

# Emergency Assistance

## Emergency Medical Attention

- First aid advice for hazardous materials and processes is provided in standard operating procedures (SOPs).
- ALWAYS confirm the consent of the injured person before assisting with first aid.
- ALWAYS wear Personal Protective Equipment for any hazardous materials involved before assisting with first aid.
- DO NOT administer first aid without training. Immediately call for help instead.
- If an injured person can safely walk, the lab/shop supervisor or safety buddy should escort the injured person to the SJSU Student Health Center, which operates Monday to Friday from 8:30 AM to 4:30 PM. The lab/shop supervisor should call ahead while escorting them (**408-924-6122**). Employee work-related injury care is available.
  - If the injured person can safely walk and the injury occurs outside of Student Health Center hours, go to an [occupational health urgent care](#). Use O'Connor Hospital Emergency Room (2105 Forest Ave) for after hours and weekends.
- Injuries beyond first aid capabilities or if there are concerns about ability to safely walk:
  - Seek emergency medical attention by calling University Police Department emergency dispatchers at: **408-924-2222, 911 from a campus phone, or use a nearby blue light emergency phone.**
  - Inform emergency dispatchers about any injured person and any hazardous materials that were involved.
  - If there is any doubt that the injured person can safely reach an offsite facility, do not attempt to travel or allow an injured person to operate any vehicle.
- Report the potential exposure or injury to the lab/shop supervisor or department leadership.
- Lab/shop supervisor or department leadership must promptly submit a [Student and Visitor Accident Report](#) to SJSU Risk Management or [Workers' Compensation Report](#) to university personnel.
- Lab/shop supervisor must inform relevant safety officers of any suspected exposures or injuries.

URGENT  
CARE  
LOCATIONS



STUDENT OR  
VISITOR  
ACCIDENT



EMPLOYEE  
ACCIDENT



## Hazardous Materials Spills or Leaks

Call emergency contacts on hazardous area door sign to get additional help with large spills or toxic spills.  
DO NOT attempt to clean up a hazardous material spill unless you have been trained and feel comfortable doing so.

### Chemical Releases that Require Safety Staff

- Acute toxins, carcinogens, or reproductive toxin spills over 250 mL (250 g) inside a fume hood OR any spill outside a fume hood
- Corrosive or flammable spills of liquids over 1 gal (4 L) or solids over 4 lb (5 kg)
- ALL reactive, unstable, or pyrophoric spills
- Gas leaks
- Non-hazardous spills of liquids over 2 gal (8 L) or solids over 8 lb (10 kg)

EH&S must be notified immediately for any uncontrolled release of acute toxins, carcinogens, reproductive toxins, water-reactive, unstable, or pyrophoric chemicals. Reportable incidents include spills, leaks, equipment failure, rupture of containers, or failure of control equipment.

You can contact EH&S at [ehs@sjsu.edu](mailto:ehs@sjsu.edu).



### Biohazard Releases

#### that Require Safety Staff

- Spills in public spaces
- BSL-1 spills over 2 gal (4 L)
- BSL-2 spills over 1 pint (500 mL)

The biosafety officer must be notified promptly for any uncontrolled release of biohazardous materials including research/clinical materials and bodily fluids related to injuries. You can contact biosafety at [biosafety@sjsu.edu](mailto:biosafety@sjsu.edu).



### Hazardous Material Spill or Leak Instructions

- Confine the spill within the fume hood or room, then evacuate everyone from the lab.
- Seek emergency medical attention by calling University Police Department emergency dispatchers at: **408-924-2222, 911 from a campus phone, or use a nearby blue light emergency phone.**
- If it can be done safely, put down universal absorbent pads and plug sink/floor drains to slow the spread of an ongoing spill. Do not attempt this for spills of BSL-2 or toxic chemicals.
- Help remove any victims from the spill area to fresh air but do not endanger yourself by entering a potentially toxic atmosphere or failing to wear appropriate personal protective equipment.
- Before exiting, inspect your clothing and shoes for signs of contamination, such as saturation or powder. Remove contaminated clothing, place in plastic bags, and label the bag. Leave the clothing or bag of clothing near the spill area or inside the room where the spill occurred.

