

*As followers of Jesus Christ, we embrace, reflect and  
proclaim God's unconditional love.*

Faith Lutheran Church

# **Emergency Plan**

**December 2021**

# Contents

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Emergency Telephone Numbers.....	4
For All Emergencies Dial 911 .....	4
Other Important Numbers.....	4
Role of a Safety Response Team .....	5
Building Coordinator (Kathy Egner) .....	5
Incident Coordinators (Ushers) .....	5
Medical Response Team Members.....	5
<b>Safety Response Team Members</b> (Ushers and Medical Personnel).....	6
Building Emergency Procedures.....	6
Leader Responsibilities (Ushers) .....	6
Medical Emergency.....	7
Intruder/Active Shooter Emergency Action Plan .....	7
Dealing with an Intruder/Active Shooter.....	7
Warning Signs .....	8
Fire and Smoke Emergencies.....	8
Building Evacuation Emergency .....	9
Tornado & Severe Weather Emergency .....	10
Tornado Safety Basics.....	11
Limitation of the Emergency Action Plan .....	11
Hazard Communication Program.....	11
Introduction .....	11
Scope.....	12
Hazard Determination .....	12
Material Safety Data Sheets (MSDS).....	12
Labels and Other Forms of Warning.....	12
Non-Routine Tasks .....	13
Training .....	13
Outside Contractors.....	13
Additional Information .....	13
Bloodborne Pathogen Control Plan .....	13
Purpose .....	13
Universal Precautions .....	14

Work Practices Controls.....	14
Sharp containers .....	14
Safe medical devices .....	14
Work practices .....	14
Personal Protective Equipment (PPE).....	14
Storage Area .....	15
PPE Use and Disposal.....	15
Housekeeping .....	15
Information and Training.....	15
Hepatitis B Vaccine .....	15
Post-Exposure Evaluation and Follow-up .....	16
Appendix 1: Threats .....	17
Phone Threats .....	17
Bomb Threat .....	17
Appendix 2: Location of First Aid Kit, Fire Alarms and Extinguishers .....	19
Appendix 3: Designated Assembly Areas.....	22
Appendix 4: Fire Emergency Evacuation Maps .....	23
Appendix 5: Tornado Emergency Evacuation Maps .....	30
Appendix 6: Injury/Incident Report .....	32
Appendix 7 FLLC Emergency/Disaster Preparedness Plan .....	34
Appendix 8 OSHA Bloodborne Pathogen Regulations 1910.1030.....	35
Purpose.....	35
Scope and Application. ....	36
Biological hazards. ....	40
Hazard classification. ....	44
Safety data sheets.....	49
Employee information and training.....	53
Trade secrets.....	54
Effective dates. ....	59
Appendix 9 Hepatitis B Vaccine Declination Form.....	61
Appendix 10 Exposure Incident Evaluation Form .....	62

# Emergency Telephone Numbers

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For All Emergencies Dial 911

Other Important Numbers

Faith Lutheran Church: 859-266-7621

Building Maintenance/Trustees: Neil McComb, Sexton 859-229-8834

Pastor/Associates: Reverend Doug Hahn, Interim Pastor 765-437-3879

Building Coordinator: Kathy Egner, Parish Administrator 859-361-1526

Emergency Spokesperson: Pastor Doug Hahn, Interim Pastor 765-437-3879

OtherEmergencyContacts: \_

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## Signatures

Faith Lutheran Pastor

Faith Lutheran Sexton

\_\_\_\_\_  
Rev. Doug Hahn

\_\_\_\_\_  
Date

\_\_\_\_\_  
Neil McComb

\_\_\_\_\_  
Date

Note: Emergency Plan is to be updated annually. Training of all team members will be initiated to implement Emergency Plan procedures.

# Role of a Safety Response Team

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## Building Coordinator (Kathy Egner)

A building coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning.

A building coordinator may be responsible for:

- receiving status reports from the Incident Coordinator.
- relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedic, emergency management, etc.).
- coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the emergency response team to:

- coordinate emergency planning activities.
- assist with recruiting team members.
- schedule training.
- communicate ongoing plans.

## Incident Coordinators (Ushers)

The incident coordinators on duty assume responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. Responsibilities may include the following:

- Ensuring that all safety response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

## Medical Response Team Members

Medical response team members are members of the emergency response team who have been trained in medical emergencies. Responsibilities include the following:

- Providing first aid to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.

- Providing medical assistance and support until additional professional help arrives.
- Remaining in charge of a medical emergency situation until additional professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

Current Medical Response Team Members include:

Carolyn Carden (859)263-4427

Scott Gralheer (859)873-0410

Phyllis Hasbrouck (859)266-6525

Jennifer Klee (859)873-6172

Diana Shappley (859)321-2623

Matt West (859)473-4366

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## **Safety Response Team Members (Ushers and Medical Personnel)**

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members know the location of approved tornado shelter areas in the building. Responsibilities include the following:

- Building evacuations—responsibility for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- Lock down/shelter in-place procedures
- Work in coordination with the building maintenance/trustees to minimize hazards.
- Other intervention procedures as the situation dictates.

Safety response team members should immediately identify themselves as such to any personnel responding to the incident.

## **Building Emergency Procedures**

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### **Leader Responsibilities (Ushers)**

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.

- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Being familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

## Medical Emergency

Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:

- Name: Faith Lutheran Church
- Location: 1000 Tates Creek Road
- Nature of emergency
- Number of people involved.
- Nature of situation, injury or illness.

Remember to stay on the line until help arrives, if at all possible.

Note: Treat minor injuries from supplies in the first aid kit. The kit is located on a shelf on the left of the hall leading to the administrator's office. (See [Appendix 2](#) map).

While waiting for professional help, do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.

When professional help arrives, allow responding units to take control of the situation.

Safety response team members will stand by to assist as needed.

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers.

## Intruder/Active Shooter Emergency Action Plan

### Dealing with an Intruder/Active Shooter

When a hostile person is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency numbers.
- Do not stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try and stay calm and be as quiet as possible.

If for some reason you are caught in an open area, such as a hallway or main church area, you must decide what action to take:

- You can try to hide, but make sure you do so in a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Be sure to keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or other objects to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, could be an option.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once law enforcement arrives, obey all commands. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

## Warning Signs

It must be stressed that if you have had contact with any individuals who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Easily loses temper and self-control.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

## Fire and Smoke Emergencies

If you detect smoke and/or fire:

- Activate the manual fire alarm; four (4) located on the upper floor and four (4) on the lower floor of the church. (See Appendix 2).
- Initiate evacuation procedures for any occupants of the affected building(s).
- Move to a safe area and call 911.
- Give your name, telephone number, and location.
- Describe the situation.



- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire. Three fire extinguishers are located on the upper floor and five are located on the lower floor. (See Appendix 2.)
- If the fire is beyond the point of a safe attempt to extinguish, isolate the fire by closing doors in the area before evacuating.

If the fire warning alarm sounds:

- Do not use the elevator.
- Immediately initiate evacuation procedures. (See Appendix 4.) Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, because a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them.
- Evacuation should proceed toward ground level and outdoors.
- If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Move upwind of the building at least 75 feet away from it. If possible, go to your designated assembly area.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an "all clear" is issued by the Fire Department and by the incident coordinator.

## Building Evacuation Emergency

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly area is located at the southern parking lot. (See Appendix 3.)

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located behind the Buddhist Temple (See Appendix 3.)

If a building evacuation is initiated:

- Remain calm.

- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff members and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not smoke.
- Do not return to your area until the "all clear" signal is given.

Note: Ensure that the ushering coordinators have planned with disabled leaders or members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g., in member orientations).

## Tornado & Severe Weather Emergency

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A **tornado watch** indicates that weather conditions are favorable for the development of tornadoes. The watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions, including tornadoes.

A **tornado warning** is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members and visitors in the facility.

If a tornado warning is announced:

- Shelter in place by moving to a designated tornado shelter area immediately. (See Appendix 5). Move quickly, but do not run.
- Do not use elevators.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team that it is safe to return to your area.

## Tornado Safety Basics

Tornadoes and tornado-producing weather conditions are quite common in Kentucky. Familiarize yourself with the basics of protecting yourself wherever you are located.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close window blinds or shades to help prevent flying glass and debris, which is the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from building perimeter area.
- Move to an interior room away from windows, an enclosed room or conference room, a restroom, an interior stairwell.
- If you are in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop, get off and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" signal is given. (If circumstances change and new dangers are present, seek a different safe place.)
- In general, gymnasiums are not good "shelter in place" locations for severe weather.

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

## Limitation of the Emergency Action Plan

No Emergency Plan can cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

The incident/injury reporting form is provided in Appendix 6.

## Hazard Communication Program

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### Introduction

Faith Lutheran Church is complying with the requirements of OSHA's Hazard Communication Standard (HCS) 29CFR 1910.1200 by maintaining a list of hazardous chemicals used at our location, using MSDSs, ensuring that items/containers are labeled, as well as by training our employees.

