Laboratory Incident Response

In the event of an illness or accident with injury, the laboratory instructor/TAs will contact storeroom staff who will help assess the situation and will call for assistance as outlined below.

1. Storeroom Staff will contact a Chemistry Department Safety Officer who will complete an incident report. **If Storeroom staff are not present, the flowchart on the back of this document will assist you in completing the Incident Response until a staff member arrives to assist you.**

   Instructors/TAs should help provide necessary descriptions and accounts. The student(s) involved in the incident should not return to the laboratory until the Safety Officer or VEMS releases them.

   Safety Officers: 
   - Eydiejo Kurchan x9-7481 or 484-367-5884
   - Janean Tiggett x9-7394
   - Michelle Corso x9-6348

2. Assess if this is a Major or Minor incident, then take appropriate action:

   **Minor Incidents** are those injuries where the student can wait to be escorted to Health Services by a Public Safety Officer.
   - If the student wishes to go to Health Services, the staff will call Public Safety, x9-6979, to request that a Public Safety Officer come and escort the student to the Health Services Building. *Students cannot go to Health Services by themselves.* Send Safety Data Sheets with student if necessary.
   - Students can decline to seek medical attention for Minor Incidents. If the student declines to go to Health Services, Public Safety does not need to be called.

   You may be asked to describe the circumstances of the incident. Some wording choices include fever, upset stomach, vomiting, headache, rash, small cuts, torn fingernail, jammed finger, burn, etc.

   **Major Incidents**: injury for which the student cannot wait to be escorted to Health Services. *(potentially life threatening/person(s) requires immediate medical attention)*

   Examples: Severe thermal/chemical burns, chemicals in eye(s), respiratory distress, dizziness, fainting, profuse bleeding from deep cuts, compound fractures, etc.

   In these cases, staff will call Public Safety, x9-4444, to request that VEMS respond.

   Example: “We need medical assistance from VEMS in Mendel Hall Room ________, a student (faculty/staff) has (a) ______________.”

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Incident occurs in the laboratory

Staff in Store-room?
- Yes
  - Safety Officer available?
    - No
      - Minor or Major Incident?
        - No
          - Student wants to go to Health Services?
            - Yes
              - Call Public Safety (9-6979) and request an escort for Student to Health Services Building (HSB)
            - No
              - Complete a Laboratory Incident Report form as completely as possible, and notify Eydiejo via voicemail (9-7481) that an incident occurred.
        - Yes
          - Safety Officer handles Incident Response and Completes Incident Report.
    - Yes
      - Safety Officer available?
        - No
          - Minor or Major Incident?
            - No
              - Student wants to go to Health Services?
                - Yes
                  - Call Public Safety (9-6979) and request an escort for Student to Health Services Building (HSB)
                - No
                  - Complete a Laboratory Incident Report form as completely as possible, and notify Eydiejo via voicemail (9-7481) that an incident occurred.
            - Yes
              - Call Public Safety (9-4444) & request Emergency Medical Response for Incident.
        - Yes
          - Safety Officer handles Incident Response and Completes Incident Report.

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- Janean Tiggett  x9-7394
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