Title:	***SAFE WORK PRACTICE #17:*** **AFTER HOURS EMERGENCY RESPONSE PLAN**
SWP document #:	FSSC-SSWP-017-v1.0
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This Safe Work Practice is approved and maintained by the Faculty of Science Safety Committee. Please contact Leanne Lucas, Safety Advisor–Science Activities, with any questions or concerns (leanne.lucas@smu.ca)

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1. PURPOSE

1.1 This Safe Work Practice (SWP) provides guidance for emergencies including events such as chemical spills, chemical exposures, power outages, floods, or low oxygen alarms after hours (5:00 pm-8:30 am on weekdays, and 24 hours a day on weekends and holidays) in Science facilities at Saint Mary's University.

2. SCOPE

2.1 Education to provide awareness to Science faculty and staff about the procedures in this SWP is the responsibility of the Safety Advisor, Science Activities and the Dean of Science. The Supervisor will inform their staff of these procedures. Enforcement of this SWP is the responsibility of the Department Chair and Dean of Science.

2.2 This SWP will apply to anyone participating in teaching, research, or service activities in the Faculty of Science at Saint Mary's University.

3. SAFETY EQUIPMENT AND SUPPLIES

3.1 Spill kit

3.2 Personal protective equipment (PPE)

3.3 Science Floorplans Emergency Contacts list is maintained by the Safety Advisor, Science Activities and the Dean of Science. The list identifies the space allocations in the Science building and includes an emergency after-hours contact number for each laboratory. The list is shared with SMU Security.

3.4 SMU Science Emergency After-Hours Contacts list is maintained by the Safety Advisor, Science Activities and the Dean of Science. The list identifies the contact numbers for

supervisor of Science spaces located outside of the Science building. The list is shared with SMU Security.

3.5 The SMU Safe App is available for download. It can be used to contact campus security and will give emergency notifications including building evacuations or campus closures. https://news.smu.ca/news/2024/1/25/keeping-campus-safe-security-at-smu https://www.smu.ca/alert/

3.6 The SMU Emergency Response / Quick Reference Guide gives additional guidance on what to do in emergency situations on campus. https://www.smu.ca/about/emergency-response-quick-reference-guide.html

4. PROCEDURE

4.1 Emergency Situations

4.1.1 In any emergency situation on campus, including fires, suspicious odours, and medical emergencies, please contact the Security Office at the emergency number (902) 420-5000. Evacuate the area if there is risk of fire or health hazard. If you believe that emergency services will be required, phone 911 prior to contacting Security. This will ensure that the 911 call is made in a timely manner and that the correct details are given to the dispatcher. For medical emergencies, Security will respond with a first aid kit and AED, and will help direct paramedics to the correct location on campus.

4.1.2 If needed, seek appropriate medical attention.

4.1.3 Notify your supervisor about the incident as soon as possible.

4.1.4 Complete an incident report as outlined in **Section 4.7.1**.

4.2 Chemical Spills

4.2.1 If any Saint Mary's staff, faculty, or student encounters a spill of a hazardous or unknown substance, the following should be completed.

4.2.1.1 If the person that encounters the spill is knowledgeable of the hazard(s) posed by the chemical, they should complete a brief assessment on whether help is needed to clean the spill and whether the area should be evacuated.

4.2.1.2 If the person is not knowledgeable about the hazard posed by the chemical, and if the spill is in a room, all occupants should leave the area and shut the door. If the spill is in a hallway or other common area, evacuate the area.

4.2.2 The staff, faculty member, or student should call 911 to request help from emergency services (fire, ambulance) if there is a significant chemical spill, fire, or if there are injuries. After phoning 911, or if 911 is not required, contact Security immediately at the emergency number 902-420-5000 and provide the following information – where possible:

4.2.2.1 Name and position of caller

4.2.2.2 Location of spill

4.2.2.3 Injuries (if any)

4.2.2.4 Quantity of substance/type (to the extent visible)

4.2.2.5 Whether evacuation of building is suggested (if caller is knowledgeable to evaluate the risk)

4.2.3 Consult the relevant **Experiment In Progress** signs posted on nearby laboratory doors to help determine the possible nature of the spill.

4.2.4 If the risk of fire or a health hazard is deemed to be high, notify the fire department by phoning 911 and pull the fire alarm to evacuate the building. If there is an emergency response, Security should determine from the responders how long the emergency will continue and whether additional Security staff are required. Security may contact the Supervisor from the Science Floorplans Emergency Contacts. If there is a high risk of a health hazard, notify Security at the emergency number.