This program applies to all areas where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Neil McComb is the program coordinator, acting as the representative of Faith Lutheran Church, who has overall responsibility of the program. He will review and update the program, chemical inventory and obtain Material Safety Data Sheet (MSDS) documents as necessary. Copies of the inventory, MSDS's, or the written program may be obtained from the administrative office of Faith Lutheran Church, 1000 Tates Creek Road, Lexington, KY, 40502, phone number 859-266-7621.

All employees are encouraged to make suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from everyone.

## Scope

This program applies to all normal and emergency work operations, as required by local, state and federal regulations.

This program will indicate how Faith Lutheran Church will address the requirements of labels and other forms of warning, safety data sheets and employee information and training.

## Hazard Determination

It will be the policy of Faith Lutheran Church not to evaluate hazardous chemicals purchased from suppliers or manufactures. MSDSs will be obtained and added to the MSDS binder as needed. The MSDSs will be reviewed for completeness and additional information from the manufacturer will be requested if needed.

## Material Safety Data Sheets (MSDS)

The MSDSs we use are fact sheets for chemicals that may pose a physical or health hazard in the work place. MSDSs provide our employees with specific information on the chemicals they use.

The MSDSs of chemicals are maintained in a binder in the administrative office of Faith Lutheran Church. When new chemicals arrive, a copy of the associated MSDSs will be added to the inventory as needed. The safety data sheets are readily accessible to employees.

## Labels and Other Forms of Warning

Labels list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label and the MSDS. The chemical identity used by the supplier may be a common or trade name or chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical e.g. flammable, etc.

The Parish Administrator (upper level) and the Director of the Learning Center (lower level) are responsible for ensuring that all hazardous chemicals in containers are properly labeled and

updated, as necessary. He/she also ensures that newly purchased materials are checked for labels prior to use.

## Non-Routine Tasks

On occasion, Faith Lutheran Church may be required to perform non-routine tasks that may involve the use of hazardous substances. If such a need arises, the effected employees will be informed and provided training of the potentially hazardous chemicals they may be exposed to during the non-routine operation and measures they can take to avoid those exposures.

## Training

A training program for employees who work with or are potentially exposed to hazardous chemicals will receive initial training at the time of initial assignment, on the requirements of the standard, the hazards in the work area, the ways of detecting or monitoring those hazards, the ways of protecting themselves from those hazards and the details of the employer's communication program, including where to view and how to obtain copies of the documentation.

Our goal is to ensure employee comprehension and understanding, including being aware if they are exposed to hazardous chemicals, knowing how to read and use labels and MSDSs and appropriately following the protective measures we have established.

At the conclusion of each training session, a question-and-answer period will be held so that employees can voice any further concerns on the topic. As part of the assessment of the training program, the trainer will ask for input from employees regarding the training they have received and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical source illnesses and injuries. Each employee will sign an attendance form, which will indicate where and when the training was conducted, what was covered and who conducted the session.

## Outside Contractors

When contractors or any other employer's workers will be working in this workplace, they will have information available to them such as MSDSs. Each contractor bringing chemicals on-site must provide the church Sexton with the appropriate hazard information on these substances.

## Additional Information

This written program is available, upon request, to employees, their designated representatives and Kentucky Labor Cabinet representatives.

# Bloodborne Pathogen Control Plan

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## Purpose

The purpose of this Exposure Control Plan (ECP) is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials (OPIM), identify employees occupationally exposed to blood or OPIM in the performance of their regular job

duties, provide information and training to employees exposed to blood and OPIM and comply with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard (29 CFR 1910.1030).

## Universal Precautions

It is the policy of Faith Lutheran Church and Faith Lutheran Learning Central to ensure practice of *Universal Precautions* and all other appropriate methods to reduce exposure to human bloodborne pathogens. *Universal Precautions* is a method of infection control in which all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) or other bloodborne pathogens.

## Work Practices Controls

### Sharp containers

Place contaminated needles, blood-contaminated test tubes and other sharp objects in a sharps container. Replace containers routinely and do not allow overfilling. Place reusable sharps in metal trays for decontamination. When moving containers of contaminated sharps from the area of use, close containers to prevent spillage or protrusion of contents.

### Safe medical devices

Use safe medical devices such as the Automated External Defibrillator (AED). Evaluate devices annually to determine appropriateness of the device(s) and to investigate new and safer options.

### Work practices

Clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a 1:10 solution of liquid bleach. Place absorptive towels, pads and other material used to mop up spills in plastic bags or designated, labeled containers and treat as biohazardous waste.

Employees must wash their hands upon removal of gloves and other protective gear. In an emergency, if soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels to clean hands after removing gloves, and then wash their hands with soap and water as soon as possible.

Employees may not eat, drink, smoke, apply cosmetics or lip balm or handle contact lenses where occupational exposure can occur. Do not store food or beverages in refrigerators and freezers and other sites used to store blood or other biohazardous material. Place biohazard labels on refrigerators or freezers used to store biohazardous material.

## Personal Protective Equipment (PPE)

PPE is provided at no cost to employees. Employees receive training in its use, maintenance and disposal annually.

## Storage Area

The learning center director's office in the lower level, the kitchen and the upper level stairwell between the church office and narthex are the storage areas for bloodborne protective gear. Supplies include disposable gloves, heavy-duty plastic bags and ties, sharps containers, biohazard signs or labels, absorbent pressure dressings for wounds, antiseptic towelettes, disposable absorptive material for cleaning up spilled blood, rubber gloves and bleach solutions or germicides.

## PPE Use and Disposal

Employees engaging in activities that may involve direct contact with blood, OPIM, contaminated objects, mucous membranes or open wounds must wear disposable gloves made of vinyl or latex. Use reusable rubber gloves or disposable gloves to clean up spill areas. Disinfect reusable gloves with diluted liquid bleach or germicides after use. Remove used personal protective equipment at the exposure location or as soon as feasible to avoid contamination of other work areas.

## Housekeeping

Employees who have received bloodborne pathogen training and who are included under the exposure plan can clean up spills and work surfaces.

Clean and decontaminate all equipment and working surfaces after completion of procedures in which blood or body fluids contaminated with blood are handled and immediately, or as soon as feasible, when surfaces are overtly contaminated with blood.

Use chemical germicides or solutions of 5.25 percent sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning.

Broken glassware or glass items must not be picked up directly with the hands. Use a mechanical means, such as a brush and dust pan, tongs or forceps. Handle as biohazardous waste. Decontaminate equipment used to pick up glassware with a 1:10 bleach solution or an approved germicide.

## Information and Training

Worksite specific training is conducted by the supervisor or designated trainer. Worksite specific instruction will include information required by the Bloodborne Pathogens Standard and specific training for each person's duties. Training will be conducted within ten days of starting work and annually thereafter. Training must be documented. Records are maintained by the supervisor and/or the administrative church office.

## Hepatitis B Vaccine

The Hepatitis B vaccine is offered, at no cost, to exposed employees within 10 working days of initial assignment. Employees who have potential exposure to bloodborne pathogens but decline to take the vaccination must sign a declination statement. (See appendix 9.) Vaccination is encouraged unless: 1) Documentation exists that the employee has previously received the series; 2) Antibody testing reveals that the employee is immune; 3) Medical

evaluation shows that vaccination is contraindicated. Employees who initially decline can still receive their vaccination should they decide at a later date to accept.

The Faith Lutheran Learning Center Director will schedule vaccinations and will keep employees' vaccination records in their medical files.

#### Post-Exposure Evaluation and Follow-up

An exposure incident is any situation, such as a spill, splash, needlestick, ingestion or other accident in which the employee has had direct, unprotected contact with human blood or OPIM.

If this happens, the employee has the right to medical evaluation and treatment. These post-exposure services will be provided at no cost. If the employee has any direct exposure to human blood or OPIM, **immediately wash the affected body part with soap and water and notify** their supervisor, who will then direct the employee to the appropriate medical treatment. Prompt medical attention may reduce the risk of serious health consequences after an exposure incident. The Supervisor will complete the exposure incident evaluation form in APPENDIX B.

**RESOURCES:** For more information about the OSHA Bloodborne Pathogens Standard or the written Exposure Control Plan or for assistance in compliance, please contact your supervisor.



# Appendix 1: Threats

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In the event you receive a threat call (i.e., bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

## Phone Threats

Complete this list if you receive a phone threat.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Caller's voice: (circle)

Male          Female          Adult Youth Estimated  
Age: \_\_\_\_\_

Black          White          Hispanic          Asian          Other: \_\_\_\_\_

Emotional State: (circle any that apply)

Calm          Disguised          Nasal          Rapid          Accent

Nervous          Angry          Sincere          Slurred          Loud

Excited          Giggling          Stressed          Crying

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

Music Other:

Children          Typing          Airplanes          Machinery          Cars/Trucks

## Bomb Threat

- Call 911 immediately. Provide the following information:
- Identify yourself

- State: "We have received a bomb threat!"
- Give your location and phone number.
- Remain calm.

