

University of Tennessee at Chattanooga Institutional Biosafety Committee Standard Operating Procedures		
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EMERGENCY RESPONSE QUICK GUIDE

INCIDENT	WHO TO CONTACT	INITIAL RESPONSE
Biohazard Spill Outside of Biosafety Cabinet	Primary: Lab Supervisor/PI Secondary: UTC Emergency Services/Campus Police IBC Chair IBC Designated Official	<ol style="list-style-type: none"> 1. Close off the area and allow aerosols to settle. 2. Notify others, including a supervisor. 3. Assemble all spill cleanup materials and review the procedure. 4. Don appropriate PPE: laboratory coat, safety glasses/goggles or full face shield (depending on the hazard), and Nitrile gloves. 5. Cover the spill with paper towels. 6. Pour (don't spray) disinfectant onto the contaminated surface covered with paper towels by pouring it around the periphery of the spill area, moving inward. Allow the appropriate contact time for the disinfectant and agent. 7. Wipe up the spill. Dispose of the waste in the biohazardous waste containers. 8. Reapply disinfectant to the contaminated surface and allow it to stand for proper contact time. 9. Wipe up disinfectant and repeat if necessary. 10. Segregate contaminated cleanup materials into the appropriate biohazardous waste containers.
Biohazard Spill in Biosafety Cabinet	Primary: Lab Supervisor/PI Secondary: UTC Emergency Services/Campus Police IBC Chair IBC Designated Official	<ol style="list-style-type: none"> 1. Let the BSC run. Do not turn it off. 2. Remove broken glass with forceps, tweezers, or other tools, and place glass in a sharps container. Do not wipe up broken glass. 3. Cover the spill with paper towels. 4. Apply disinfectant onto the contaminated surface by pouring it around the periphery of the covered spill and moving inward. Do not use spray disinfectant. Allow the appropriate contact time for the disinfectant and agent. 5. After the contact time, wipe up the spilled material. 6. Reapply disinfectant to the affected area and after the appropriate contact time, wipe up the area. Repeat if necessary. 7. Perform disinfection before removing items. 8. Segregate contaminated cleanup materials into the appropriate biohazardous waste containers.

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Biohazard Spill Inside a Centrifuge	<p>Primary: Lab Supervisor/PI</p> <p>Secondary: UTC Emergency Services/Campus Police IBC Chair IBC Designated Official</p>	<ol style="list-style-type: none"> 1. Close off and vacate the area and allow aerosols to settle. 2. Notify others, including a supervisor. 3. Wait 10 minutes to allow the aerosols to settle [unless the rotor is equipped with engineering controls for aerosol/liquid release]. 4. Don appropriate PPE: laboratory coat, safety glasses, and Nitrile gloves. 5. Remove the rotor and place it in biosafety cabinet. 6. Thoroughly disinfect the inside and outside of the centrifuge rotor, cups, and accessories and allow proper contact time. After disinfection, move to the sink for a thorough rinse, then dry thoroughly. 7. For the centrifuge interior, follow the steps above to clean up a spill outside a biosafety cabinet. 8. Segregate contaminated cleanup materials into the appropriate biohazardous waste containers.
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Laboratory Containment Failure, Release of Hazardous Liquids or Aerosols Outside of Lab	<p>Primary: UTC Emergency Services/Campus Police Lab Supervisor/PI</p> <p>Secondary: IBC Chair IBC Designated Official Department Head Dean of College</p>	<ol style="list-style-type: none"> 1. Close off and vacate the area and allow aerosols, if present, to settle. 2. Notify others, including a supervisor and UTC Emergency Services. 3. Provide Safety Data Sheets or other information about specific biohazards present in the laboratory to first responders. 4. For spills, follow guidance for Biohazard Spill Outside of Biosafety Cabinet. 5. For release of biohazardous liquids through plumbing, seek guidance from UTC Emergency Services.
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Laboratory Security Breach	<p>Primary: UTC Emergency Services/Campus Police Department Head Lab Supervisor/PI</p> <p>Secondary: IBC Chair IBC Designated Official Dean of College</p>	<ol style="list-style-type: none"> 1. Notify Campus Police. 2. Provide Safety Data Sheets or other information about specific biohazards present in the laboratory to first responders. 3. Await further instructions by the police.
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Medical Emergency	<p>Primary: Lab Supervisor/PI UTC Emergency Services/Campus Police</p>	<ol style="list-style-type: none"> 1. Monitor the victim for vital signs, then call for help. 2. Wear protective gloves to avoid contact with blood or body fluids. 3. If emergency involves exposure to biohazardous materials
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Secondary: Department Head Dean of College	or chemicals, provide first responders with Safety Data Sheets or other information about the specific hazard(s) involved.
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Venomous Animal Bite/Sting	UTC Emergency Services/Campus Police IBC Chair	<ol style="list-style-type: none"> 1. Contact Emergency Services/Campus Police and seek medical attention as soon as possible. 2. Stay calm and reassure the person. Don't tourniquet or cut the wound.
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Poisonous Plant Exposure	UTC Emergency Services/Campus Police IBC Chair	<ol style="list-style-type: none"> 1. Immediately rinse skin with rubbing alcohol, poison plant wash, or degreasing soap (such as dishwashing soap) or detergent, and lots of water. 2. Get medical help in severe cases, e.g., if the rash is on the face or genitals, or if the victim has a severe allergic reaction, such as swelling or difficulty breathing.
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UTC ESSENTIAL PERSONNEL CONTACT LIST