4.2.5 If Emergency services are not required and there is not anyone on site with the knowledge to manage the spill cleanup, Security will commence calling Science employees responsible for the location of the spill. They will use the emergency numbers provided on the **Science Floorplan Emergency Contacts** list or the **SMU Science Emergency After-Hours Contacts** list for locations outside of the Science building, as discussed below:

4.2.5.1 If the **Supervisor** cannot be reached, contact **the Department Chair, Safety Advisor – Science Activities, or the Dean of Science**. The successfully contacted person will supervise the clean-up or ensure that someone with appropriate knowledge will appear on site in their place.

4.2.5.2 In the event that **NO** contact can be made with the Supervisor, Chair, Safety Advisor – Science Activities, or the Dean of Science, then contact the emergency number listed in **Section 4.2.8**.

4.2.6 If the spill is small and does not require evacuation of more the one room, the qualified responsible responding person will clean up the spill. Clean the spill using the appropriate spill kit, personal protective equipment, and procedures depending on the nature of the spill. Bulk Acid, Caustic (basic), and Solvent spill kits are available through the Department of Biology and the Department of Chemistry Technicians. Consult the SDS or the Safety Advisor, Science Activities if there are doubts on what PPE to choose. If the chemical identity is known, the responsible responding person should consult the safety data sheet (SDS) for specific guidance on the properties of the spilled chemical.

4.2.7 In the case of serious spills, the person contacted to supervise the spill clean-up, while in communication with the Chairperson, Safety Advisor, Science Activities, or Dean of Science, will evaluate the spill. If the spill is not able to be cleaned by qualified personnel on site, or if there is any doubt as to the nature of the spill, please contact the emergency number listed below in **Section 4.2.8**.

4.2.8 External Emergency Spill Response Contact: RPR Environmental 905-521-4097 (24-hour emergency number)

4.3 Chemical Exposures

4.3.1 Exposure to chemicals can cause acute (immediate) or chronic (long-term) side effects. The hierarchy of controls is used to prevent chemical exposures. In the case of an exposure, please follow the steps below.

4.3.2 If the chemical exposure causes a serious injury or loss of consciousness, contact 911 immediately followed by Security at the emergency number (902) 420-5000. Security will provide first aid until emergency services arrive on site.

4.3.3 Review the SDS for the chemical to determine the appropriate first aid response. Seek medical attention if needed. Send a copy of the SDS with anyone transported by emergency services.

4.3.4 The health effects of chemical exposures depend on a number of factors, including:

4.3.4.1 Chemical properties, including toxicity

4.3.4.2 Dose and concentration of the chemical

4.3.4.3 Route, duration, and frequency of exposure

4.3.4.4 Individual susceptibility

4.3.4.5 Effects of chemical mixtures

4.3.5 Understanding how chemicals enter the body and cause damage, and how chemical hazards affect you will impact the outcome in case of chemical exposure. Practice good hygiene to prevent chemical exposures by washing your hands properly after removing gloves or working with chemicals, and before eating, drinking, or smoking. If there is any doubt about whether chemical exposure has occurred, please seek medical attention. Exposure to laboratory chemicals can occur by and cause the following symptoms:

4.3.5.1 Inhalation – eye, nose, or throat irritation, coughing, shortness of breath, headache, dizziness, confusion, or loss of consciousness. Move to fresh air and seek medical attention.

4.3.5.2 Ingestion – strange taste, upset stomach, vomiting, difficulty swallowing, generally feeling ill.

4.3.5.3 Injection – typically caused by injury from broken glass like a pipette, contaminated metal, or syringes. Cuts should be rinsed with water to clean the wound.

4.3.5.4 Skin or eye contact – can cause skin irritation or allergic reactions. Symptoms can include skin that appears dry, white, redness, swelling, rashes, blisters, itchy, chemical burns, cuts, or loss of fat. Eyes are delicate, and contact with corrosives may cause serious damage or blindness. Symptoms of eye exposure include itching or burning, blurred vision, discomfort, and blindness. Skin or eyes should be flushed immediately for a minimum of 15 minutes, or as outlined in the SDS.

4.3.6 Toxicity can be acute or chronic, and is dependent on the factors outlined in **Section 4.3.4**. The SDS should be consulted prior to use to determine toxic effects of a particular

chemical, and the dose or concentration of that chemical which would cause deleterious effects.