Do not hang up on individual calling in the threat! Attempt to obtain as much information as possible. Here are some questions to ask:

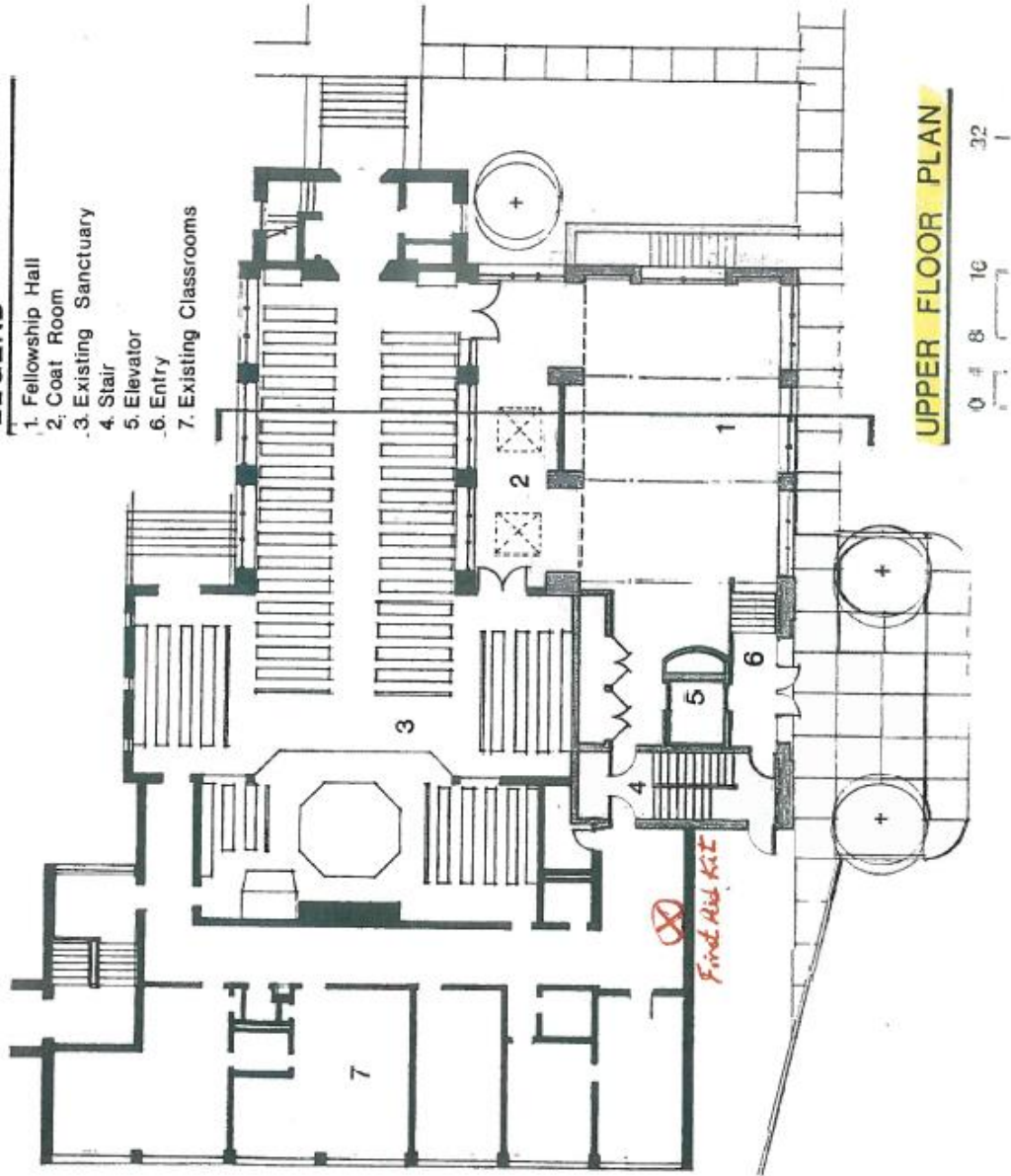
- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What is the method of activation: mechanical, clock, movement or chemical action?
- How is the bomb deactivated?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

## Appendix 2: Location of First Aid Kit, Fire Alarms and Extinguishers

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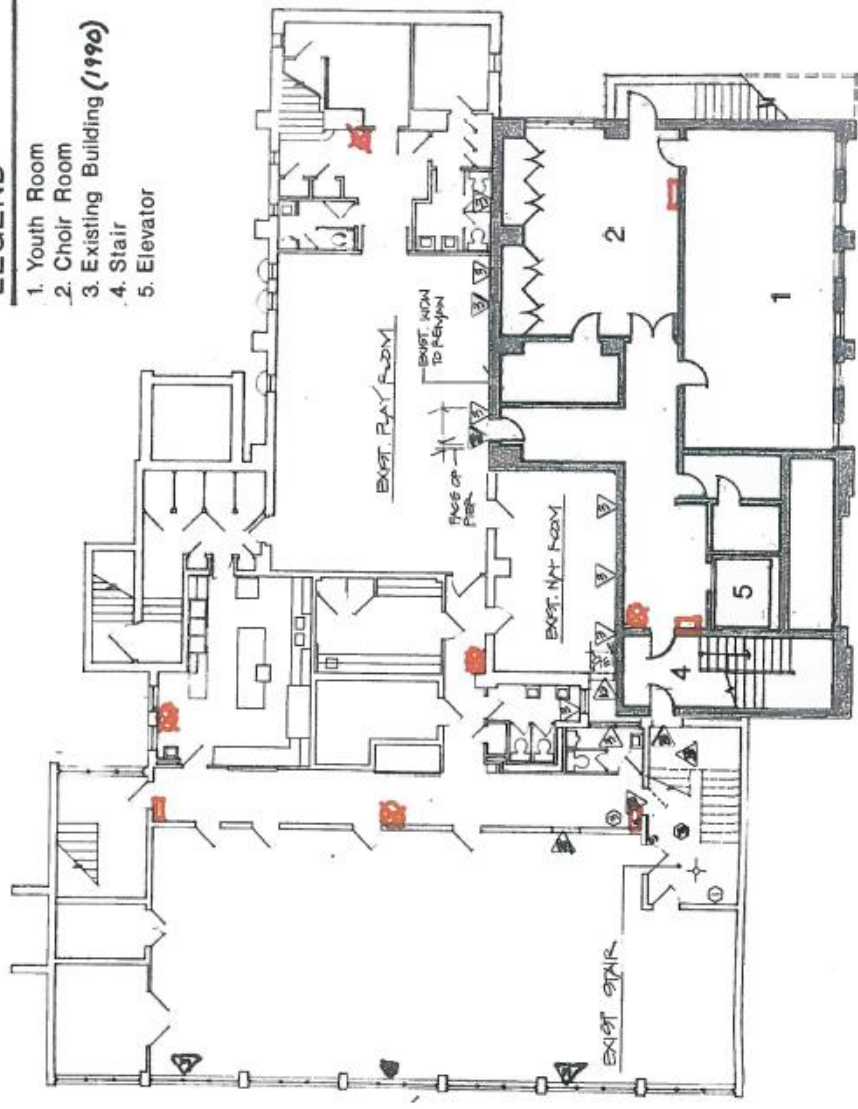
**LEGEND**

- 1. Fellowship Hall
- 2. Coat Room
- 3. Existing Sanctuary
- 4. Stair
- 5. Elevator
- 6. Entry
- 7. Existing Classrooms



**LEGEND**

- 1. Youth Room
- 2. Choir Room
- 3. Existing Building (1990)
- 4. Stair
- 5. Elevator



