

# UNMC/NEBRASKA MEDICINE EMERGENCY PREPAREDNESS GUIDE

## IMPORTANT PHONE NUMBERS

### INTRODUCTION

### BEHAVIORAL EMERGENCIES

### THREATS/WORKPLACE VIOLENCE

### CODE BLUE – CARDIAC ARREST

### ESSENTIAL STAFFING CONDITION

### INFORMATION SECURITY INCIDENT

### EARTHQUAKE/EXPLOSION

### INTERNAL & EXTERNAL DISASTER

### REPORTING MEDICAL EMERGENCIES

### ARMED INTRUDER

### SEVERE WEATHER PLAN

### BIOLOGICAL EXPOSURE GUIDANCE – WHAT TO DO?

### BLOOD/BODY FLUID EXPOSURE

### BIOLOGICAL/MERCURY/RADIOACTIVE SPILLS

### FIRE EQUATION

## FIRE EMERGENCY – CODE RED

### SAFETY DATA SHEETS (SDS) / GLOBALLY HARMONIZED SYSTEM (GHS) / CHEMICAL SPLASHES (next page)

### CHEMICAL SPILL EMERGENCY RESPONSE

### CHEMICAL EXPOSURES – GENERAL GUIDANCE

### BOMB THREAT/ SUSPICIOUS PACKAGE/THREAT CHECKLIST

### SYSTEM FAILURE BASIC STAFF RESPONSE



## SECURITY/PUBLIC SAFETY

### EMERGENCIES: ..... 402-559-5555

Biohazardous Spills; Cardiac Arrests, Chemical Spills; Fire, Gas  
Odors/Leaks, Medical Emergencies, Radioactive Material Spills,  
Threats or Workplace Violence, etc.

### NON-EMERGENCIES: ..... 402-559-5111

Door Unlocks, Escorts, Crime Reports, Suspicious Persons, etc.  
Business Office ..... 402-559-4439

## MEDICAL GAS EMERGENCY

Facilities – Nebraska Medicine..... 402-552-3347  
Resp Therapy Lead (Main Campus)  
Pager ..... 402-888-3900  
Volte Phone ..... 531-557-3900  
Poison Control Center..... 402-955-5555 or 800-222-1222

## OTHER IMPORTANT NUMBERS

Biosafety Officer (during business hours) .....402-559-7774  
After hours page:..... 402-888-3504 / If no answer: 402-888-8043  
Building Utilities/Repair & Maint. – Nebraska Medicine..402-552-3347  
Building Utilities/Repair & Maintenance – UNMC .....402-559-4050  
Clarkson College Front Desk.....402-552-3100  
Environmental Health & Safety .....402-559-6356  
Fume Hood/Biological Safety Cabinet Issues .....402-559-4050  
Information Security .....402-559-7700  
Infectious Waste Disposal Questions .....402-559-4073  
Medical Emergencies.....402-559-5555  
(Off-campus 911 or host campus number)  
Needle Sticks/Body Fluid Exposures (OUCH PAGER).....402-888-6824  
Odor Complaints..... 402-559-4050  
OUCH Pager ..... 402-888-6824  
Safety Operations – Nebraska Medicine..... 402-559-6690  
Safety – UNMC (See Environmental Health & Safety)

## **INTRODUCTION**

---

This emergency preparedness guide is designed to assist you during many emergencies such as fire, disaster, bomb threats, and/or medical emergencies.

If additional information is needed regarding emergency procedures contact the following during normal business hours:

Nebraska Medicine Safety Operations office at **(402) 559-6690**

UNMC Environmental Health & Safety office at **(402) 559-6356** or **(402) 559-7315**

## BEHAVIORAL EMERGENCIES

For assistance in securing anyone representing an immediate danger to self or others, or any dangerous or life-threatening situations:

1. Dial **402-559-5555** or **911**. Advise the dispatcher of your location and explain the situation in detail.
2. The responding officer(s) determines who will take charge of the situation.
3. Notify Manager.
4. Hospital – RL Solutions – Complete “Shout Out for Safety” Report to report events that do not involve an employee injury. Complete an Employee Safety Event Report for incidents that involve an employee injury. Both of these reports are found and completed online in RL Solutions (a link to RL Solutions is on the webpage listed below).  
UNMC – Complete an Incident Report. <https://www.unmc.edu/ehs/safety/incident-reporting.html>



## THREATS/WORKPLACE VIOLENCE

### SAFETY TIPS

Workplace violence has emerged as an important safety and health issue in today's workplace. Threats and suspected incidents of workplace violence must be reported to Security/Public Safety at **402-559-5555**. See Threatening Phone Call/Bomb Threat Checklist to help document key elements of the threat.

### WATCH FOR SIGNS THAT MAY BE ASSOCIATED WITH IMPENDING VIOLENCE

- Verbally expressed anger, frustration, or threats.
- Body language, such as a threatening gesture.
- Signs of alcohol or drug abuse.
- Presence of a weapon.

### MAINTAIN BEHAVIOR THAT HELPS EASE ANGER

- Present a calm, caring attitude, speak quietly, and do not give orders.

- Acknowledge the person's feelings: "I know you are frustrated."
- Avoid behavior that may be interpreted as aggressive, i.e., moving rapidly, getting too close, touching, or speaking loudly.

