

Guidelines for Developing: Emergency Incident and/or Injury Procedures

This document will guide you in creating customized procedures for addressing incidents, injuries, and emergencies specific to your workspace. Adapt the following guidelines to suit your area's hazards, equipment, and materials.

1. Initial Response to Incident, Injury, or Emergency

- **Stop all procedures safely.**
 - Clearly outline how to safely stop hazardous equipment and processes to contain hazards and minimize risks.
 - Example: "Turn off all burners and ensure chemical reactions are safely paused or stopped."
- **Seek medical help immediately** if required.
 - Make sure everyone understands the importance of contacting FIU Police to ensure that first responders arrive at the scene quickly.
 - Example: "Call 305-348-5911 or from an FIU phone 7-9511."
 - Specify how emergency calls should be made in your area.
- **Provide immediate aid, if safe to do so.**
 - Detail the location of emergency equipment (e.g., eyewash stations, safety showers, AEDs).
 - Example: "The AED is located by the main elevator lobby."
 - Specify when to use first aid kits.
 - Example: "Use the first aid kit only for minor injuries without chemical exposure."

2. Post-Incident Actions

- **Contact the supervisor or manager.**
 - Include specific instructions for reporting to leadership and the importance of reporting near misses.
 - Example: "Notify the lab manager at [phone number] immediately after the situation is stabilized."
- **Report the incident.**
 - Provide a process for reporting injuries or accidents to ensure FIU Human Resources. Stress the importance of reporting incidents requiring medical attention and those that do not.
 - Please note that the process of reporting incidents to FIU Human Resources has changed. Below is an outline of how to report incidents.
 - Reporting Incidents:

- Login to <https://my.fiu.edu>
- Click on the “Health and Safety” tile
- Click the “Report Incident” button
 - Then select either
 - Incident (Medical Request)
 - Incident (Report Only)
- Environmental Health & Safety (EH&S):
 - <https://ehs.fiu.edu/report/index.html>
- For blood-borne pathogen exposures:
 - <https://webforms.fiu.edu/view.php?id=992783>

Tips for Customizing Your Procedures:

- Identify the most likely hazards in your area (e.g., chemical spills, equipment malfunctions) and address them in the procedures.
- Regularly review and update the contact information and emergency locations.
- Ensure staff are trained annually on your specific procedures and how to access them.
- Emergency Incident and/or Injury Procedures must be physically posted in the space.