

# BIOSAFETY MANUAL



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<b>Emergency Management</b>		Effective Date: March 2013 Date of Revision: NA
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<b>Purpose of procedure</b> This procedure has been developed as a regulation to laboratory managers, supervisors, staff and users for emergency management		
<b>Scope</b> This procedure only applied to RTPC2 facility under the management of Institute of Systems Biology, Universiti Kebangsaan Malaysia		
<b>Responsibilities</b> The facility manager to ensure authorised users is trained and authorized visitors are accompanied by an authorized user		
<b>Steps</b> <b>Security breaches (theft, vandalism):</b> <ol style="list-style-type: none"><li>1. Immediately inform the Incident Officer and call security centre 999/03-89214444/03-89214666</li><li>2. Do not attempt to take inventory, access the extent of loss or attempt to clean the area until Emergency Coordinator or Public Safety arrive</li></ol> <b>Fire:</b> <ol style="list-style-type: none"><li>1. Shout Fire! Fire!</li><li>2. Evacuate the facility through the nearest exit</li><li>3. Call security centre (999/03-89214444/03-89214666)</li><li>4. Smother the fire or use the correct fire extinguisher at the base of the fire</li><li>5. Fire extinguished? Yes – record the incident; No – Evacuate the area via the nearest stairwell or exit</li><li>6. Follow the Incident Officer instruction to go to the designated assembly point</li><li>7. At the assembly point, the Incident Officer will account for personnel</li><li>8. Enough? Yes – record of personnel status; No – Establish the personnel status (not present/trapped)</li><li>9. Notify the Emergency Coordinator or Public Safety if any personnel missing</li><li>10. Wait for further instruction</li></ol> <b>Electrical or Mechanical failure:</b> <ol style="list-style-type: none"><li>1. Turn off all light switches</li><li>2. Set all equipment and appliance switches to the OFF position</li><li>3. Extinguish all flames (if presence) in the PC2 Plant Facility</li><li>4. Contact the facility manager</li><li>5. Call Security Centre: 999/03-89214444/03-89214666</li><li>6. If the failure lasts more than a few minutes, evacuate the area via the nearest exit</li></ol> <b>Loss of water:</b> <ol style="list-style-type: none"><li>1. Contact JPP UKM</li></ol>		

**Monitoring Control System failure:**

1. Contact RTPC2 contractor

**Autoclave failure**

1. Contact RTPC2 contractor

**Breach of containment (natural disaster, e.g. land slide, storm, impact)**

1. Immediately inform the Incident Officer and call security centre 999/03-89214444/ 03-89214666
2. Do not attempt to take inventory, access the extent of loss or attempt to clean the area until Emergency Coordinator or Public Safety arrive

**Medical Emergency (minor):**

1. Gassing
  - Remove patient to fresh air, lay down and rest
  - If patient is not breathing, make sure airway is clear and applies artificial respiration
  - Keep patient warm, and
  - Call Security Centre: 999/03-89214444/03-89214666
2. Eyes
  - Hold eyes open and wash continuously with eye washer/ clean running water for at least 15 minute, and
  - Call Security Centre: 999/03-89214444/03-89214666
3. Skin
  - Immediately wash the affected area with clean water (lukewarm in case of liquid nitrogen to prevent frostbite)
  - Apply bandage if necessary
  - Call Security Centre: 999/03-89214444/03-89214666

**Medical emergency:**

1. Access the area for any dangers. If too dangerous to attend, call 999/03-89214444/03-89214666
2. Access the casualty. If responding, apply the First Aid Emergency Management
3. Check breathing. Yes – Place in recovery position and call 999/03-89214444/03-89214666; No – call 999/03-89214444/03-89214666 then begin CPR. Continue CPR until ambulance arrives

**Training required**

Official emergency management training

**Location**

RTPC2 facility and fire assembly point