### BE ALERT

- Evaluate every situation for potential violence when you enter a room or begin to relate to a patient or visitor.
- Be vigilant throughout the encounter.
- Do not isolate yourself with potentially violent persons.
- Keep an open path for exiting.
- Do not let the potentially violent person stand between you and the door.
- Avoid sitting at a desk with your back to the door.
- Report suspicious people to Security/Public Safety at **402-559-5111**.

## THREATS/WORKPLACE VIOLENCE

## CODE BLUE – CARDIAC ARREST

### HERT – HOSPITAL EMERGENCY RESPONSE TEAM

Notify teams by dialing **402-559-5555** or using Wall Buttons.

**Purpose:** To ensure timely and effective treatment of individuals who experience a medical emergency while on Nebraska Medicine grounds. Early Goal Directed Therapy can promote better outcome, and reduce hospital deaths for patients whose condition may be deteriorating.

The initial responders will provide immediate care and obtain emergency equipment while waiting for the team to arrive. They will provide a handoff when the HERT arrives.

The primary nurse or department lead/designee will notify the patient's attending physician of the events that transpired as soon as possible.

### NOTIFICATION

Use the Wall Buttons or dial **402-559-5555** and provide security/public safety dispatch the following information:

1. Adult or Pediatric patient, Pregnancy status as applicable, and the Location, i.e. building, floor, room.
2. Type of emergency and patient status (registered in-patient vs. outpatient/visitor/employee).
3. An OB RRT will also be activated if the patient is pregnant/postpartum. (Nebraska Medicine Main Campus only.)
4. Call back number and witnesses as appropriate.
5. Answer any other questions that dispatch may have.



## **CODE BLUE – CARDIAC ARREST**

1. Note the time.
2. Summon help while remaining at the person's side. Shout or yell, if necessary.
3. Begin cardiopulmonary resuscitation (CPR) if you know how, and continue CPR until assistance arrives and takes over. Use AED if available.

## **MEDICAL EMERGENCY TEAM (MET)**

Activated for outpatients, visitors, and employees that become incapable of seeking treatment on their own and requiring stabilization and/or transportation to the Emergency Department.

## **RAPID RESPONSE TEAM (RRT)**

Activated to oversee and carry out rapid interventions for all registered in-patients.

## **OBSTETRIC RRT (OB RRT)**

Responds in conjunction with RRT and/or independently to emergencies involving pregnant or postpartum patients in the inpatient, perioperative, and emergency departments at The Nebraska Medical Center.

**\*\*\*Note: Medical Emergencies in other locations not on Nebraska Medicine campus (including all parking lots) notify Security/Public Safety (402-559-5555) and call 911.**

## ESSENTIAL STAFFING CONDITION

### DECISION TO IMPLEMENT

The decision to implement the Essential Staffing/ Operating Condition will be made by Nebraska Medicine and/or UNMC Administration or their designated representatives based on the advice of the university president's office, the Chancellor or their designee, National Weather Service and/or state and local government officials.

### RELEASE OF NON-ESSENTIAL PERSONNEL

The administrator or designee will decide if and when non-essential personnel shall be released. The decision shall be based on the needs of the campus and the weather conditions. Each director/manager will identify those positions that must be maintained to ensure the uninterrupted operation of the department. Those employees not required shall be identified as non- essential and may be released and told to go home.

## INFORMATION SECURITY INCIDENT

Information Security Incident is when you are unable to access your network resources due to violation of acceptable use of computer policies, violation of standards security practices or other unknown events. Examples would include unplanned disruption of your network services such as a screen displays "Your machine is being held for ransom," loss of equipment that contains sensitive information, a phishing email seeking recipients to respond with valid credentials and/or personal information. Unlike other incidents, an Information Security Incident is not an outage or a hardware issue. These incidents should be reported to the Help Desk at 402-559-7700 or at <https://support.security.unmc.edu>. The Information Security Office will be contacted and will identify the next steps to take.



**ESSENTIAL STAFFING**

**INFORMATION  
SECURITY INCIDENT**

**EARTHQUAKE/  
EXPLOSION**

## EARTHQUAKE/EXPLOSION

### EARTHQUAKE

1. If a tremor strikes when you are inside:
  - a. Stay inside. Beware of falling debris. Stay away from windows and mirrors.
  - b. Crawl under a sturdy table or desk; sit or stand against an inside wall away from windows, or stand in a strong inside doorway.
2. After the tremor is over:
  - a. Check for injured people. Do not move seriously injured people unless they are in immediate danger.
  - b. If you think the building has been damaged, **evacuate**. After-shocks can level severely damaged buildings.
  - c. Do not use the telephone except to report an emergency. Dial **402-559-5555** to report emergencies. Be sure to give your name, building and room number, and telephone number.
  - d. Do not use plumbing or anything electrical (**including elevators**) until after the utility and electrical lines have been checked.

- e. Open doors carefully, watching for objects that may fall.
  - f. Do not use matches or lighters. Watch for fires that may have started.
  - g. Be prepared for additional aftershocks.
3. Facilities Management will inspect all damage from the earthquake and determine the priority of repair work needed.
4. The disaster plan will be activated, if necessary.

### EXPLOSION

1. Await specific instructions if the explosion is not in your area and your area is not impacted.
2. If the explosion is in your area:
  - a. Remove others from the immediate danger area, if you can do so safely.
  - b. Activate the fire alarm system and call **402-559-5555**.
  - c. Prepare for further evacuation, if necessary.
  - d. Use telephones for emergencies only.
  - e. Notify Manager.

