



## Guidance Note 8: Emergency Arrangements

Arrangements will need to be put in place to deal with emergencies, such as a spillage or other accidental exposure to a biological agent. These will need to include:

- The foreseeable types of incidents, accidents or emergencies that might occur;
- The role and responsibilities of individuals during an emergency;
- Clear procedures for individuals to follow, these should include regular “dry” or training runs to test the effectiveness of these procedures;
- Safety equipment and personal protective equipment to be used;
- Arrangements for liaison with the Health and Safety Unit, and the emergency services;
- First aid facilities;
- Procedures for clean up/decontamination and disposal of waste.

Procedures for dealing with accidental releases should be displayed locally. A number of factors need to be considered when drawing up local spillage arrangements:

- Type of agent involved and its hazard group, route of transmission, infectious dose, stability in the environment;
- Type of accident, e.g. dropped flask;
- Amount and concentration of material released;
- Location of accident, e.g. within open lab space, in safety cabinet;
- Who is likely to be exposed.

In addition to the need for emergency arrangements, there are specific requirements for dealing with incidents involving the release of a Hazard Group 3 biological agent, or Class 3 Genetically Modified Micro-organism. Details of the emergency arrangements will, in these cases, be sent to the Health and Safety Executive in advance.

Individuals should report incidents to their supervisor, health and safety co-ordinator or Biological Safety Officer immediately. The Health and Safety Unit should also be informed. Following any exposure to a biological agent medical advice should be sought from the University's Occupational Health Unit. If the incident occurs out of hours medical advice should be obtained from the A&E Department at the QE Hospital.

Any emergency plan should include details of any appropriate post-exposure prophylaxis (PEP), and how it will be accessed. This should be discussed in advance with the University's Occupational Health Unit.