*Fire Alarm (Manual)*  
*Fire Extinguishers*

**LOWER FLOOR PLAN**





## Appendix 3: Designated Assembly Areas

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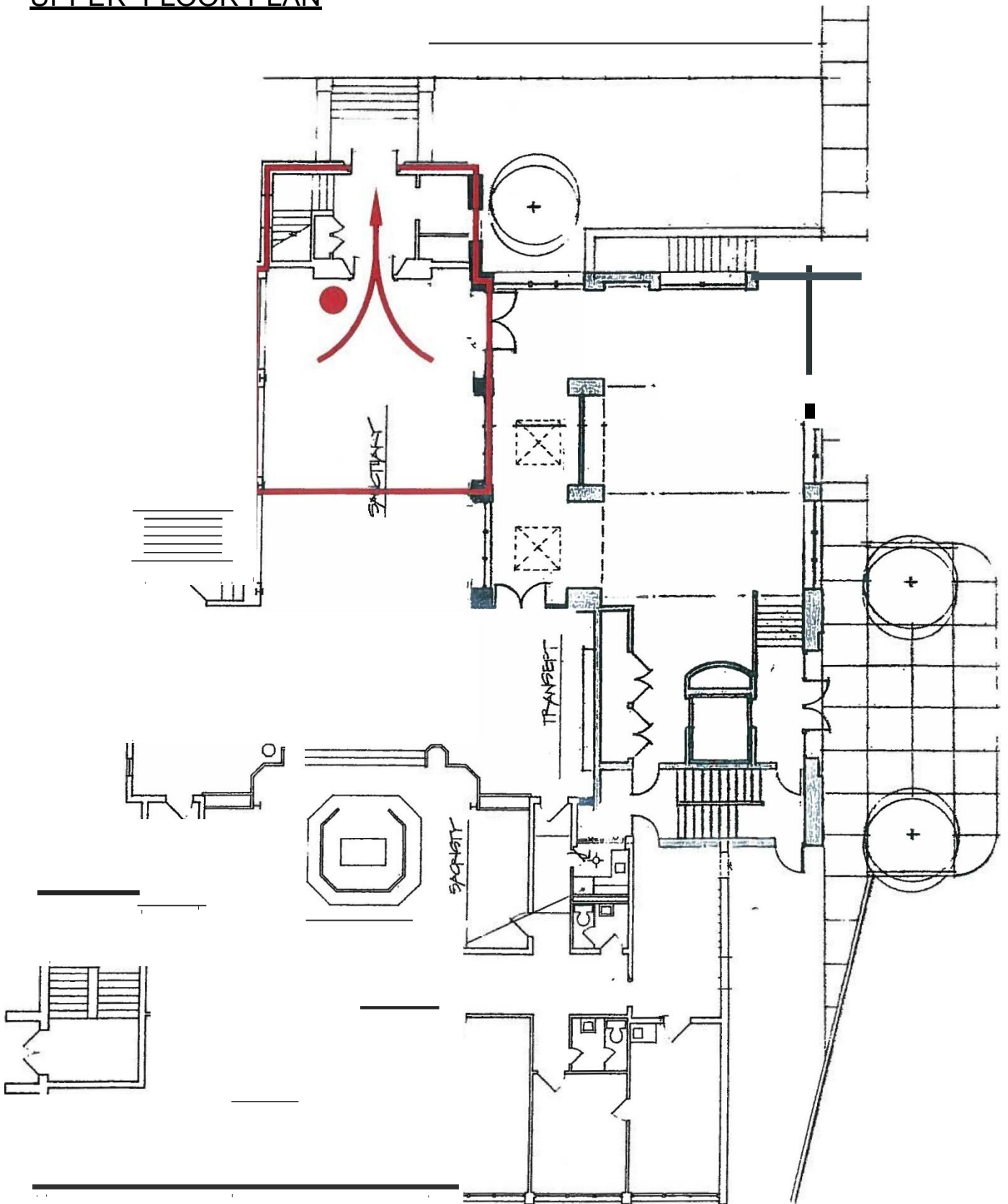


## Appendix 4: Fire Emergency Evacuation Maps

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e You are standing at this spot

