

SAFETY INSTRUCTIONS AND RESPONSE GUIDE

In case of emergency always call: 112

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- Inform:**
- The nature of the emergency and location
 - Your name and phone number
 - Do not hang up until you are sure no further information is required

After notifying safety personnel, notify local safety personnel (525 5112) and building occupants.



Accidents and personal injury:

- For all injuries: **Call 112**
- Report an incident to your supervisor and safety personnel

- Obtain first aid and CPR training to be better prepared for an emergency situation
- First Aid procedures:

Clothing on fire: roll the person on the floor to smother the flame

Hazardous material exposure (chemical, biological or radiation):

Remove contaminated clothing

Flush contaminated area with running water for at least 15 minutes

Cuts or puncture wounds:

Take precautions to prevent disease transmission

Apply direct pressure to control bleeding

Apply bandage as necessary

Earthquake:



- Prepare your working area by avoiding storing heavy objects on high shelves. Secure bookcases and equipment to the floor or wall. Store gas cylinders according to regulations. Be familiar with emergency plans and procedures.

- During an earthquake: Drop – Cover – Hold. Take cover under a table or desk and hold on. Stay away from windows, tall objects and electrical equipments. In labs, be prepared for falling chemical containers. You may need to move into the hallway.
- If outside, move to an open area away from buildings
- After an earthquake: be prepared for aftershocks. Move cautiously. Check for injured people and administer first aid if necessary. Do not move seriously injured individuals.
- Follow the evacuation procedure and do not re-enter buildings until permitted.

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Be prepared:

- Read this guide and make sure you understand it.
- Be familiar with your building, its floor plans, exit routes and evacuation assembly points.
- Know where emergency equipment is located including:
 - Fire Extinguishers
 - Safety Showers
 - Eyewashes
 - First Aid Kits



Chemical and Biological Spills:

Chemical and biological spill clean-up should only be performed by trained personnel. Spill-kit with protective equipment should be located in each laboratory.

- Attend to any injured or contaminated people
- Alert others in the lab about the spill
- Notify safety personnel and the supervisors and provide pertinent information.
- Confine the spill area and limit access
- If flammables involved, turn off all sources of ignition
- If life safety is threatened, follow the evacuation procedure
- In case of toxic gas or vapor, isolate or contain the source of the release, if possible

Minor spill:

- Alert people in the area and limit access to the affected area
- Wear protective clothing
- Absorb the spill with the appropriate material
- Dispose of all contaminated material as hazardous waste

Biological spill:

- Alert people in the area and isolate the spill area for at least 30 minutes, to allow any bioaerosols to settle
- Wear protective clothing
- Cover the spill with paper towels or other absorbent material
- Pour a freshly prepared solution of disinfectant or alcohol on the spill and allow 20 minutes contact period before clean-up.
- Clean-up the spill by working from the edge to the center.
- Dispose of all contaminated material in a yellow biohazardous waste bags



Fire & Evacuation:

- In case of a small fire, trained personnel may use fire extinguisher to extinguish the fire.
- In case of a major fire, **call 112**.

1. Remain calm.
2. Activate the nearest alarm box and alert other personnel
3. Close doors to confine the fire
4. Evacuate to a safe area. Use stairs, do not use elevators.

Evacuation:

Know the nearest exits from your work area
Leave quickly by the nearest exit, walk don't run
Close all doors behind you
Go to the closest assembly point and remain there

Re-enter the building:

Do not re-enter the building until further instructions have been provided by the emergency personnel



Threats and Threatening Behaviour:

- Try to notify in case you are aware of:
 - A person that exhibit high level of irritability, including unruly, aggressive or violent behaviour and if a person threat to harm another person or property.
 - A person that makes overtly suicidal comments, is experiencing impaired or garbled speech, disjointed thought, bizarre or strange behaviour that is obviously inappropriate to the situation.
- You must:
- Remain calm and get necessary help if possible
 - Avoid threatening, daring, taunting, pushing or touching the person.
 - Avoid arguing or challenging the rationality of the persons thinking nor dominating, pressuring or making demands of the person.

University of Iceland, Safety Committee
Tel: 525 5112 • E-mail: safety@hi.is