## INTERNAL & EXTERNAL DISASTER

At times, it may be necessary for the facility to activate the disaster plan. The hospital will activate the plan for incidents that may involve an influx of victims. Upon activation of Hospital Incident Command, when possible, UNMC will support the hospital. This may include using campus personnel and students to supplement hospital personnel.

### DEFINITIONS:

**Incident Command Activate:** Any emergency situation during which the hospital expects to receive more patients than they can accommodate at once with the regular number of staff. Incident Command may activate for events occurring on campus such as fires, explosions, threats, etc.

Incident Command may activate for events occurring on campus such as fires, explosions, threats, etc. At the university, it may be activated for any emergency that requires coordination from multiple departments and/or at the discretion of leadership.

**Incident Command Standby:** If we are alerted to a potential situation in the community or on our campus Incident Command “Standby” may be activated.

During Incident Command “Standby,” our staff continues to operate on a routine basis, management continues to monitor developments, and they have organized and assigned positions to take should the occasion warrant activation. During Incident Command “Standby,” all hospital employees should return to their assigned work areas. They may be called upon to support the response efforts.

When Incident Command “Activate” is announced, each hospital department will assess their duties and reassign responsibilities to allow staff to report to the labor pool.

**Emergency Operation Center (EOC):** The EOC is the location where the incident commander, section chiefs, and support personnel assemble during activations to direct the response and recovery efforts.



## REPORTING MEDICAL EMERGENCIES

Internal medical emergencies can be reported by dialing:

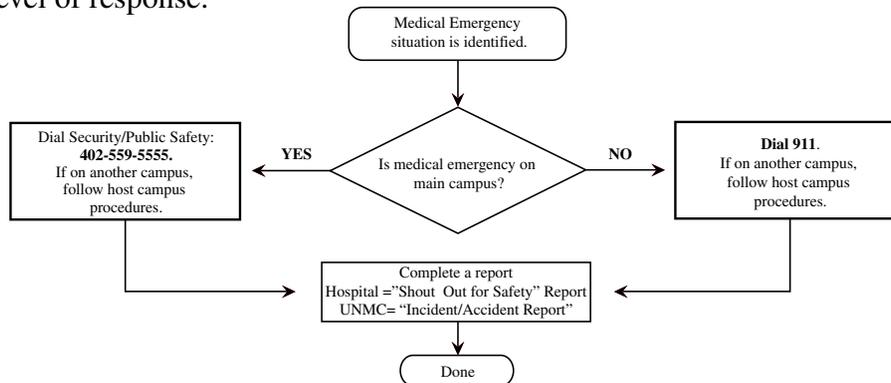
On Main Campus: **402-559-5555**.

Areas off main campus: Local police/fire department via **911**.

Areas located on other campuses – follow emergency procedures for the host campus.

### MEDICAL EMERGENCY FLOW CHART

When calling during medical emergencies, make sure you describe what happened, if known, and the condition of the person needing assistance. (Are they able to walk, or unable to walk, alert or unconscious, etc.) This will help get the proper level of response.



Links to RL Solutions “Shout Out for Safety” and UNMC Incident/Accident Report can be found here:  
<https://www.unmc.edu/ehs/safety/incident-reporting.html>

The main campus includes all UNMC and Nebraska Medicine Buildings and properties inside or along the following basic boundaries: 38th Ave. on the East, Saddlecreek on the West, Leavenworth on the South and Dodge Street on the North. (Additions to the campus include parking lots and buildings south of Leavenworth between 38th Ave. and 39th St. and the properties west of Saddlecreek to 48th St., between Leavenworth and Dodge St.)

**MEDICAL EMERGENCY**

## ARMED INTRUDER

### PROFILE OF AN ARMED INTRUDER

An armed intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics:

- Victims are selected at random.
- The event is unpredictable and evolves quickly.
- Law enforcement is generally required to end the event.

### IF "ARMED INTRUDER" IS ANNOUNCED OR IS IN YOUR VICINITY:

CALL **911** to report the location of the assailant when it is safe to do so.

1. **RUN**
  - Have an escape route and plan in mind.
  - Leave belongings behind (keep your cell phone).
  - Keep your hands visible.
2. **HIDE**
  - Try to hide out of the shooter's view.
  - Block entry to your hiding place, turn off lights, and lock the doors.
  - Silence your cell phone and/or pager.
3. **FIGHT** – As a last resort and only when your life is in imminent danger:
  - Make a plan with others in the room about what you will do if the shooter enters.
  - Attempt to incapacitate the armed intruder and do whatever is necessary to survive the situation.

### IF OUTSIDE WHEN A SHOOTING OCCURS

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.

- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from law enforcement personnel.

### WHEN LAW ENFORCEMENT ARRIVES

- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet, cooperate, and follow directions.
- Show the officers your empty hands and follow their instructions.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

### TO WATCH THE ARMED INTRUDER TRAINING VIDEO GO TO:

UNMC: <https://www.youtube.com/watch?v=5VcSwejU2D0>

Nebraska Medicine: <https://vimeo.com/112455575>

Other videos on the subject can be found on the Campus Security/Public Safety Tips & Training Intranet page.