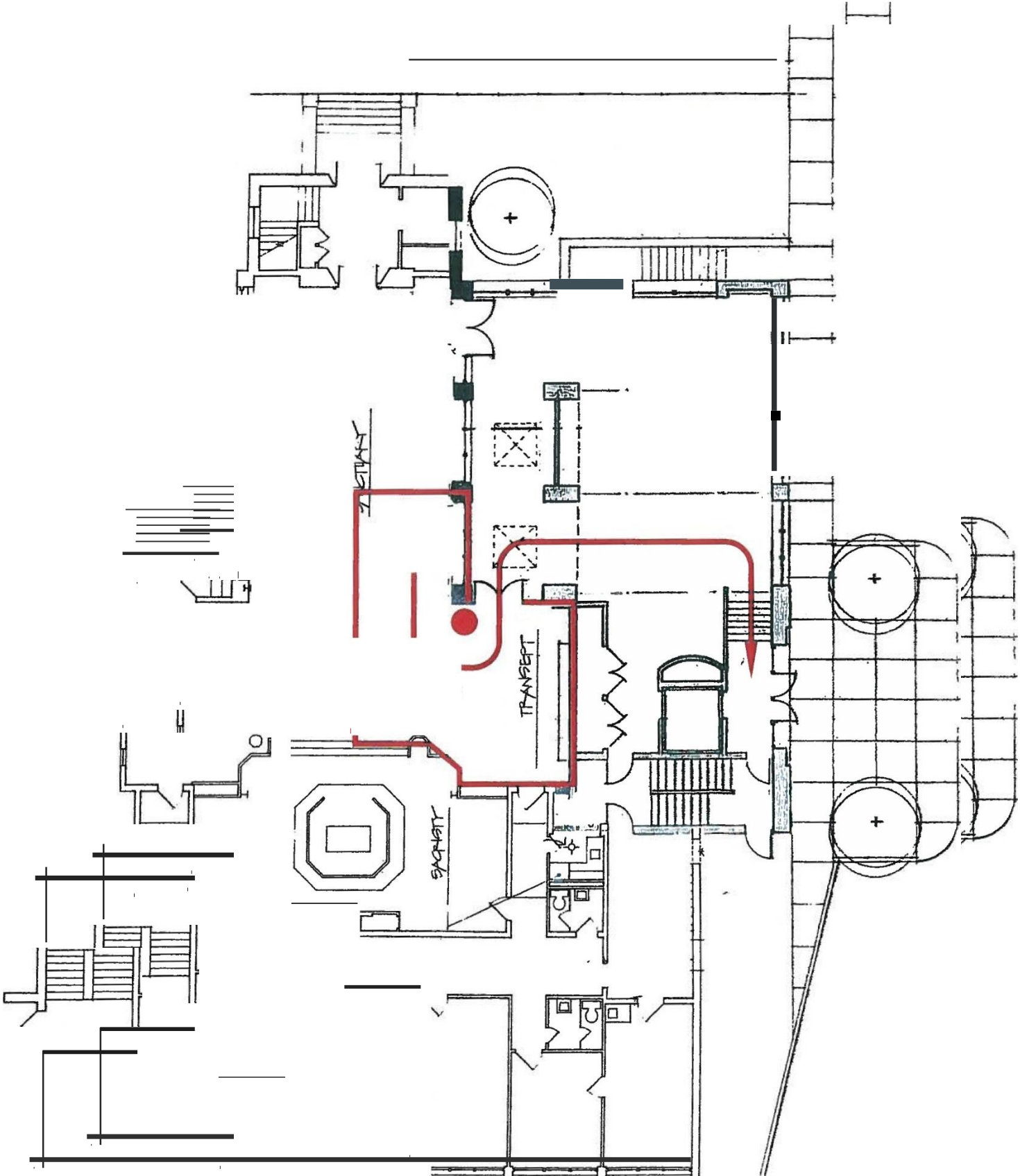
UPPER FLOOR PLAN





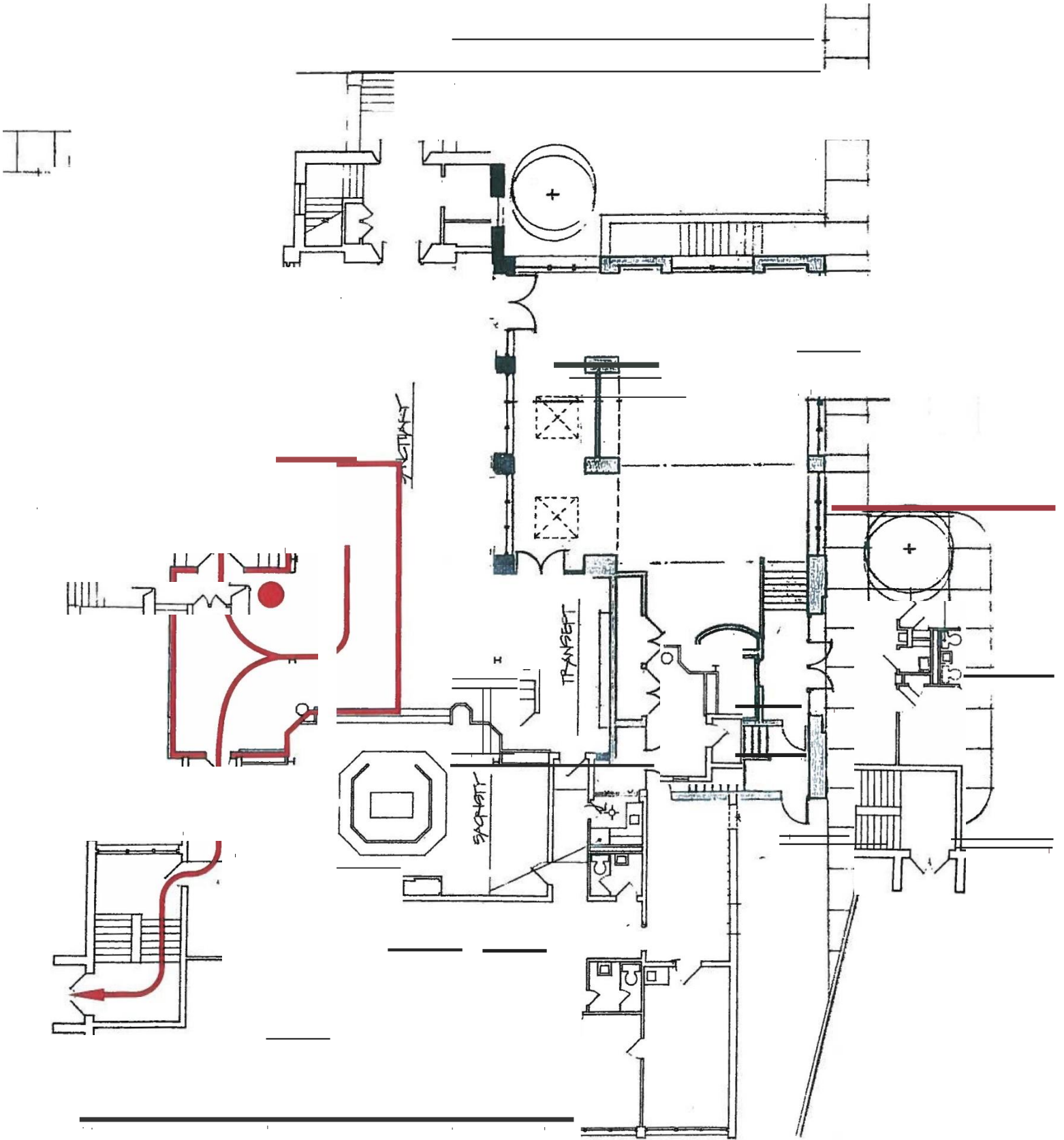
UPPER FLOOR PLAN

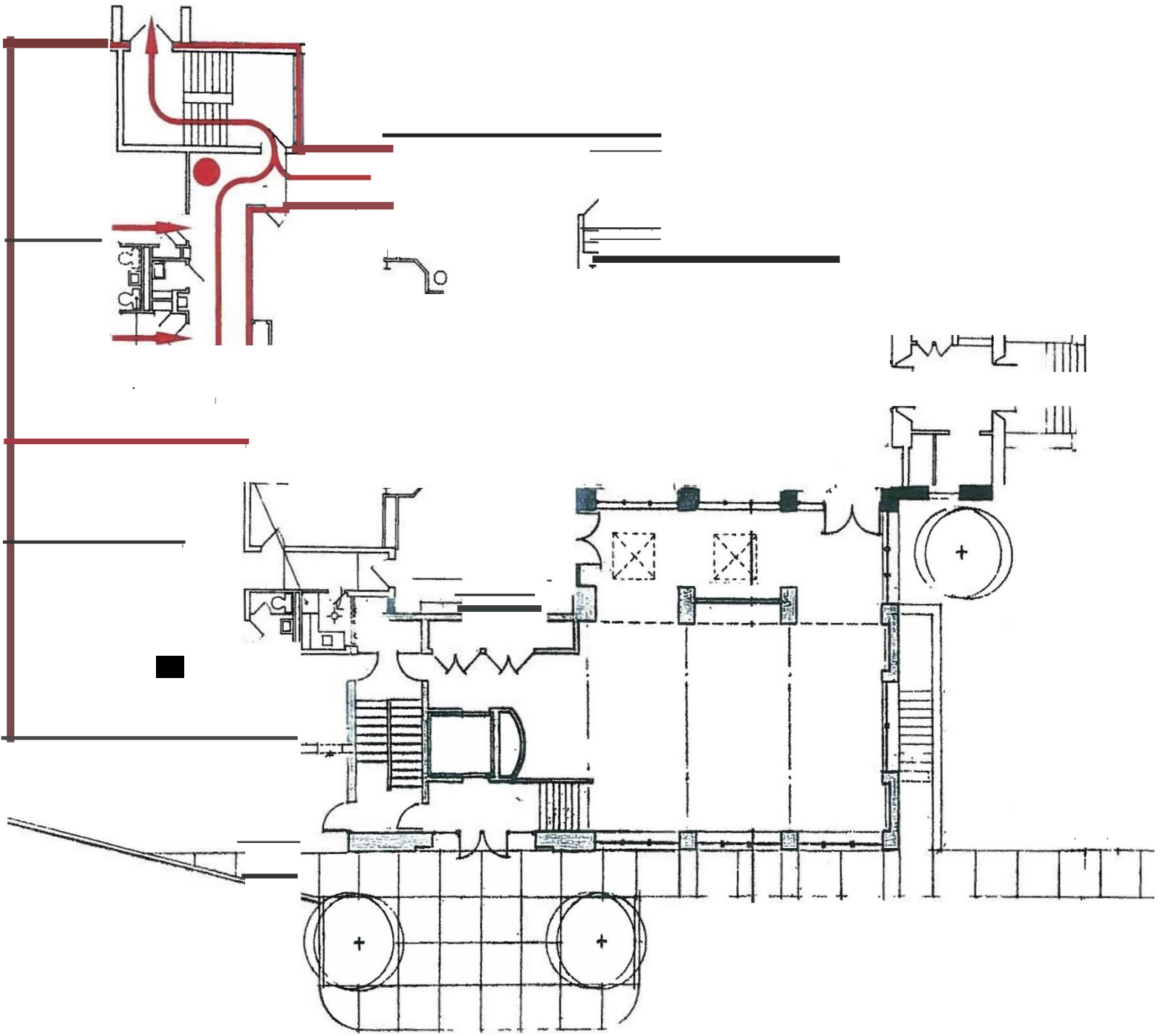
e You are standing at this spot



UPPER FLOOR PLAN  
spot

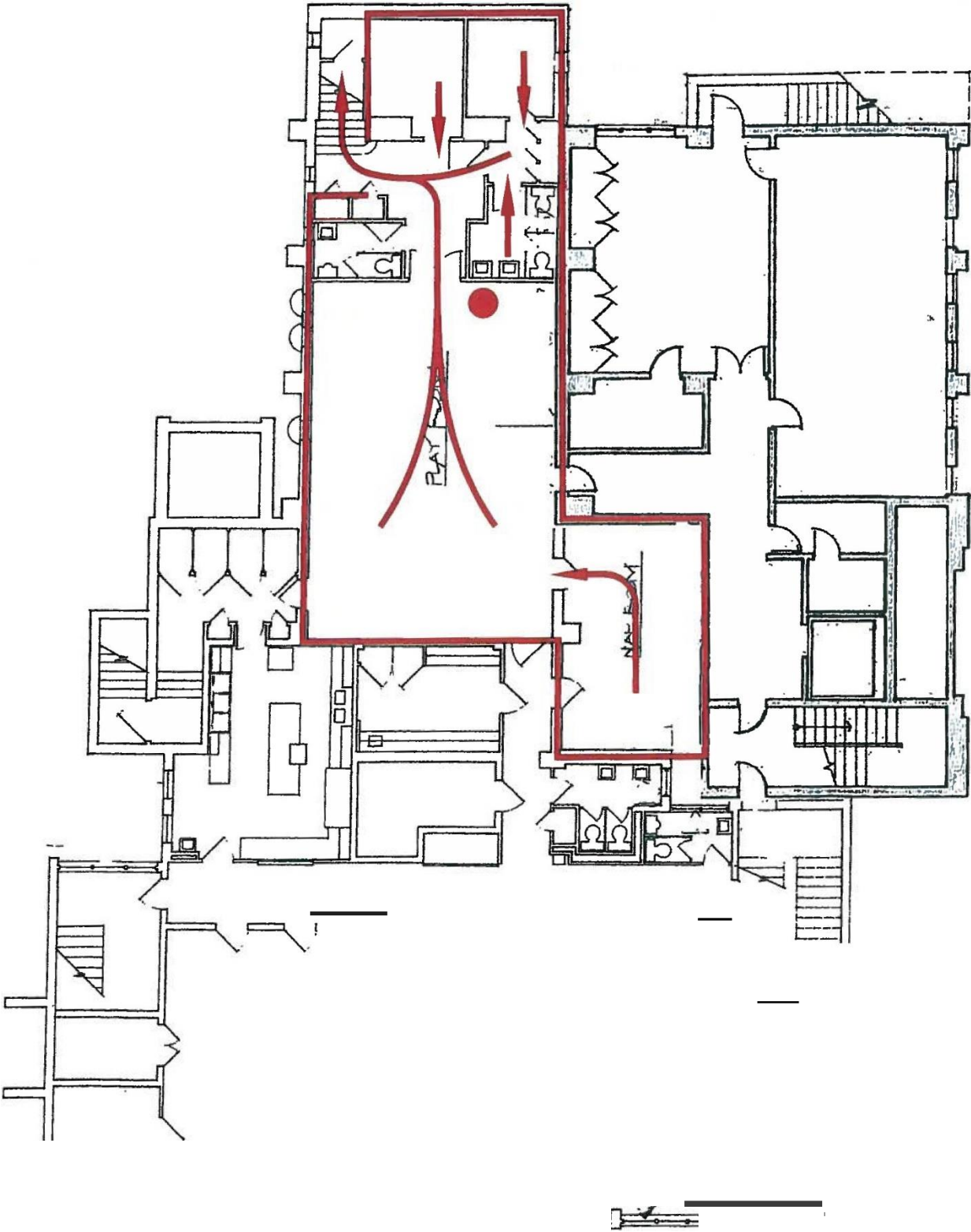
e You are standing at this





LOWER FLOOR PLAN  
spot

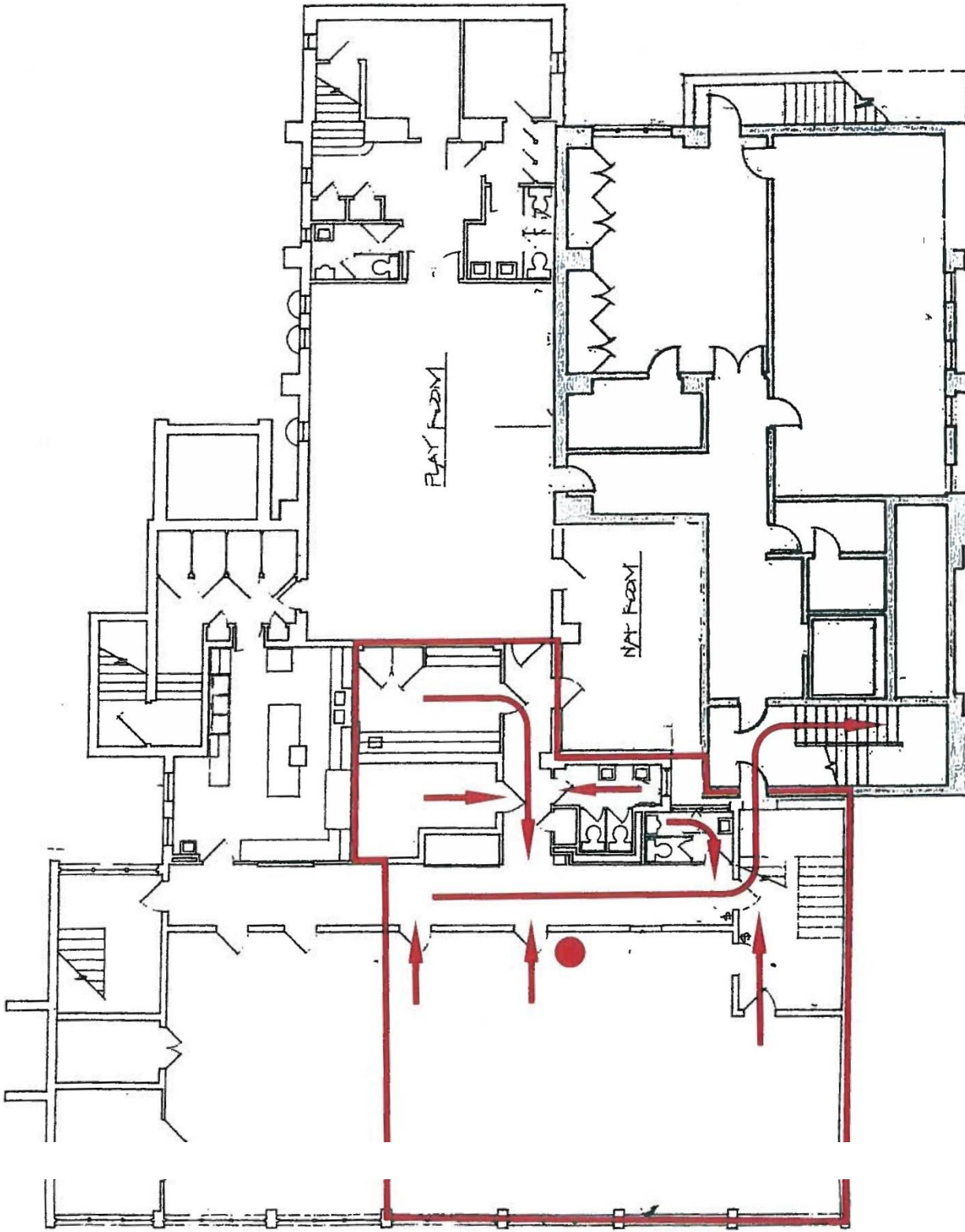
e You are standing at this





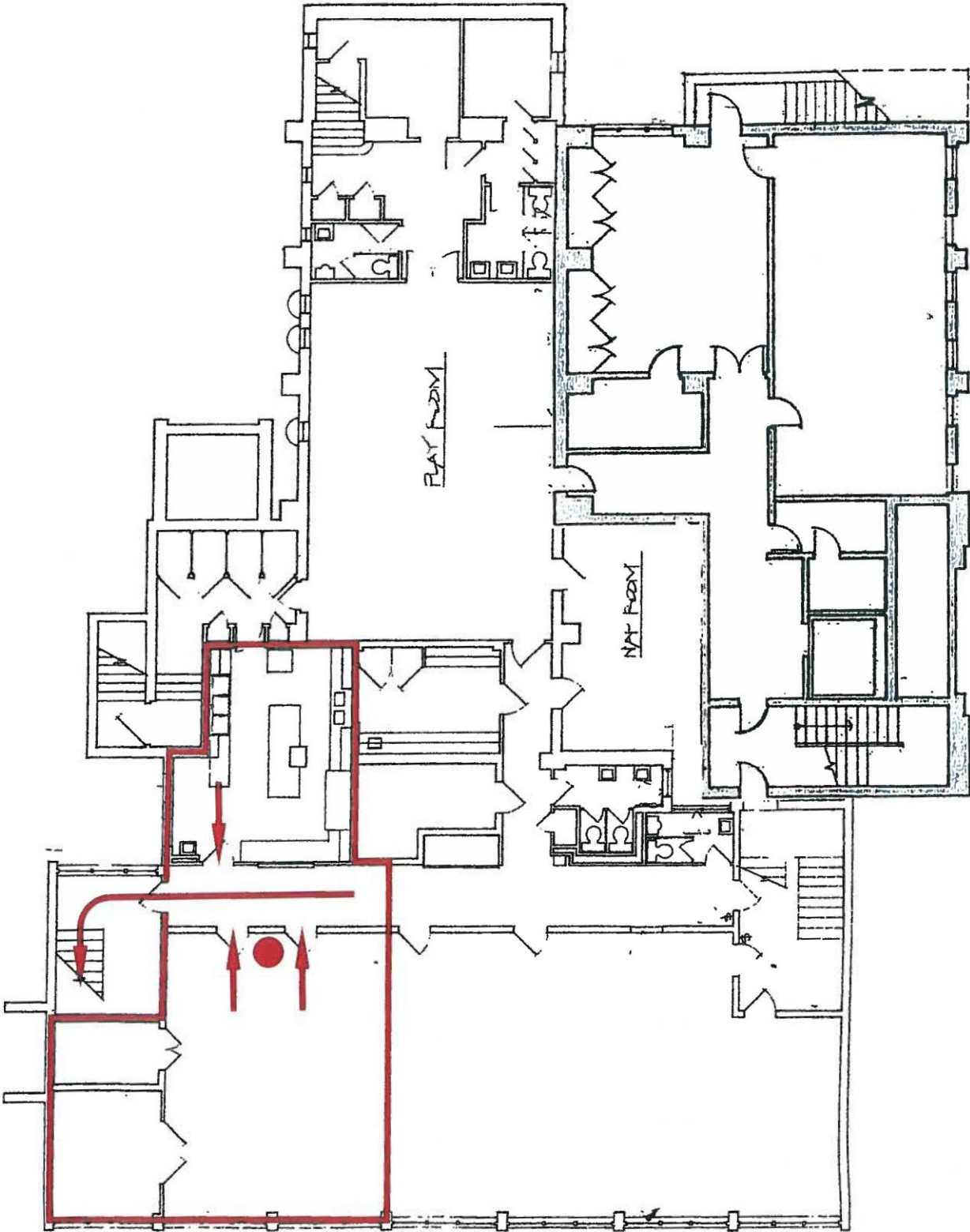
LOWER FLOOR PLAN  
spot

e You are standing at this

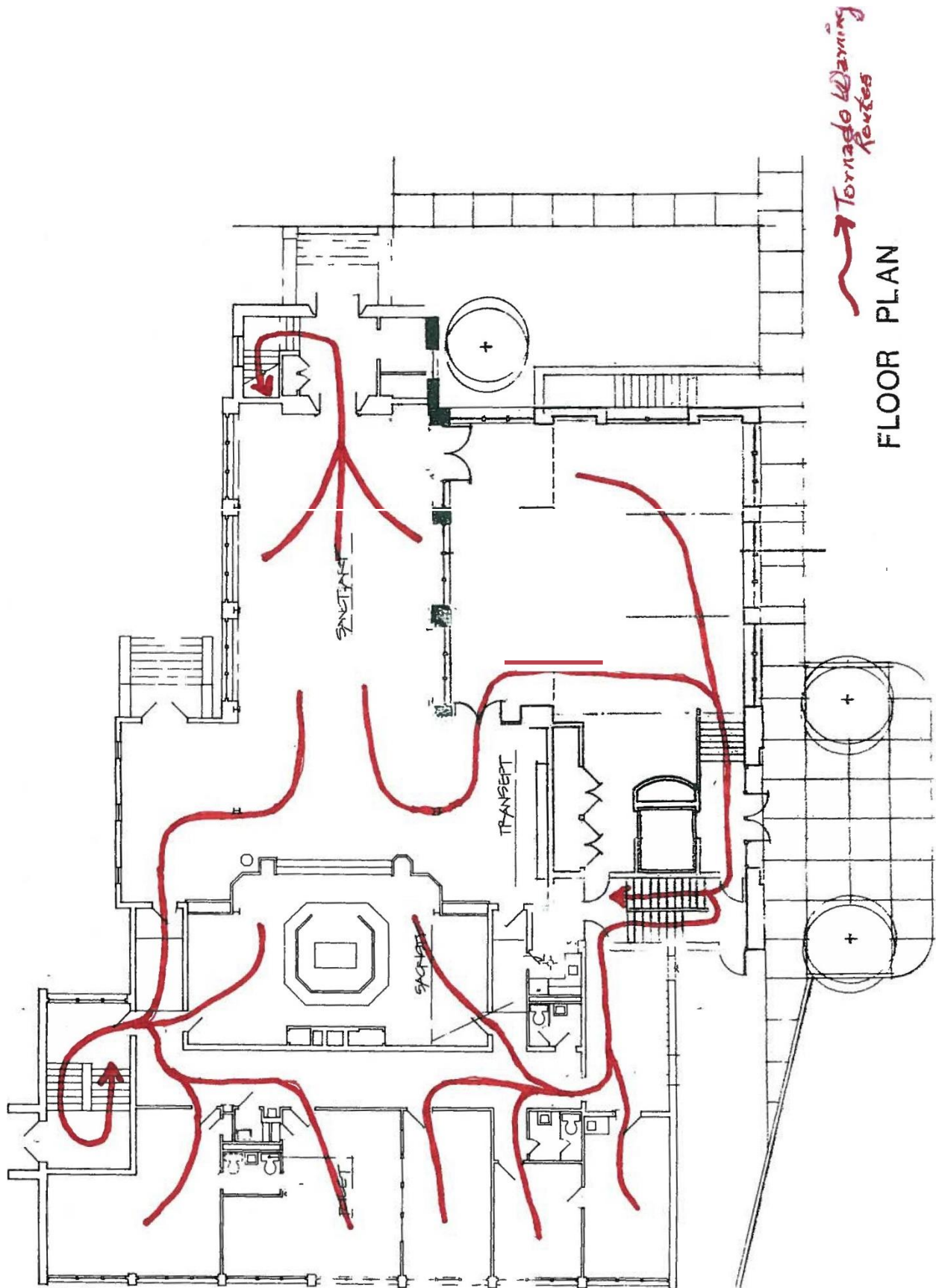


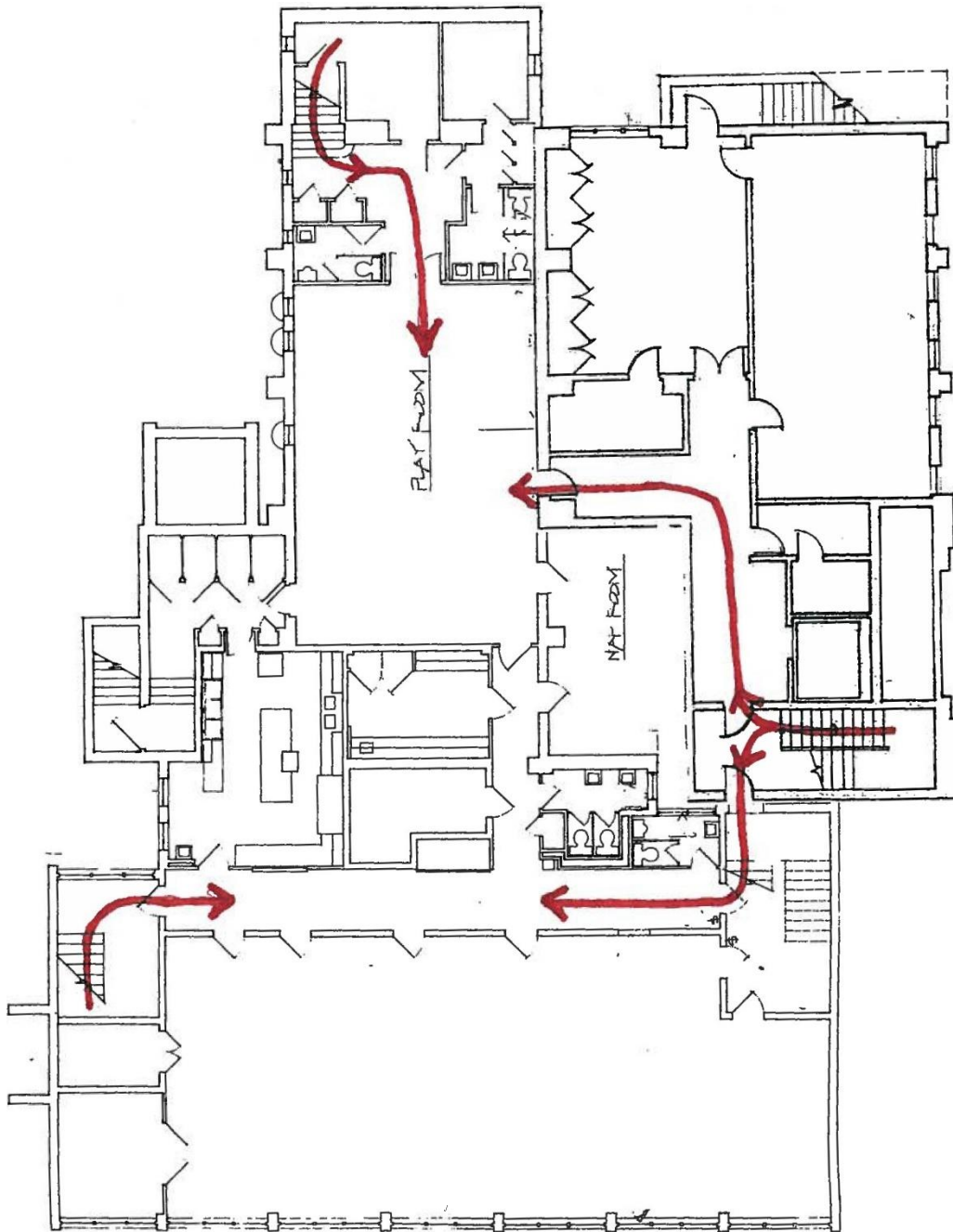
LOWER FLOOR PLAN

e You are standing at this spot



# Appendix 5: Tornado Emergency Evacuation Maps







## Appendix 6: Injury/Incident Report

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The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: \_\_\_\_\_

Injured Person: \_\_\_\_\_

Completed by: \_\_\_\_\_

Where were you when injury occurred: \_\_\_\_\_

Description of injury and how it occurred. (Use back if more space is needed.)

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Witnesses:

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## Appendix 7 FLLC Emergency/Disaster Preparedness Plan

## Appendix 8 OSHA Bloodborne Pathogen Regulations

### 1910.1030

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**Note:** The following text for 1910.1200 has been updated to align with the UN Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3, issued in the [Federal Register, March 26, 2012](#). This rule became effective May 25, 2012.

