

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 413</b>
<i>Subject:</i> <b>Emergency Procedures in the Asthma and Allergy Center, Bayview Medical Campus</b>	<i>Last Review Date</i>	9/28/11
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This is a guide for emergency procedures in the Asthma and Allergy Center located at the Bayview Medical Campus. It is designed to safeguard the lives of faculty, staff, students, and visitors in the event of a fire, release of hazardous material or other emergency.

## **I. THE FIRE ALARM SYSTEM**

The fire alarm system is installed to alert building occupants and responsible emergency personnel of the presence of a fire within the building.

Red fire alarm pull stations are located throughout the building in route to an exit and should be used to summon help in the event of an emergency.

Upon activation, the alarm system summons the Baltimore City Fire Department; notifies designated emergency responders and Maintenance personnel; and alerts building occupants of an emergency situation.

When an alarm is activated, the strobes and audible alarms will sound on the floor that the alarm is activated, one floor above the alarm, and one floor below. Additionally, when an alarm goes off on any level, the strobes and audible alarms are activated for all the bridges that surround the atrium area.

## **II. IN THE EVENT OF A FIRE**

Upon discovery of a fire or smoke, remain calm.

1. Evacuate all persons in immediate danger.
2. Close the door to contain the fire and smoke.
3. Pull the nearest fire alarm pull station.
4. Evacuate the area via the nearest exit door or stairwell. Do not use elevators.
5. When you have reached an area of safety, dial 0-0222 and report the nature and location of the emergency. It is vital you pull the alarm station and report the emergency to the security desk.

## **III. RESPONSE TO A FIRE ALARM**

When a fire alarm sounds in your area, EVACUATE THE BUILDING. Leave by the nearest accessible fire exit, using the stairs.

When a fire alarm sounds, laboratory personnel are responsible for terminating their experiments and leaving the area in a safe condition. Typical steps taken before evacuating the area include:

- Turn off all gas cocks.
- Close valves on gas cylinders, especially oxygen.
- Return flammable materials to the approved cabinet.
- Place radioactive materials in labeled hoods or refrigerators.
- Close all windows and doors.

## **IV. FIRE DRILLS**

Evacuation drills are conducted at least annually. A complete evacuation is required upon alarm activation.

Testing of the fire alarm system is conducted quarterly to assure reliability of the system. A notice will be posted to announce the date of these tests.

## **V. FIRE EXTINGUISHERS**

Fire extinguishers are designed to be used by specially trained individuals. If you are not properly trained, DO NOT attempt to use extinguishers.

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## VI. OTHER EMERGENCIES

### Major Chemical Accident

1. Leave the lab.
2. CLOSE THE DOOR.
3. Notify the Department of Health, Safety and Environment (HSE), at extension 5-5918.
4. If the incident occurs after normal working hours (M-F, 7:30am-5:00pm), notify the Johns Hopkins Hospital Centrex Operator, extension 5-4444, so they may contact the on-call member of HSE.

### Minor Chemical Spills

For a minor spill of hazardous materials, alert the occupants of the area. Contain the spill. Close off the area if possible, and call for assistance from a co-worker. Minor chemical spills are cleaned by laboratory personnel using absorbent material. Use sodium bicarbonate (baking soda) to neutralize acid spills, and use dilute acetic acid (vinegar) to neutralize caustic spills.

### Radioactive Material Spills

Notify the Radiation Control Unit (RCU), at extension 5-3712, of all major spills of radioactive materials. After 5:00 pm, call extension 5-4444.

## VII. EVACUATION PLANS

During any alarm, full evacuation from the building is required. All faculty, staff, visitors, patients and students must leave the building.

5th through 3rd Floors	Clinic	Exit down stairwell #4 or #5 to outside, OR exit stairwell #1 to the 2nd floor and exit the building
	Laboratory	Exit down stairwell #2 to the 2nd floor and exit the building, OR exit via stairwell #3 to the outside.
2nd Floor	Clinic	Exit down stairwell #4 or #5 to outside, OR through the main lobby to outside.
	Laboratory	Exit down stairwell #3 to outside, OR exit through the main lobby to outside.
1st Floor		Exit into courtyard through double glass doors, OR use exit stairwells to the outside (#1, #3, #4, or #5).
Basement		Exit UP stairwell #2, #3, or #4 and out of the building, OR exit through the Loading Dock personnel door.

### REVIEW CYCLE

Annually