

EMERGENCY AWARENESS TRAINING

Return completed form to the Training Office, 105 TASF

Ames Laboratory Emergency Guidelines

Fire

1. Rescue injured personnel in the immediate vicinity, if necessary.
2. If you see the fire and alarms are not sounding, activate the nearest fire alarm pull station.
3. Call 911 and tell them the location, nature of problem, telephone number and your name. Call for help immediately, regardless of the size of fire.
4. If the fire is small and you have been trained, you may attempt to extinguish it with available equipment. **Do not put your life in jeopardy.** Know your exit routes and keep the exit behind you.
5. **DO NOT USE ELEVATORS.** Heat or smoke could activate the elevator call system and the elevator could stop on a fire floor. **USE THE STAIRS.**
6. Ensure all personnel are out of the area and if you have time, make sure all doors and windows are closed and turn lights off before evacuating (see Evacuation Procedures).
7. If you know what happened, meet the Fire Department personnel outside the building at the door closest to the fire panel and advise them of the fire location and hazards.
8. Report any use of fire extinguishers to ESH&A so extinguishers can be refilled.

NOTE: Practice what you would do in an emergency before it happens. Be sure to locate the nearest exit plus an alternate way out. Also locate fire alarm pull stations, fire extinguishers, and fire panels.

Evacuation Procedures

1. When notified, leave your workstation and immediately proceed to the nearest exit (in the case of fire) or the announced exit (in the case of chemical spill), and leave the building. Walk; do not run, during an evacuation. Proceed to your group's outdoor assembly area (a clear area away from the building and out of the way of responders).
2. If you are working in a research area and have sufficient time, ensure that your lab and experiments are in a safe condition before leaving the area. If you have time, close doors and windows and turn off lights when leaving the room. Report any hazardous conditions to responding personnel.
3. Assist physically impaired individuals to a secure area (such as a stairwell) and inform responding personnel of their location.
4. If confronted with smoke, keep near the floor. Smoke, heat and toxic gases will normally rise to the ceiling.
5. Do not re-enter the building until advised to do so by authorities.
6. Notify group's accounter at assembly area to ensure they are aware you have exited the facility safely.

Medical Emergencies

1. In the event of a medical emergency, call 911. Give location, nature of problem, telephone number, your name and the name of the patient.
2. Attempt first aid and/or CPR if necessary and if you are trained.
3. Stay with the person until trained medical personnel arrive. Report the incident to your supervisor, ESH&A and Occupational Medicine as appropriate.

Seek Shelter and Weather Emergencies

If a tornado warning is issued over the public address (PA) system, you should go immediately to your group's indoor assembly area. If you have time, turn off lights and close doors and windows before leaving your area. Do not leave the assembly area until an "all clear" has been announced over the PA system. If a special "seek shelter" announcement is made (chemical spill or violent act), follow all special directions immediately.

Violence in the Workplace

The Ames Laboratory supports a violence-free workplace. Unusual or threatening behavior should be reported to ISU Police. If you are unsure, notify Ames Lab Human Resources. In case of emergency, call 911. Do not ignore or think something is too minor to report.



Emergency Awareness Training Checklist

Check completed or write N/A

1. ____ Explain the announcement system:
 - a. Fire alarm – bell or horn
 - b. Seek shelter announcement
 - c. Other emergency announcements
 - d. Chemical spill button (currently Zaffarano Hall, only)

2. ____ Emergency evacuation procedure:
 - a. Fire procedure
 - b. Seek shelter procedure (weather, chemical spill, violent acts)
 - c. Emergency responsibilities
(e.g. turn off lights, shut windows, doors, group assembly locations and accouter, etc.)

3. ____ Location of manual fire pulls within area

4. ____ Location of portable fire extinguishers within area (e.g. review types and usage procedure)

5. ____ Location of emergency shower and eye wash station within area

6. ____ Medical emergencies, and the location of first aid kit within area

7. ____ Location and usage of Chemical Inventory and Safety Data Sheets

8. ____ Location of:
 - a) [ESH&A Program Manual](#)
 - b) (<https://www.ameslab.gov/manuals/environment-safety-health-and-assurance-program-manual>)
 - c) [ISU Laboratory Safety Manual](#)
 - d) (www.ehs.iastate.edu/publications/manuals/labsm.pdf)
 - e) Group-specific safety documentation

9. ____ Explain the emergency phone number (911) for all emergencies

10. ____ Any other emergency awareness training in your area, please list below:
 - a. _____
 - b. _____

 (Employee Name)

 (Employee Number)

This form certifies that the above named employee has completed Emergency Awareness Training.

 ESH&A Coordinator or Designated Signature

 Date

 Employee Signature

 Date