## SEVERE WEATHER PLAN

### SEVERE WEATHER SAFETY PLAN

#### Definitions

- A. **Severe Thunderstorm Watch:** Issued when conditions are right for severe thunderstorms. Be alert for changing conditions.
- B. **Severe Thunderstorm Warning:** Issued when storms with strong winds, rain, and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.
- C. **Tornado Watch:** Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.
- D. **Tornado Warning:** Issued when a tornado has actually been sighted and is threatening the community. At this time, the County Outdoor Warning Sirens are sounded, and the emergency messages are broadcast by the media. A tornado warning usually lasts for 30 minutes or less.
- E. **Straight-line Winds:** The County Outdoor Warning Sirens will be activated if Douglas County 911 receives credible reports of damage or the imminent threat of hurricane-force sustained winds greater than 74 mph. This may not be the case for other counties so you can turn on the radio to find out why the sirens are sounding.

### SEVERE THUNDERSTORM WARNING, TORNADO WATCH OR TORNADO WARNING

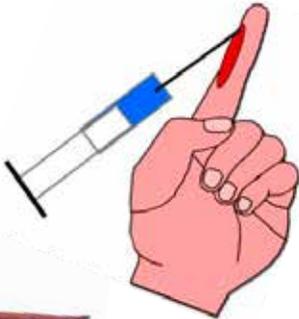
- Individuals who receive the weather statement calls for their specific department must notify the manager on duty and contact those designated by the unit specific policy.
- Employees must be prepared to guide individuals to a safe area per the departmental plan and move unsecured equipment and hazardous chemicals to a safe area (if time allows) in the event a tornado warning is issued.
- A damage assessment team will be formed by Facilities Management to assess all damage from the tornado and determine the priority of repair work needed.
- If there is damage on campus, the manager/supervisor on duty should report the damage to Facilities Management by phone if possible. If the phones are not working, damage reports are to be given to Security/Public Safety Dispatch.
- Depending upon the extent of damage and number of injuries, it may be necessary to activate Incident Command and/or the Internal/External Disaster Plan.

## BIOLOGICAL EXPOSURE GUIDANCE – WHAT TO DO?

Exposures with serious injuries: Call **402-559-5555** or go to the Emergency Department. Exposures with non-serious injuries: Call the post-exposure pager (OUCH pager) **402-888-OUCH (402-888-6824)** for post-exposure medical guidance on biological exposures that occur on campus including needle sticks, biological, animal, etc. Be prepared to give them the Principal Investigator, manager, or designee's contact information (office and cell number) and tell them what biological agents you were working with in the laboratory.

**BIOLOGICAL EXPOSURES**







**CALL  
OUCH PAGER  
402-888-6824**

## BLOOD/BODY FLUID EXPOSURE

In the event an employee has exposure to blood and/or body fluid:

1. Wash the affected area immediately with soap and water (mucous membranes should be flushed with water).
2. DO NOT WAIT. Report immediately, call the OUCH pager (**402-888-6824**) for risk assessment and assistance in determining needed health care follow-up. If a patient is involved, before the patient is discharged (or leaves the Clinic/ Emergency Department) review with Employee Health to ensure that the appropriate specimen has been obtained from the patient.
3. The OUCH pager (**402-888-6824**) is available 24 hours a day, 7 days a week.
4. Inform the appropriate supervisor.
5. Document the exposure.
  - Hospital = RL Solutions “Employee Safety Event” Report
  - UNMC= “Incident/Accident Report”
 Links to forms found here: <https://www.unmc.edu/ehs/safety/incident-reporting.html>
6. Follow-up with any recommended treatment and/ or evaluation.

### BLOOD SPILLS – CLEANING AND DISINFECTING

Blood spills are cleaned immediately, and the area disinfected with an appropriate (approved) disinfectant.

#### SMALL BLOOD SPILL

- Contain spill.
- Absorb blood.
- Disinfect.

#### LARGE BLOOD SPILL

- Contain spill.
- Secure area.
- Absorb blood/other potentially infectious materials.
- Contact Environmental Services at **402-559-4073** or Pager: 402-888-3877 or 402-888-3876

## BIOLOGICAL/MERCURY/RADIOACTIVE SPILLS

### BIOLOGICAL SPILL PROCEDURE

#### For Minor Spills

1. Cordon off spill area and don Personal Protective Equipment (PPE) (glove and eye protection required).
2. Cover spill with absorbent material.
3. Flood with appropriate (approved) disinfectant.
4. Allow it to stand for the recommended contact time.
5. Use mechanical means to collect any sharps (tongs/brush pan).
6. Reapply disinfectant for final clean-up.
7. Wash hands
8. Inform lab manager/supervisor.
9. Report. In all instances of employee exposure, complete a report:
  - Hospital = RL Solutions “Shout Out for Safety” Report
  - UNMC= “Incident/Accident Report”

Links to forms found here: <https://www.unmc.edu/ehs/safety/incident-reporting.html>

#### For Large Spills

1. Cordon off the spill area and don PPE.
2. Contain as much as possible by applying absorbent material.
3. Restrict area access and post a warning sign on the entry doors.
4. Remove contaminated clothing and wash skin contact areas.
5. Contact Security/Public Safety Dispatch immediately at **(402) 559-5555**.

### FOR BIOLOGICAL EXPOSURES

In situations where an individual has been exposed to a biohazardous agent, e.g., contact with non-intact skin, splash to eyes, or inhalation, the following protocol should be followed:

1. Provide immediate first aid. (Eyes – Flush eyes with copious amounts of water; Skin – wash skin with copious amounts of soap and water, remove soiled clothing and wash skin with soap and water, etc.)  
Flush eyes and skin for 15 minutes minimum.