ROLE	PERSONNEL	WORK/DAY PHONE	EVENING/WEEKEND/HOLIDAY PHONE
Emergency Services (Police Department)	Dispatch	423-425-4357	423-425-4357
Office of Safety and Risk Management	Bob Jackson	423-425-5949	423-425-5209 (on-call)
IBC Chair	Davy Giles	423-425-2781	
Lab Supervisor- Biology	Jessica Sanders	423-362-9088	
Lab Supervisor- Chemistry & Physics	Michael Dabney	423-425-4142	
IBC Designated Official	Cheryl Murphy	423-425-4443	423-208-1165
Facilities Management	Front Desk	423-425-4521	423-425-4521

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A. SOP PURPOSE

To provide an overall plan of action for responding to emergencies that may impact the health and safety of UTC personnel and students working with biological hazards at the University of Tennessee at Chattanooga.

B. COVERED PARTIES

This plan covers all faculty, staff, and students on the campus of University of Tennessee at Chattanooga.

C. GOAL

Provide a plan for the immediate response to emergency situations.

D. BACKGROUND

Emergency response plans are required by the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*.

E. ACTION PLANS

This plan has been approved by the Institutional Biosafety Committee. Law enforcement, security and emergency personnel have access to this plan.

1. Communication/contact methods and plans to activate

The first step in any emergency is to get to a place of safety. Once able, contact the relevant individuals. Reference the Emergency Response Quick Guide and the Essential Personnel Contact List for who to contact in an emergency.

2. Triage

- a. Never endanger your personal safety.**
- b. Evaluate overall situation.
- c. **If life-threatening or serious bodily injury or exposure occurs, call UTC Emergency Services, 911, or seek immediate medical attention.** If a non-life-threatening injury occurs that requires medical attention, first contact the State of TN Worker’s Compensation Program at 1-866-245-8588, Option 1 prior to seeking treatment from a physician (See “Reporting, Employee” below).

3. Response and Recovery

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Reference the Emergency Response Quick Guide above for response actions.

4. Reporting

Employee

Any regular or term employee who sustains a job-related injury or illness in the course of employment with the University and receives treatment from an approved provider and whose claim is submitted and approved by the Division of Claims Administration, is covered under the State of Tennessee Workers' Compensation Program.

If a life-threatening or serious bodily injury occurs, immediately call 911 or go to the nearest emergency room. If the injured worker is unable to report the injury, the worker's supervisor must then report the injury to the State of TN Worker's Compensation Program at 1-866-245-8588, Option 1, and the Worker's Compensation Coordinator in Human Resources.

In a non-life-threatening or serious bodily injury occurs that requires treatment, the affected employee must FIRST report the injury to their supervisor and the State of TN Worker's Compensation Program at 1-866-245-8588.

For more information, visit the [Human Resources site](#) for detailed instructions.

Non-employee reporting

Any non-employee or student that is injured or incurs property damage while on campus should report the damage as soon as possible.

If an accident has just occurred, the affected individual should contact Campus Police and file an incident report. If the injury being reported happened earlier, the [UT Incident Report Form](#) should be completed.

Any questions about reporting claims, accidents, or occurrences may be directed to UT System Risk Management at 865-974-5409.

If the individual believes he or she has incurred this damage or injury due to the negligence of UTC or our staff, he or she must file a claim with the State of Tennessee. The types of claims that can be brought against the State are specified in [T.C.A. 9-8-307](#).

Designated Official

The UTC IBC Designated Official will report violations of the *NIH Guidelines*, serious incidents involving recombinant or synthetic nucleic acid molecules, and research-related accidents and

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illnesses to the NIH Office of Science Policy (OSP) within 30 days. For example, the following types of incidents must be reported to NIH OSP:

1. Personal Injury involving recombinant or synthetic nucleic acid molecules
2. Illness potentially associated with research involving recombinant or synthetic nucleic acid molecules
3. A spill of BSL-2 or higher recombinant or synthetic nucleic acid molecules outside of primary containment
4. Improperly discarded recombinant or synthetic nucleic acid waste materials

Some incidents require more immediate reporting. For instance, spills or accidents must be immediately reported to the NIH OSP and IBC if the incident occurred in a BSL-2 laboratory and resulted in an overt exposure. Incident reports to NIH OSP will include the nature and consequences of the incident, the cause of the incident, and a detailed report of the response measures taken by the institution.

The UTC Director of Safety and Risk Management will evaluate all bloodborne pathogens exposure incidents and complete or direct others to complete an [Exposure/Sharps Injury Report](#) to capture all information currently required under the OSHA Bloodborne Pathogens standard. All documentation related to an exposure incident will be recorded and maintained in such a manner as to protect the confidentiality of the employee.

F. TRAINING

1. Essential personnel must participate in training regarding their roles and responsibilities as outlined in this plan. New staff must be trained within 30 days of hire, all staff on changes within 30 days of revision.
2. This plan must be reviewed at least annually, and changes must be communicated to employees within 30 days of making the changes.

G. REFERENCES

[Biosafety in Microbiological and Biomedical Laboratories \(BMBL\) – 6th Edition
NIH Guidelines](#)

[UTC Emergency Management](#)

[UTC Human Resources – Workers Compensation](#)

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H. CHANGE LOG:

Changes Made	Date

