



TO: Lewes Faculty, Students and Staff
FROM: George W. Luther III, Chair, SMSP Safety Committee
DATE: August 29, 2019

EMERGENCY ADVISORY GUIDELINES FOR BUILDING EVACUATION, HAZARDOUS MATERIAL OR SAFETY ACCIDENTS
PLEASE POST AT PHONES AND EXITS TO LABORATORIES LEWES CAMPUS
USE COMMON SENSE AT ALL TIMES

I. In the event of a life threatening event, evacuate personnel from endangered area and call:

9-911 (from a CEOE phone)
911 (from a cell phone or pay phone)
Use your building communicator (see #IV (4) below).

GIVE: YOUR NAME
YOUR LOCATION - GIVE BUILDING, ADDRESS AND ROOM NUMBER

Table with 4 columns: Lab Name, Address, Building, and Room Number. Rows include Cannon Lab, Smith Lab, Marine Operations, and ASI.

NATURE OF THE INCIDENT/ACCIDENT

II. FOR FIRES: SAME AS I. Pull the fire alarm, which is monitored for activation by the UD Police Dept/Public Safety dispatch in Newark (except for Air-Sea Interaction Lab which is monitored by the State Police). This will help evacuate the building and notify the Lewes Fire Department via the Sussex County Fire Board. Call the fire into the Lewes fire department to ensure the report is made. Use your building communicator (see #IV below).

GO IMMEDIATELY TO THE NEAREST PARKING AREA!!

At the parking area, we can check personnel and discover if anyone may still be in the building.

ITEMS I AND II ARE PARTICULARLY USEFUL FOR AFTER HOUR EMERGENCIES WHEN THE INDIVIDUAL WILL NEED TO TAKE ON ADDED RESPONSIBILITIES. ITEMS III THROUGH VII WILL BE MOST USEFUL FOR NORMAL WORK HOUR EMERGENCIES.

III. If Cardiac Arrest is Suspected: SAME AS I. ALSO contact campus security at 4333. Campus Security vehicles now have an Automatic External Defibrillator (AED), and one is available outside Cannon 104

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for anyone to use. All officers are trained in use of the AED. In the event that the phone call is forwarded to Newark, tell the Newark dispatcher all pertinent details. The Newark dispatcher has direct dispatching capability with Lewes Campus Security, who will then respond. This phone call is in addition to the 9-911 emergency response, not in lieu of it. Remember to use the Building Communicators to assist you in obtaining emergency response assistance (see IV below). See the University's Office of Environmental Health and Safety (EHS) URL at [http://www.udel.edu/ehs/newsletter/downloads/AEDs\\_University\\_Departments.pdf](http://www.udel.edu/ehs/newsletter/downloads/AEDs_University_Departments.pdf) concerning AEDs.

IV. Call Campus Security (4333) and then your **Building Communicator** (listed below) to help with communication internal and external to CEOE.

<b>CANNON LAB:</b>	Lisa Dorey (4234), Joy Harms (4292)
<b>SMITH LAB:</b>	Luci Angeline (4279), Roseann Caraway (4016)
<b>PEL:</b>	Ed Whereat (4252)
<b>MOB:</b>	Patty Welch (4051), Jen Clem (4025)

V. Prevent others from entering endangered area.

VI. Security and Building Communicator will check on outside assistance to insure timely arrival of emergency assistance.

VII. A. **In the event of chemical problems requiring assistance, call one of the following:**

George Luther (4208), Joe Scudlark (4300, Vice Chair of the committee), Andrew Wozniak (4318), Suni Shah Walter (4262), Bill Ullman (4302).

B. For unusual chemical problems, call CHEMTREC (1-800-424-9300) or go to

<http://www.chemtrec.com>

C. For radioactive material problems, contact Bill Fendt of EHS (phone 55-1434 or 831-1434; [wfendt@udel.edu](mailto:wfendt@udel.edu)).

D. For assistance in problems related to molecular biology, our local representatives are Kathy Coyne (4288), Jen Biddle (4267) or Adam Marsh (4367).

E. If material safety data sheets (MSDS) are required and are not available in the Laboratory, the CEOE Library (4290) and the Marine Operations Building (4320) keep a set for most chemicals used in Lewes.

The University's Environmental Health and Safety (EHS) web site has an important URL on MSDS and product information. <http://www1.udel.edu/ehs/> and click on **Chemwatch/SDS** on the lower right green section.

The SMSP safety web site is at <http://www.ceoe.udel.edu/about/campuses-facilities/health-and-safety>

F. If necessary, call the EHS at 55-8475 for chemical, biological and radioactive problems.

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