Also, the [Hazard Communication page](#), on [OSHA.gov](#), includes downloadable versions of the revised 1910.1200 Final Rule and appendices, updated to align with the GHS; a comparison of the Hazard Communication Standard, issued in 1994 (HazCom 1994), with the revised Hazard Communication Final Rule issued in 2012 (HazCom 2012); frequently asked questions on the revisions; and new guidance materials on the revisions. The page also contains the full regulatory text and appendices of [HazCom 1994](#).

#### [1910.1200\(a\)](#)

##### Purpose.

#### [1910.1200\(a\)\(1\)](#)

The purpose of this section is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees. The requirements of this section are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, safety data sheets and employee training.

#### [1910.1200\(a\)\(2\)](#)

This occupational safety and health standard is intended to address comprehensively the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees and downstream employers; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. Under section 18 of the Act, no state or political subdivision of a state may adopt or enforce any requirement relating to the issue addressed by this Federal standard, except pursuant to a Federally-approved state plan.

#### [1910.1200\(b\)](#)

## Scope and Application.

### [1910.1200\(b\)\(1\)](#)

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

### [1910.1200\(b\)\(2\)](#)

This section applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

### [1910.1200\(b\)\(3\)](#)

This section applies to laboratories only as follows:

#### 1910.1200(b)(3)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

#### 1910.1200(b)(3)(ii)

Employers shall maintain any safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible during each workshift to laboratory employees when they are in their work areas;

#### 1910.1200(b)(3)(iii)

Employers shall ensure that laboratory employees are provided information and training in accordance with paragraph (h) of this section, except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section; and,

### [1910.1200\(b\)\(3\)\(iv\)](#)

Laboratory employers that ship hazardous chemicals are considered to be either a chemical manufacturer or a distributor under this rule, and thus must ensure that any containers of hazardous chemicals leaving the laboratory are labeled in accordance with paragraph (f) of this section, and that a safety data sheet is provided to distributors and other employers in accordance with paragraphs (g)(6) and (g)(7) of this section.