2. Immediately contact the OUCH pager **402-888-6824 [402-888-OUCH]**. The individual will be advised as to the next steps based on approved protocols.

### MERCURY SPILLS

1. Cordon off the area to prevent people from tracking spill or becoming exposed.
2. Contact Environmental Health and Safety at **(402) 559-6356** during normal working hours to schedule clean up and collection of spilled material. After hours, contact Security/Public Safety Dispatch at **(402) 559-5555**.
3. Notify Manager/Supervisor.

### RADIOACTIVE SPILLS

#### Incident

Spill: The following instructions are applicable to areas where radioactive material is not routinely used. If a spill occurs and the identity or activity of the radioactive material is unknown, begin the notification process.

- Call Security/Public Safety Dispatch at **(402) 559-5555**.
- Call Environmental Health and Safety (EHS) at **(402) 559-6356**.

#### Initial Action

1. Notify all persons not involved in cleaning up the spill to vacate the room at once.
2. Keep the number of people to a minimum to deal with the spill and help clean up.
3. Confine the spill immediately. Use protective gloves and absorbent material to keep liquid spills confined. Contain the spill by working from the outside limit of the spill toward the center of the spill.
4. Decontamination will be completed, and survey readings will be documented.
5. EHS will survey the extent of the contamination and determine that the area and personnel are decontaminated.



Patient care areas evacuate horizontally to adjacent smoke compartments.

See Nebraska Medicine Evacuation Policy [EC-70 Hospital Evacuation Procedure](#).

## The fire equation.....

**SMOKE**



**+/-**

**FIRE**



**=**

**PULL THE ALARM**



**+**

**CALL  
402-559-5555**



**EXIT THE BUILDING**



**if**

**The fire is  
in your lab  
or area**



**Report  
To**

**FIRE  
FIGHTER**



**or**

**PUBLIC  
SAFETY/  
SECURITY**



**Do not re-enter the building until the "all clear" has been given.**

Report ALL fires – even those that have been put out!!!

**FIRE EQUATION**

## FIRE EMERGENCY – CODE RED

### SMOKE OR FIRE SIGHTED:

#### R A C E

**R** - Rescue those in immediate danger.

**A** - Alarm.

1. Activate the fire pull station.
2. Call **402-559-5555** and give:
  - a. The exact location of the fire (room number and building), your name and type of fire (if known).
  - b. Remember: Let the operator hang up first.

**C** - Contain the fire by closing all doors and windows.

**E** - Extinguish if possible, or

**E** - Evacuate if fire or smoke is discovered.

1. Evacuation should be coordinated with one of the following:
  - a. Manager of the affected area
  - b. Safety Officer
  - c. Security/Public Safety Officer
  - d. Fire Chief or Incident Commander
2. If time allows, turn on all lights and close all doors behind you as you leave.
3. Do not use elevators. Do not run.
4. Follow the evacuation routes.
5. If the fire is in your area, please report to the Fire Department or Security/Public Safety personnel to provide them with information.

### SMELL SOMETHING BURNING, BUT SEE NO SMOKE:

1. Call Security/Public Safety Dispatch at **(402) 559-5555** immediately.

2. Security/Public Safety will:

- a. Send an officer to investigate.
- b. Activate the building fire alarm system, if necessary.

### SELF-PROTECTIVE MEASURES

- If your clothes catch on fire: stop, drop and roll.
- If you are caught in smoke, drop to your hands and knees and crawl below the smoke level.
- If you are trapped in a room, place cloth and material (wet if water is available) under the door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and the fire. Signal for help.

### PREVENTIVE MEASURES

- Learn at least two escape routes and emergency exits from your area.
- Never use an elevator as part of your escape route.
- Learn to activate the fire alarm and use the extinguishers in your area.
- Learn to recognize fire alarm and signals.

Note: All fires must be reported immediately, either active fires or those that have been extinguished. Everyone must follow the directions given over the fire alarm system and house paging system or in person by Security/Public Safety, Fire Department and Law Enforcement personnel. Failure to follow the directions to evacuate may result in disciplinary action.

---

## **BUILDING SPECIFIC INFORMATION**

---

**Nebraska Medicine:** Refer to Department/Unit-Specific Evacuation Plans

**UNMC:** Refer to Building Specific Evacuation Plans and the designated Severe Weather Safe Areas that are posted in the building.

## SAFETY DATA SHEETS (SDS) / GLOBALLY HARMONIZED SYSTEM (GHS) / CHEMICAL SPLASHES

### SAFETY DATA SHEETS (SDS)

UNMC and Nebraska Medicine have contracted with MSDSOnline for Safety Data Sheets (SDS) retrieval services. Each department should have a listing of the hazardous materials that are located in their areas.

#### An SDS can be retrieved in two ways:

##### 1. Online

To go directly to our electronic binder in the online database. A link to the online safety data sheets can be found on the Quick Links or Services page.

Training and information on how to use MSDSOnline to retrieve safety data sheets is also available. You can find this information at <https://info.unmc.edu/safety/safety-office/lab-safety/data-sheets.html>

You can search the database in several ways: by name, manufacture, CAS no., etc. If you do not find it in our eBinder, look for the link at the bottom of the page to see the search results from the entire MSDSOnline database.

