury.
5. Open-toed shoes, sandals, nor shorts, are acceptable in laboratories or animal rooms.
6. Keep the Chemical Hygiene Plan, MSDS’s, and emergency phone numbers in a highly visible location in the lab.
7. Immediately report any work related illness or injury to your supervisor and the safety coordinator.
8. Tasks that present unusual hazards must be reviewed with the appropriate supervisor before they are conducted.
9. Labels on containers must not be defaced, and all containers of chemicals must be labeled, listing the contents, hazards, name of owner, date received, and date opened.
10. Dispose of all expired chemicals per annual inventory of the lab. Contact EH&S for all waste chemical disposals at 2-3876.
11. When working with carcinogens, mutagens, or teratogens, comply with all safety procedures.
12. Pipetting by mouth is strictly forbidden.
13. Gas cylinders must be firmly secured with restraints whether in use or stored. Regulators must be removed and caps used when moving cylinders.
14. Do not modify electrical equipment yourself. The electrical shop will modify or fix electrical equipment for your SAFETY.
15. Lab must contain a first aid kit and its location must be known by lab members.
16. Emergency phone numbers should be posted within laboratory and on the outside of the laboratory door (i.e. 9-911, EH&S number 2-3876, Poison Control Center, Principal Investigator’s office and home phone numbers, and other employees’ or students’ home phone numbers.

Exposure Incident:

An exposure incident occurs when potentially infectious material enters the body through a needlestick, contact with mucous membranes (eyes, inside of nose or mouth, genitals) or contact with broken skin (rash, acne, cuts, scrape). If this occurs,

* Immediately wash the infected are with soap and water or disinfectant for 15 minutes.
* If it is an eye exposure, irrigate the eye at an eyewash station for 15 minutes (do not use disinfectant).
* Apply first aid if necessary.
* Notify your supervisor.
* Call the employer’s occupational medicine provider to arrange a post-exposure evaluation.
* Take a Bloodborne Pathogen Exposure Incident Report to the provider to be completed at the evaluation.

**“I have read and understand this SOP. I agree to fully adhere to its requirements.”**

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