Emergency Quick Reference: SEE Laboratories

Protect yourself first. Warn those nearby. State the building, floor and room. Afterwards, inform the laboratory in-charge.

Health Centre, emergency and ambulance: 7777 (also 7666, 2222, 2228)

From a mobile: 0512-259-7777. Ambulance mobile: 87654 36535.

Security: 7999 (or 7994). From a mobile: 0512-259-7999.

Fire: 6777. From a mobile: call Security.

Situation	Immediate action
Fire or smoke	Shout "Fire" and raise the alarm. Use an extinguisher only if the fire is small, you are trained, and your escape route is clear: CO2 for electrical and solvent fires; never water on these. Otherwise leave, closing doors behind you, go to the assembly point and call the Fire Service and Security. Do not re-enter.
Lithium-ion battery fire	Disconnect the charger if it is safe to do so. A single small cell: water or ABC (dry powder) extinguisher, then cool with plenty of water. Anything larger: evacuate, close the door and call the Fire Service.
Metal fire (lithium, sodium, lithium-metal cells)	Use only the Class D extinguisher or agent provided for that metal. Never use water, CO2 or foam. If none is available, evacuate and call the Fire Service.
Unresponsive casualty, not breathing normally	Call the Health Centre. Begin chest compressions at once: hard and fast in the centre of the chest, 100 to 120 per minute. If not trained in rescue breaths, give compressions only. Send for a defibrillator (AED) if one is available. Continue until help takes over.
Electric shock	Do not touch the casualty until the supply is off: switch off or isolate first. At mains voltage only, if isolation is impossible, separate the casualty from the source with a dry, non-conducting object while standing on dry, non-conducting material. At higher voltage, do not approach until an authorised person has isolated the supply. Call the Health Centre. A medical check is always required.
Chemical on the skin	Remove contaminated clothing. Flush with running water for at least 15 minutes. Go to the Health Centre with the SDS.
Chemical in the eyes	Rinse at once with an eye-wash or gently running clean water, holding the eye open, for at least 15 minutes; remove contact lenses if this is easy. Then go to the Health Centre.
Hydrofluoric acid (HF) or fluoride on the skin	Flush with water for 5 minutes while removing contaminated clothing, then apply calcium gluconate gel with a gloved hand and continue applying it on the way to the Health Centre (if no gel is available, continue flushing). State that it is a fluoride burn. HF in the eyes: water only, for at least 15 minutes.
Inhalation	Move to fresh air only if it is safe to do so. Keep the casualty at rest. Go to the Health Centre, even if symptoms are absent.
Ingestion	Do not induce vomiting. Rinse the mouth. Go to the Health Centre at once with the SDS.
Minor spill (small, known chemical, trained person)	Wear gloves and goggles. Apply absorbent from the edges inward. Collect into labelled waste. Report the spill.
Major spill (large, toxic, flammable or unknown)	Do not attempt to clean up. Warn others, leave, close the door, keep people out and call Security. For a flammable spill, do not operate electrical switches.
Gas leak or gas alarm	Close the cylinder valve only if it can be reached safely. If the leak continues, leave at once, close the door and call Security. For a flammable gas, do not operate electrical switches.
Collapse where the air may be unsafe	Do not enter. Raise the alarm, call Security and the Health Centre, ventilate from outside if possible, and wait for equipped responders.
Thermal or electrical burn	Cool under clean running water for at least 20 minutes. Remove rings and watches near the burn. No ice or creams. Cover loosely. Go to the Health Centre.
Cryogenic (cold) burn	Do not rub. Rewarm gently with lukewarm water. Cover loosely. Go to the Health Centre.
Cuts	Apply firm pressure with a clean pad or cloth until the bleeding stops. Go to the Health Centre if bleeding continues or the cut is deep or contaminated.
Laser exposure to the eye	Stop the laser. Go to the Health Centre at once and state the wavelength and power.
X-ray interlock failure, or shielding open with the beam on	Switch off if it is safe to do so, leave the area, note the settings and the time, and inform the facility in-charge at once.