4.4 Power Outages

4.4.1 In case of a power outage after hours in the Science Building, Security will contact the Safety Advisor, Science Activities or the Dean of Science. The following information should be communicated:

4.4.1.1 Length of the outage

4.4.1.2 Rooms or floors affected

4.4.1.3 Whether the lights are working

4.4.1.4 Whether the generator is running

4.4.1.5 Whether there are any audible or visual alarms in specific labs, and the room number

4.4.1.6 Whether maintenance staff are on-site

4.4.2 The Safety Advisor, Science Activities or the Dean of Science will contact the emergency contacts for the following laboratories, and any other applicable laboratories as flagged by Security based on the information in **Section 4.4.1**, to notify them of the outage:

4.4.2.1 Aquatic Facility (Basement)

4.4.2.2 NMR Centre (1st floor)

4.4.2.3 ENVS labs (5th floor)

4.4.2.4 CEAR lab (5th floor)

4.5 Floods

4.5.1 Floods may be caused by water leaking on a single floor or from one floor of the building to another. This may be due to a burst pipe, damaged experimental setup, or from the use of an emergency shower.

4.5.2 Evacuate the area if there is any immediate risk to the health of anyone in the vicinity.

4.5.3 Assess whether the source of the water can be shut off and turn the water off if it is safe to do so (for example: water shutoff at a sink, water source to a piece of equipment, etc.). Observe whether any equipment or electronics are located near the water and which may be damaged, move the item(s) if this can be completed safely.

4.5.4 If any Saint Mary's staff, faculty, or student encounters a flood or water leak, notify the Security Office at the emergency number (902) 420-5000 and provide the following information:

4.5.4.1 Name and location of caller

4.5.4.2 Location of flooding and whether the source is known

4.5.4.3 Whether there seems to be any immediate risk to health from electric shock (water exiting light fixtures or outlets, etc.) or if the area is flooding chemical storage (especially water reactive chemicals, etc.), if this is known

4.5.5 Security may engage Facilities Management in searching for the leak, and shutting off any utilities that may cause harm (e.g. if water is leaking through electrical fixtures, etc.). Facilities management will work to remediate any flood damage.

4.5.6 Security will notify the Safety Advisor, Science Activities or Dean of Science of the leak.

4.5.7 Safety Advisor, Science Activities or Dean of Science will notify the Supervisor and Department Chair of the leak using the **Science Floorplans Emergency Contact list** or the **SMU Science Emergency After-Hours Contacts** list for locations outside of the Science building. They will notify of items including:

4.5.7.1 Whether the lab has power

4.5.7.2 Whether there is damage to any equipment (if known)

4.5.7.3 Whether there was water ingress into chemical storage. They will confirm whether there are water reactive chemicals stored in the lab and confirm the storage location.

4.6 Low Oxygen Alarms

4.6.1 In the event of an alarm indicating low oxygen, all occupants of that room must leave and shut the door. A low oxygen alarm consists of a loud audible alarm with a blue flashing visual alarm.

4.6.2 Report the alarm to the Security Office at the emergency number (902) 420-5000. Security and Facilities Management should receive a remote notification of the alarm.

4.6.3 Security will respond. In consultation with Facilities Management, they will determine whether emergency services should be contacted. Do not re-enter the space until it is confirmed whether or not there is low oxygen.

4.7 Reporting

4.7.1 **For all incidents**: complete an incident report form. Submit completed forms to the Safety Advisor, Science Activities; the University OHS Consultant; the Supervisor; and the Department Chair. Forms can be found here: https://www.smu.ca/faculty-of-science/science-reporting-hazards-incidents-injuries.html

4.7.2 **For Chemical Spills**: spilled chemicals that are regulated under the Transportation of Dangerous Goods may have to be reported to Transport Canada in the following cases:

4.7.2.1 The spill is of a specific quantity and class of chemical as noted in the table on p. 15 at this link: https://tc.canada.ca/sites/default/files/2022-03/guide_for_reporting_dangerous_goods_incidents__2021.pdf

4.7.2.2 **AND** the spill occurs in an area that endangers the public or is not able to be contained (may enter a waterway, etc.). Please consult the Safety Advisor, Science Activities to report spills that meet these criteria to Transport Canada.

5. REFERENCES

5.1 SMU Safe App. SMU Security. https://news.smu.ca/news/2024/1/25/keeping-campus-safe-security-at-smu
https://www.smu.ca/alert/

5.2 SMU Emergency Response / Quick Reference Guide. SMU Security. https://www.smu.ca/about/emergency-response-quick-reference-guide.html

5.3 Reporting Hazards, Incidents and Injuries. SMU Faculty of Science. https://www.smu.ca/faculty-of-science/science-reporting-hazards-incidents-injuries.html

5.4 Transportation of Dangerous Goods (TDG) Guide for Reporting Dangerous Goods Incidents. Transport Canada. https://tc.canada.ca/sites/default/files/2022-03/guide_for_reporting_dangerous_goods_incidents__2021.pdf

6. REVISION HISTORY

Date	Version	Summary of changes
2025-09-17	v1.0	Replaces After Hours Emergency Response Plan, last updated December 11, 2013.