##### 2. Phone and Fax Back

SDS can be obtained via a phone and fax service. This method assures accessibility to all employees. Contact MSDSOnline 24 hours/day – 7 days/week: **1-888-362-7416** (toll-free)

The info you should have when calling:

- Product name and number
- Manufacturer name
- Area code and fax machine number where you want SDS to be faxed
- UPC code (optional)

Questions regarding SDSs should be referred to UNMC Environmental Health & Safety at (402) 559-6356.

### GLOBALLY HARMONIZED SYSTEM (GHS) FOR HAZARD COMMUNICATION

The GHS includes criteria for the classification of health, physical and environmental hazards, as well as specifying what information should be included on labels of hazardous chemicals, as well as safety data sheets.

Pictograms on labels alert users of the hazards to which they may be exposed. The pictogram on the label is determined by the chemical hazard classification.

<b>Health Hazard</b>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<b>Flame</b>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<b>Corrosion</b>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame Over Circle</b>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<b>Environment (Non-Mandatory)</b>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"> <li>• Acute Toxicity (Fatal or Toxic)</li> </ul>



## CHEMICAL SPLASHES

In the event, a chemical splash occurs, follow the appropriate protocol below.

1. **Eye contact.** Use eyewash/drench hose to promptly flush eyes (while eyelids are held open) with water for a minimum of 15 minutes and seek medical attention. If contacts are present, remove before flushing.
2. **Skin contact.** Promptly remove any contaminated clothing and flush the affected area with water for a minimum of 15 minutes. Use a safety shower/drench hose when contact is extensive. Seek medical attention.
3. **Clean up.** Follow the chemical spill procedures.
4. **Report.** In all instances of employee exposure, complete a report:
  - Hospital = RL Solutions “Shout Out for Safety” Report
  - UNMC= “Incident/Accident Report”

Links to forms found here: <https://www.unmc.edu/ehs/safety/incident-reporting.html>

## CHEMICAL SPILL EMERGENCY RESPONSE

### CHEMICAL SPILLS

The goal is to minimize the potential for spills and to prepare for chemical spills. Chemical spill kits should be available in laboratory areas where chemicals are used. There are three types of spill responses:

**Controlled Spills** (Controllable spills that can be cleaned up by personnel in the area of the spill.)

1. These are spills of chemicals that are not reasonably expected to be a threat to human health or the environment, the properties are well known, and have been previously determined to be safely cleaned by laboratory personnel.
2. Evacuate other personnel from the area.
3. Review the Safety Data Sheet (SDS) for guidance.
4. Don the appropriate Personal Protective Equipment (PPE).
5. Use the spill pads or absorbents to contain the spill.
6. Containerize the spilled material, fill out a chemical collection tag, and contact UNMC Environmental Health & Safety (EHS).
7. Complete a report. Hospital = RL Soution “Shout Out for Safety” UNMC = “Incident/Accident Report & Near-Miss Form.” Links to forms found here: <https://www.unmc.edu/ehs/safety/incident-reporting.html>

**Controlled Spills, requiring assistance** (Controllable spills that are beyond the capabilities of personnel in the area of the spill.)

1. These are spills of chemicals that are not reasonably expected to pose a threat to human health or the environment, the properties are well known, but they are beyond the capabilities of laboratory personnel.
2. Evacuate other personnel from the area.
3. Contact UNMC Environmental Health and Safety (EHS) **402-559-6356** between the hours of 7:00 a.m. to 4:30 p.m., Monday – Friday, or call UNMC Security/Public Safety at **402-559-5555** after hours/weekends for assistance.
4. Provide the SDS for guidance.
5. The UNMC EHS Office will assist and containerize the spilled material and clean up the area if they can safely do so utilizing level C PPE.
6. Lab personnel will fill out a chemical collection tag, and contact UNMC EHS.
7. Complete a report. Hospital = RL Soution “Shout Out for Safety” UNMC = “Incident/Accident Report & Near-Miss Form.” Links to forms found here: <https://www.unmc.edu/ehs/safety/incident-reporting.html>

**Uncontrolled Spill** (Spill may pose a threat to human health and/or the environment and personnel in the vicinity are not able to contain the spill.)

These are spills of chemicals that involve personnel injury, fire or explosion and can pose a threat to human health, the environment or UNMC property. It also includes large uncontrollable chemical spills, unknown chemical spills that are reasonably expected to cause serious injury or damage, or spills of chemicals that are water reactive, pyrophoric, shock sensitive, temperature sensitive, or highly toxic materials and cannot be safely cleaned by laboratory personnel.

1. Evacuate other personnel from the area.
2. Contact UNMC Security/Public Safety at **402-559-5555**. Omaha Fire Hazmat will be notified and the Master Bridge line will be activated by Dispatch.
3. Provide the SDS for guidance.
4. Complete a report. Hospital = RL Soution “Shout Out for Safety” UNMC = “Incident/Accident Report & Near-Miss Form.” Links to forms found here: <https://www.unmc.edu/ehs/safety/incident-reporting.html>



## CHEMICAL EXPOSURES – GENERAL GUIDANCE

Contact the Campus Emergency Number **(402) 559-5555** (off-campus **911**) if the exposure has resulted in the person being grossly contaminated, injured or incapable of rendering aid to themselves or if providing assistance to the injured party would put the rescuer at risk.

