

PRC LASER ROOM

EMERGENCY

RESPONSE

PLAN

1.0 EMERGENCY RESPONSE PLAN

1.1 INTRODUCTION

The Florida Institute of Technology is committed to the health and safety of its employees by providing a safe and healthy environment in which to work. However, accidents can and will happen. This is why each job is required to have an Emergency Response Plan that is tailored specifically to that project site. An effective, Emergency Response Plan that is simple to follow will restore order in a time of crisis and get the help that is needed as quickly as possible.

Copies of the Emergency Response Procedures manual should be present in every lab, and should be easily accessible to everyone. All employees are to know the location of the Emergency Response plan and how to access help in the case of an emergency. Emergency Response Procedure manuals should be present in the both the control room and at the doorway leading into the laser lab.

This manual covers emergency response procedures for personal injury, fires and power line contact.

This manual must be translated to all non-English speaking personnel working in the PRC Laser Lab.

1.2 STANDARD EMERGENCY RESPONSE PROCEDURE

This Standard Emergency Response Procedure can be applied to all emergency situations, whether it is a fire or medical emergency. These six steps can be applied in all emergency situations.

1) Recognize The Problem

Remaining alert during situations that require immediate attention is extremely important. Quick recognition of the problem and an appropriate course of action are essential.

2) Evaluate The Hazard

Evaluate the magnitude of the hazard. Accurate information is needed so the appropriate resources can respond.

3) Take Control

Regardless of the situation someone needs to take control. This may mean stopping operations, notifying coworkers, or identifying hazardous exposure. Immediate action has to be taken to control the situation.

4) Call Out For Help

The proper authorities should be called. Depending on the severity of the situation, 911 should be called. It is safer to overestimate the situation and make that call than to underestimate with serious consequences.

5) Take Action

Take whatever action possible to lessen the impact of the situation. Use your training and available equipment to your full advantage.

6) Follow Up

Problem situations should not be repeated. Document as much information as possible so an effective accident/investigation may be done. Such documentation may be a legal requirement. **Let's learn from our mistakes!**

Emergency Response Procedures for Injuries Caused by Laser Radiation

Response during normal working hours

Contact the school nurse X8078 for a referral to Florida Eye Associates. Transport the injured person to the clinic or directly to Florida Eye Associates as directed by the School nurse.

If transportation is not available, call the Security X8111 and request assistance. Describe to the dispatcher the exact location where you and the injured person will be when the assistance arrives.

Report the incident to the Laser Safety Officer as soon as possible. The Laser Safety Officer will forward the information to University Risk Management for Workers Compensation approval and the University Safety Office

Response after normal working hours

If an incident occurs after normal working hours, call the Security X8111 with the following information:

- Your name and if assistance is required.
- Location, building name and room number where the injured person is located.
- The name of the injured person and any symptoms noted.
- The exact location where you and the injured person will meet the emergency responder.
- Ask the University Police to contact the Laser Safety Officer as soon as reasonably possible. The Laser Safety Officer will forward the information to University Risk Management for Workers Compensation approval and the University Safety Office.

Controlling Associated Hazards

Many chemical and physical hazards other than laser radiation can be found in the laser area that must also be adequately controlled.

IN CASE OF UNCONTROLLABLE FIRE OR SEVERE INJURY:

CALL 911

AND GIVE THE FOLLOWING INFORMATION:

Describe the nature of the emergency.

We Are Located At:

THE FLORIDA TECH APPLIED RESEARCH LABORATORY (ARL)
Room 157
328 WEST HIBISCUS BOULEVARD
MELBOURNE, FLORIDA 32901

(Can also be noted as at the Northwest Corner of Hibiscus Blvd and Airport Blvd)

Stabilize the Injured

Assign someone or verify that the exterior doors will be unlocked to allow emergency responders access to the injured.

Call Florida Tech Security at 674-8111 and repeat steps above.

Fill Out Incident Review Report – Form LSP-A3

Nearest Hospital Emergency Room:

Holmes Regional Hospital
1350 South Hickory Street
Melbourne, FL 32901

Incident Review Report

Name of person making the report: _____

Title or Position; _____

Supervisor; _____

Person(s) involved in the incident: _____

Date and Time of the incident: _____

Building or location of incident _____

Task being done when the incident occurred: _____

Witnesses: _____

Describe how the incident occurred. _____

Describe physical injuries _____

Date and time medical attention was sought _____

Name of doctor and health care facility. _____

Describe property damage _____

Estimate of property damage (if known) _____

Describe what could have been done to prevent an incident of this type. _____

Signature; _____

Date _____