Annex 4   
Emergency planning: action in the event of incidents in the laboratory

**This template must be adapted to the situation in the particular plant.**

1. General rules on procedure for incidents

As a basic rule, the notices in laboratories and other company premises regarding escape routes, fire-fighting equipment and manual alarm buttons must be followed.

2. Minor incidents and emergency situations

Minor incidents are, in general, to be dealt with by the person(s) who caused them – if appropriate with the assistance of the Biosafety Officers (BSO). In the event of serious incidents, the emergency services must be alerted. In an emergency situation, the response should always follow the same pattern and proceed in a linear way.

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|  | **Minor incidents** | **Emergency situation** |
| 1. Keep calm | Get an overall view of the situation | Leave the danger area in the event of aerosol formation, fire etc. |
| 2. Alarm | Inform BSO | Alert the emergency services |
| 3. Secure | Confine the contaminated area | Rescue |
| 4. Act | Disinfect or decontaminate according to SOP or hygiene -plan | Extinguish etc. |

3. Emergency telephone numbers

Emergency telephone numbers for external emergency services and in-house persons responsible for safety are available in separate leaflets in the laboratories next to the telephones and by the first-aid boxes.

4. Emergency planning

For emergency planning, a distinction is made between the following emergency situations, because a different course of action is required in each case.

**a.** Spillage of infectious material

**b.** Release of aerosols

**c.** Injuries

**d.** Fire / explosion

**e.** Water

**The emergency planning schedules set out below are to be understood as outline proposals which require more detail according to the particular plant and situation.**

A. Spillage of infectious material involving the release of aerosols and the risk of inhalation

Contamination limited to the inside of the laboratory

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| **SPILLAGE OF INFECTIOUS MATERIAL WITH RELEASE OF AEROSOLS** | | |
| **1. CLEAR THE DANGER AREA** | Immediately evacuate all people from the danger area.   1. Employees who might have been affected should, if possible, decontaminate themselves immediately; otherwise, they should remain in a separate room to prevent any further spread of the organisms. | |
| **2. ALARM** | Biosafety Officers | **Tel.:** |
| 1. Who telephones? | |
| 1. Where did the incident occur? | |
| 1. What was released? | |
| 1. How many people are affected? | |
| **3. SECURE** | 1. Seal off the room, switch off the ventilation, wait 60 min | |
| 1. Decontaminate people | |
| 1. Disinfect the room as instructed by the Laboratory Manager according to SOP or hygiene plan | |
| 1. Disinfect contaminated equipment etc. | |
| 1. Issue the all-clear for the room after checking that it has been decontaminated | |
| **4. ACT** | 1. Complete report sheet for laboratory incidents | |

B. Spillage of infectious material not involving the release of aerosols

Contamination limited to the inside of the laboratory

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| **SPILLAGE OF INFECTIOUS MATERIAL WITHOUT RELEASE  OF AEROSOLS** | | |
| **1. ALARM** | Biosafety Officers | **Tel.:** |
| 1. Who telephones? | |
| 1. Where was infectious material spilled? | |
| 1. What was spilled? | |
| 1. How many people are affected? | |
| **2. SECURE** | 1. Employees should not leave the affected area if possible. | |
| 1. The most effective way of dealing with the incident is to:   • keep calm  • confine the contaminated area  • disinfect or decontaminate with disinfectant according to SOP or hygiene plan | |
| 1. All-clear from the laboratory Biosafety Officers or their deputies | |
| 1. Enter the incident and any injuries in the laboratory and/or health log book, as applicable | |
| **3. ACT** | 1. In the event of injuries, complete the report sheet for laboratory incidents | |

C. Injuries

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| **INJURIES** | | |
| **1. ALARM** | Project Manager | **Tel.:** |
| Emergency number for ambulance | **Tel.: 144** |
| 1. Who telephones? | |
| 1. Where are there injured people? | |
| 1. What happened? | |
| 1. How many people are affected? | |
| **2. ACT** | 1. Give first aid. | |
| 1. Remove gloves and any laboratory clothing. | |
| 1. Wash hands and injured areas of skin. | |
| 1. Disinfect with hand disinfectant or 70% ethanol. | |
| 1. Complete report sheet for laboratory incidents | |

D. Fire / explosion

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| **FIRE / EXPLOSION** | | |
| **1. ALARM**  (if the fire alarm has not be set off automatically) | Fire brigade | **Tel.: 118** |
| Biosafety Officers | **Tel.:** |
| 1. Who telephones? | |
| 1. Where are the injured people? | |
| 1. What happened? | |
| 1. How many people are affected? | |
| **2. RESCUE** | 1. Evacuate all people from the danger area to a predetermined assembly area via the designated escape routes. | |
| **3. FIRE-FIGHTING** | 1. Fight the fire with fire extinguishers. | |

E. Water involving the spread of organisms

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| **WATER** | | |
| **1. ALARM** | Biosafety Officers | **Tel.:** |
| In the event of personal injury | **Tel.: 144** |
| 1. Who telephones? | |
| 1. What happened? | |
| 1. How much water escaped? | |
| **2. SECURE** | 1. Protect material and equipment. | |
| 1. Shut off the main supply lines. | |
| 1. Clean and decontaminate surfaces. | |
| 1. Decontaminate the waste-water installations | |

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| Compiled / authorized |  |
| Date |  |