The poison control center can provide some guidance but will need to know the name of the chemical/substance. In the Omaha area, call **402-955-5555** or call toll-free **1-800-222-1222**.

### ROUTES OF EXPOSURE

- Eye – **See Figure 1, #7**
- Ingestion – Call Poison Control Center and seek medical treatment. Victims who have ingested a toxic chemical may expose others through vomitus.
- Inhalation – Leave the area. Move to fresh air. Seek medical treatment.
- Skin – **See Figure 1**

### FIGURE 1 – TREATMENT FOR CHEMICAL BURNS

1. Identify the chemical that was involved. As work, have someone check the Safety Data Sheet (SDS) for this information.
2. Move the victim away from fumes or ventilate the area.
3. With a gloved hand or piece of cloth, brush off any dry chemical.
4. Remove clothing and jewelry from the burn area.
5. Flush the entire area as quickly as possible with large amounts of running water. Flush until Emergency Personnel arrive to give definitive care or until a topic specific solution is available.
6. Contact the Poison Control Center in your area, or 911. Many chemical burns may be treated with local wound care. Some chemicals can cause life and limb threatening injuries and need emergency care.
7. Victims with chemical burns to their eyes should always seek emergency care. Flush the victim's eye with large amount of running water until Emergency personnel arrives. Have a victim wearing contact lenses remove them.

Reference: *Treating Burns, National Safety Council*

## BOMB THREAT

### IF YOU RECEIVE A TELEPHONE BOMB THREAT

1. **Do not hang up** and leave your phone off the hook when the call is over so the call can be traced.
2. Remain calm.
3. Try to prolong the conversation.
4. Use the bomb threat checklist.
5. Call **(402) 559-5555, USING A DIFFERENT PHONE**, to report any threatening phone calls.
6. Do not evacuate the building; do not sound the fire alarm.

### IN THE EVENT OF A BOMB THREAT:

1. Report any unusual activity, suspicious objects, packages or devices to Security/Public Safety.
2. Since you are familiar with your area, you may be asked to assist in searching your area.
3. Clinical Staff in charge prepares a patient condition list for potential evacuation needs and a staff list. Non-clinical depts. create a staff list. If possible, assign someone to answer the phone and relay messages. Send lists to the Incident Commander if requested.
4. Move visitors into their patient's rooms; visitors in the Lobbies may go outside to wait. Lockdown will NOT be activated.
5. Search only your area.
6. If patients and visitors are concerned, let them know "we are working with the Omaha Police Department in response to a threat. We believe the threat is not credible, and the police have advised us to shelter in place. We are taking all precautions for your safety."
7. If it is deemed necessary to evacuate, you will be notified by your manager or the overhead paging system. Evacuate via the primary route for your area, or by the alternate route, if so directed.
8. Move everyone out of the site of the suspicious package; "if you can see it, it can see you!"
9. Resume normal operations when "All Clear" is announced.

### IF YOU FIND A SUSPICIOUS PACKAGE, DEVICE OR AN ENVELOPE

Contact Security/Public Safety Dispatch at **(402) 559-5555** and give them the location.

- Do not handle suspicious packages, devices, or envelope.
- Keep others away and alert anyone in the area about the suspicious package envelope. Leave the areas, close doors, and take actions to prevent others from entering the area.
- If you are handed the suspicious package, lower it gently to a table or stable surface.
- Do not shake it, drop it, toss it, sniff it, touch, taste, handle or look closely at it or at any of the contents that may have spilled.
- Do not use a cell phone directly over the suspicious item.
- If it is deemed necessary to evacuate, you will be notified by your manager or the overhead paging system. Evacuate via the primary route for your area, or by the alternate route, if

so directed.

- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to security/public safety and local law enforcement officials.

### RECEIVING A THREAT BY HANDWRITTEN NOTE OR EMAIL

1. Call Security/Public Safety Dispatch at **(402) 559-5555**, tell the Dispatcher you have a written bomb/terroristic threat.
2. Handle note as little as possible.
3. If the threat comes via email, do not delete the message.
4. Dispatch will notify 911 and the Hospital and UNMC Incident Commanders – On Call.
5. Notify your manager or direct supervisor.

## THREATENING PHONE CALL/ BOMB THREAT CHECKLIST

The following is a checklist to be utilized by the person receiving a call which threatens the safety or security. Leave your phone OFF the hook and DON'T HANG UP when the call is over. The call can be traced if you don't disconnect.

**Checklist: Complete all possible items immediately following the call.**

1. **Ask for Caller's Name** \_\_\_\_\_  
**Caller's Address** \_\_\_\_\_
2. **Sex**     Male     Female
3. **Age**     Adult     Child
4. **Bomb Facts** (Ask the caller the following)
  - a. When will it go off? \_\_\_\_\_
  - b. Building? \_\_\_\_\_
  - c. Exact Location? \_\_\_\_\_
  - d. Why are you doing this? \_\_\_\_\_
5. **Nature of the Threat** \_\_\_\_\_