## Facilities Emergency

- (408) 924-1990: Mondays through Fridays, all campus "open" days, from 8 AM to 5 PM
- (408)-924-2222: call UPD for facility-related emergencies that occur **after-hours**
  - FACILITIES NON-EMERGENCY: (408) 924-1950 or [workcontrol@sjsu.edu](mailto:workcontrol@sjsu.edu)

## Building Evacuation

- If you hear the emergency alarm or are told to evacuate by emergency coordinators, walk quickly to the nearest stairway and exit the building. You can follow exit signs to aid in your evacuation. Stay to the right on staircases, leaving space for emergency personnel.
- Take your personal belongings with you as you may not be allowed to return immediately.
- Do not use the elevators. Take the stairs.
- People who are unconscious or severely injured should not be moved unless their life is in danger (like severe bleeding, head/neck injuries, or broken limbs).
- Throughout your evacuation, close doors behind you to help prevent fires and hazardous materials from spreading. Find the building evacuation zone using the "Safety and Emergency Information" filter on the [SJSU Campus Map](#).
- Report to the building evacuation zone.
- Alert emergency coordinators so that they know you are safely out of the building. Do not disperse or re-enter the building until instructed to do so by emergency coordinators.
- Review protocols for how to [assist people with disabilities or minor injuries](#) during evacuation with their consent.
  - Consider people with visual impairments, hearing impairments, guide dogs, mobility impairments (using canes, crutches, walkers, or wheelchairs), or cognitive impairments.
  - Always ask what, if any, assistance the person requires during an emergency. If a person with a disability or minor injury consents to your help, you should escort them to the landing of the closest evacuation staircase. This location has the lowest risk of fire and structural failure and is the first place emergency responders will arrive.
  - If possible, someone should remain with the individual with disabilities or injuries, while another person notifies arriving emergency personnel of their location. Emergency coordinators and trained individuals can assist in finding and using [Evacu-Trac Evacuation Chairs](#)— only attempt to use these devices without previous training if there is immediate danger.

ASSEMBLY  
LOCATIONS



DISABILITY  
OR INJURY  
ASSISTANCE



EVACU-TRAC  
CHAIR



## Fires

- If fire alarms are signaling through sound or flashing lights, you must evacuate immediately (see Building Evacuation above).
- If you notice a fire, you must immediately notify a faculty or staff member and notify anyone near by. As you evacuate, pull the nearest fire alarm and/or call emergency responders at **408-924-2222, 911 from a campus phone, or a blue light emergency phone**.
- If it is safe to do so, turn off hazardous equipment and close any open gas lines or liquid lines while evacuating.
- If it is safe to do so, put your hazardous materials into nearby secondary containers.
- If it is safe to do so, make sure that chemical storage cabinets, freezers, and fridges are fully closed.
- Trained personnel may attempt to control the fire using a fire extinguisher. Otherwise, fire extinguishers should only be used if you are in danger while trying to safely evacuate.
- If the fire cannot be controlled, stay calm as you locate the nearest exit and stay low below the smoke while you evacuate. Stairwells are the most fire resistant areas.
- Avoid breathing heated air. Use a towel or clothing to reduce the smoke you breathe in.
- Do not open doors hot to the touch. Feel doors with the back of your hand before opening them.
- Close as many doors as you can in your lab/shop and along your exit route to prevent the spread of fire and smoke.
- If you become trapped: Call emergency dispatch to report your specific location. Don't break windows. Place clothing or other marker in windows to signal your location to emergency personnel. Place wet towels or other wet material at the bottom of the door. Stay near the floor. Shout at regular intervals.
- *Fire extinguisher training is required for individuals that work with equipment with substantial fire risks, particularly reactive chemicals such as pyrophoric materials, and large amounts of oxidizer or flammable chemicals.*
- Contact [ehs@sjsu.edu](mailto:ehs@sjsu.edu) to schedule a fire extinguisher training for your lab/shop.

## Earthquakes

### During shaking:

- Find cover even during a minor earthquake.
- If doorways, desks, or lab benches are unavailable, lay down against the inner hall walls, face upward, and use arms to protect your head.
- Consider the location of heavy equipment and chemicals in the lab/shop when choosing your shelter.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures and furniture.
- If it is safe to do so, turn off hazardous equipment and close any open gas lines or liquid lines before seeking shelter.

### After shaking:

- Do not use electrical switches or appliances if gas leaks are suspected, because sparks can ignite gas from broken lines. Do not touch downed lines or broken appliances.
- If it is safe to do so and you have been trained in accident response:
  - Put out small fires using emergency equipment found in the lab/shop (see Fire section above).
  - Follow small spill cleanup protocols after shaking stops for chemicals that can be clearly identified.
  - Make sure that chemical storage cabinets, freezers, and fridges are fully closed.
- Remain inside the building. Get out of labs/shops that contain significant hazards. Wait until university police or emergency coordinators instruct you to follow building evacuation protocols (see Building Evacuation above).
- Evacuation of a lab/shop containing hazardous materials and/or the building may need to be accelerated if there is a release of hazardous chemicals, safety exhaust systems cease functioning, or unstable conditions emerge for a hazardous experiment or process. Warn those around you and let emergency responders know as soon as possible if you suspect any of these serious threats to safety.