

# IN CASE OF AN ACCIDENT OR AN INCIDENT

**Minor Accidents or Incidents** (*small cuts, minor electric shocks, minor burns, minor falls, small fires, etc.*):

1. A small first aid kit is available near the entrance of the laboratory. Appropriately care for minor burns or cuts.
2. For minor fires, immediately extinguish flames with fire extinguisher located near the laboratory entrance.
3. Complete in full and submit an accident/incident form within one day after the accident or incident. Forms are located near the laboratory entrance. Notify the director of the laboratory as early as possible.

**Major Accidents or Incidents** (*eg. high voltage electric shock, extensive burns, possible broken bones, eye injury, head injuries, uncontrollable bleeding, dizziness, breathing problems, out of control fires, explosions, etc.*):

1. Call for emergency help if appropriate or possible. Dial 911.
2. Assist in immediate emergency situations.
3. Call the laboratory director (office: 895-1526) or the department technician (office: 895-4066).
4. Complete in full and submit an accident/incident report form as soon as possible but no later than 10 days after the accident or incident.