6. **Call:**     Local     Long Distance     Unknown

#### 7. Voice Characteristics

- |                                     |   |                                    |
|-------------------------------------|---|------------------------------------|
| <b>Tone</b>                         | <b>Speech</b>   | <b>Language</b>                    |
| <input type="checkbox"/> Loud       | <input type="checkbox"/> Fast <input type="checkbox"/> Lisp         | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Soft       | <input type="checkbox"/> Slow <input type="checkbox"/> Nasal        | <input type="checkbox"/> Good      |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted <input type="checkbox"/> Raspy   | <input type="checkbox"/> Fair      |
| <input type="checkbox"/> Low Pitch  | <input type="checkbox"/> Cursing <input type="checkbox"/> Poor      | <input type="checkbox"/> Poor      |
|                                     | <input type="checkbox"/> Slurred <input type="checkbox"/> Disguised |                                    |
|                                     | <input type="checkbox"/> Pleasant Manner                            |                                    |

#### Accent

- |                                    |                                       |                                     |
|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Local     | <input type="checkbox"/> Poor Grammar | <input type="checkbox"/> Emotional  |
| <input type="checkbox"/> Not Local | <input type="checkbox"/> Well Spoken  | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Other     | <input type="checkbox"/> Taped        | <input type="checkbox"/> Deliberate |
|                                    | <input type="checkbox"/> Message Read | <input type="checkbox"/> Rational   |
|                                    | <input type="checkbox"/> Laughing     |                                     |

#### Background Noise

- |   |                                 |   |
|---|---------------------------------|---|
| <input type="checkbox"/> Office Machines  | <input type="checkbox"/> Voices | <input type="checkbox"/> Trains         |
| <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Music  | <input type="checkbox"/> Airplanes      |
| <input type="checkbox"/> Bedlam/Commotion | <input type="checkbox"/> Radios | <input type="checkbox"/> Street Traffic |
| <input type="checkbox"/> Animals          | <input type="checkbox"/> Party  | <input type="checkbox"/> PA System      |
| <input type="checkbox"/> Quiet            | <input type="checkbox"/> Static |   |



## SYSTEM FAILURE BASIC STAFF RESPONSE

(See Department Policies and Procedures for Additional Details)

Nebraska Medicine Facilities Mgmt .....502-552-3347 UNMC Facilities Mgmt .....402-559-4050

<b>Failure of:</b>	<b>What to Expect:</b>	<b>Who to Contact:</b>	<b>The responsibility of User:</b>
<b>Computer Systems</b>	System Down.	Information Tech 402-559-7700 or 402-559-5378	Proceed with Departmental System Downtime Procedures.
<b>Electrical Power Failure – Emergency Generators Work</b>	The Campus has several emergency generators for back- up. Some lights are out. Light in the hallways are on Emergency and/or battery power. Only RED electrical outlets work.	Facilities Management (Numbers at the top of the table)	Lights and other electrical equipment will not work. Take steps to prevent loss or damage (i.e., items in refrigerators or freezer).
<b>Electrical Power – Total</b>	Failure of all electrical systems.	Facilities Management (Numbers at the top of the table)	Utilize flashlights. Take action to provide continuity of care in patient areas.
<b>Elevators Out of Service</b>	All vertical movement will be by the stairwell. NOTE: Only elevators on emergency power will operate.	Facilities Management (Numbers at the top of the table)	Review Fire and Evacuation Plans.
<b>Elevators Stopped Between Floors</b>	Use elevator intercom to contact Security/Public Safety Dispatch.	Facilities Management or Security/Public Safety 402-559-5111	Keep verbal contact with personnel still in the elevator and let them know help is on the way.
<b>Fire Alarm System</b>	No fire alarms. In area equipped with sprinklers, they are available as long as the water is accessible. NOTE: Fire alarm has a battery backup.	To report fires 402-559-5555 or designated number at other sites.	With no fire alarm or sprinkler system, institute fire watch; minimize fire hazards; use phone/runner to report the fire to 402-559-5555.
<b>Medical Vacuum</b>	Vacuum system fails and will alarm.	Facilities Management 402-552-3347	Call Medical Materials Services for a portable vacuum. Obtain portables from crash carts.
<b>Patient Care Equipment/ System</b>	Equipment does not function properly.	Biomedical Instrumentation 402-552-2068 or Pager 402-888-0011	Remove from service and tag defective equipment.
<b>Sewer Stoppage</b>	The drain is backing up. Depending on the extent and duration, may implement “Porta-Potty” agreement.	Facilities Management (Numbers at the top of the table)	Do not flush toilets. Do not use water.
<b>Steam</b>	No building heat, hot water; sterilizer inoperative; limited cooking.	Facilities Management (Numbers at the top of the table)	Conserve sterile materials and all linens. Provide extra blankets. Prepare cold meals.
<b>Telephones</b>	Total lack of phone service.	Security/Public Safety Dispatch located in UT room 2301	Use cell phones and emergency phones or send a runner to alert Security.
<b>Ventilation</b>	No ventilation; no heating or cooling.	Facilities Management (Numbers at the top of the table)	Open windows if possible during warm weather months; obtain blankets, fans (if needed); restrict the use of odorous/ hazardous materials.
<b>Water</b>	Sinks, toilets, etc. inoperative. No sprinkler system. Long-Term – bottled water.	Facilities Management (Numbers at the top of the table)	Institute fire watch; conserve water; use bottled water for drinking. Be sure to turn off the water in sinks.
<b>Water, Contaminated – Not Fit to Drink</b>	Tap water unsafe to drink. Ice from ice machine is unsafe for consumption.	Facilities Management (Numbers at the top of the table)	Use bottled water for drinking. Place “Do Not Drink” signs on all drinking fountains and wash basins (these are to be handwritten at the time of occurrences). Label ice machines “Not for Human Consumption.”