### [1910.1200\(b\)\(4\)](#)

In work operations where employees only handle chemicals in sealed containers which are not opened under normal conditions of use (such as are found in marine cargo handling, warehousing, or retail sales), this section applies to these operations only as follows:

[1910.1200\(b\)\(4\)\(i\)](#)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

[1910.1200\(b\)\(4\)\(ii\)](#)

Employers shall maintain copies of any safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals, shall obtain a safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a safety data sheet if an employee requests the safety data sheet, and shall ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,

[1910.1200\(b\)\(4\)\(iii\)](#)

Employers shall ensure that employees are provided with information and training in accordance with paragraph (h) of this section (except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section), to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

[1910.1200\(b\)\(5\)](#)

This section does not require labeling of the following chemicals:

[1910.1200\(b\)\(5\)\(i\)](#)

Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

[1910.1200\(b\)\(5\)\(ii\)](#)

Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

[1910.1200\(b\)\(5\)\(iii\)](#)

Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (*e.g.* flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 *et seq.*), and regulations issued

under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

1910.1200(b)(5)(iv)

Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 *et seq.*) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, Firearms and Explosives;

[1910.1200\(b\)\(5\)\(v\)](#)

Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,

1910.1200(b)(5)(vi)

Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 *et seq.*) and the labeling regulations issued under that Act by the Department of Agriculture.

[1910.1200\(b\)\(6\)](#)

This section does not apply to:

[1910.1200\(b\)\(6\)\(i\)](#)

Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 *et seq.*), when subject to regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(6)(ii)

Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 *et seq.*) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations.

1910.1200(b)(6)(iii)

Tobacco or tobacco products;

[1910.1200\(b\)\(6\)\(iv\)](#)

Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);

[1910.1200\(b\)\(6\)\(v\)](#)

Articles (as that term is defined in paragraph (c) of this section);

[1910.1200\(b\)\(6\)\(vi\)](#)

Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;

[1910.1200\(b\)\(6\)\(vii\)](#)

Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*), when it is in solid, final form for direct administration to the patient (*e.g.*, tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (*e.g.*, over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (*e.g.*, first aid supplies);

[1910.1200\(b\)\(6\)\(viii\)](#)

Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;

[1910.1200\(b\)\(6\)\(ix\)](#)

Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;

[1910.1200\(b\)\(6\)\(x\)](#)

Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;

[1910.1200\(b\)\(6\)\(xi\)](#)

Ionizing and nonionizing radiation; and,

[1910.1200\(b\)\(6\)\(xii\)](#)

## Biological hazards.

### 1910.1200(c)

*Definitions. Article* means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, *e.g.*, minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

*Assistant Secretary* means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

*Chemical* means any substance, or mixture of substances.

*Chemical manufacturer* means an employer with a workplace where chemical(s) are produced for use or distribution.

*Chemical name* means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

*Classification* means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

*Commercial account* means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

*Common name* means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

*Container* means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.



*Designated representative* means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

*Director* means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

*Distributor* means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

*Employee* means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

*Employer* means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

*Exposure or exposed* means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential ( e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry ( e.g. inhalation, ingestion, skin contact or absorption.)

*Foreseeable emergency* means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

*Hazard category* means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

*Hazard class* means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

*Hazard not otherwise classified (HNOC)* means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

*Hazard statement* means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

*Hazardous chemical* means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

*Health hazard* means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to 1910.1200Health Hazard Criteria.

*Immediate use* means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

*Importer* means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

*Label* means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

*Label elements* means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

*Mixture* means a combination or a solution composed of two or more substances in which they do not react.

*Physical hazard* means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to 1910.1200Physical Hazard Criteria.

*Pictogram* means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

*Precautionary statement* means a phrase that describes recommended measures that should

be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

*Produce* means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

*Product identifier* means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

*Pyrophoric gas* means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

*Responsible party* means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

*Safety data sheet (SDS)* means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

*Signal word* means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

*Simple asphyxiant* means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

*Specific chemical identity* means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

*Substance* means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

*Trade secret* means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to 1910.1200 Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

*Use* means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

*Work area* means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

*Workplace* means an establishment, job site, or project, at one geographical location containing one or more work areas.

#### [1910.1200\(d\)](#)

#### Hazard classification.

##### [1910.1200\(d\)\(1\)](#)

Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported by them to classify the chemicals in accordance with this section. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and, where appropriate, the category of each class that apply to the chemical being classified. Employers are not required to classify chemicals unless they choose not to rely on the classification performed by the chemical manufacturer or importer for the chemical to satisfy this requirement.

##### [1910.1200\(d\)\(2\)](#)

Chemical manufacturers, importers or employers classifying chemicals shall identify and consider the full range of available scientific literature and other evidence concerning the potential hazards. There is no requirement to test the chemical to determine how to classify its hazards. Appendix A to § 1910.1200 shall be consulted for classification of health hazards, and Appendix B to § 1910.1200 shall be consulted for the classification of physical hazards.

##### [1910.1200\(d\)\(3\)](#)

#### *Mixtures.*

##### [1910.1200\(d\)\(3\)\(i\)](#)

Chemical manufacturers, importers, or employers evaluating chemicals shall follow the procedures described in Appendices A and B to Sec. 1910.1200 to classify the hazards of the chemicals, including determinations regarding when mixtures of the classified chemicals are covered by this section.

##### 1910.1200(d)(3)(ii)

When classifying mixtures they produce or import, chemical manufacturers and importers of mixtures may rely on the information provided on the current safety data sheets of the individual ingredients, except where the chemical manufacturer or importer knows, or in the exercise of reasonable diligence should know, that the safety data sheet misstates or omits information required by this section.

[1910.1200\(e\)](#)

*Written hazard communication program.*

[1910.1200\(e\)\(1\)](#)

Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

[1910.1200\(e\)\(1\)\(i\)](#)

A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and,

1910.1200(e)(1)(ii)

The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

[1910.1200\(e\)\(2\)](#)

*Multi-employer workplaces.* Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:

1910.1200(e)(2)(i)

The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;

1910.1200(e)(2)(ii)

The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,

1910.1200(e)(2)(iii)

The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

1910.1200(e)(3)

The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this paragraph (e).

[1910.1200\(e\)\(4\)](#)

The employer shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.1020 (e).

1910.1200(e)(5)

Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.

[1910.1200\(f\)](#)

*Labels and other forms of warning—*

[1910.1200\(f\)\(1\)](#)

*Labels on shipped containers.* The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked. Hazards not otherwise classified do not have to be addressed on the container. Where the chemical manufacturer or importer is required to label, tag or mark the following information shall be provided:

[1910.1200\(f\)\(1\)\(i\)](#)

Product identifier;

[1910.1200\(f\)\(1\)\(ii\)](#)

Signal word;

[1910.1200\(f\)\(1\)\(iii\)](#)

Hazard statement(s);

[1910.1200\(f\)\(1\)\(iv\)](#)

Pictogram(s);

[1910.1200\(f\)\(1\)\(v\)](#)

Precautionary statement(s); and,

[1910.1200\(f\)\(1\)\(vi\)](#)



Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

[1910.1200\(f\)\(2\)](#)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(i) through (v) of this section is in accordance with Appendix C to § 1910.1200, for each hazard class and associated hazard category for the hazardous chemical, prominently displayed, and in English (other languages may also be included if appropriate).

[1910.1200\(f\)\(3\)](#)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(ii) through (iv) of this section is located together on the label, tag, or mark.

[1910.1200\(f\)\(4\)](#)

*Solid materials.*

1910.1200(f)(4)(i)

For solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment, and need not be included with subsequent shipments to the same employer unless the information on the label changes;

1910.1200(f)(4)(ii)

The label may be transmitted with the initial shipment itself, or with the safety data sheet that is to be provided prior to or at the time of the first shipment; and,

1910.1200(f)(4)(iii)

This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).

[1910.1200\(f\)\(5\)](#)

Chemical manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner which does not conflict with the requirements of the Hazardous Materials Transportation Act (49 U.S.C. 1801 *et seq.*) and regulations issued under that Act by the Department of Transportation.

[1910.1200\(f\)\(6\)](#)

Workplace labeling. Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:

[1910.1200\(f\)\(6\)\(i\)](#)

The information specified under paragraphs (f)(1)(i) through (v) of this section for labels on shipped containers; or,

[1910.1200\(f\)\(6\)\(ii\)](#)

Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

[1910.1200\(f\)\(7\)](#)

The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by paragraph (f)(6) of this section to be on a label. The employer shall ensure the written materials are readily accessible to the employees in their work area throughout each work shift.

1910.1200(f)(8)

The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.

[1910.1200\(f\)\(9\)](#)

The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

1910.1200(f)(10)

The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.

[1910.1200\(f\)\(11\)](#)

Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

[1910.1200\(g\)](#)

### Safety data sheets.

[1910.1200\(g\)\(1\)](#)

Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a safety data sheet in the workplace for each hazardous chemical which they use.

[1910.1200\(g\)\(2\)](#)

The chemical manufacturer or importer preparing the safety data sheet shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and associated information under each heading, in the order listed (See Appendix D to § 1910.1200—Safety Data Sheets, for the specific content of each section of the safety data sheet):

[1910.1200\(g\)\(2\)\(i\)](#)

Section 1, Identification;

[1910.1200\(g\)\(2\)\(ii\)](#)

Section 2, Hazard(s) identification;

[1910.1200\(g\)\(2\)\(iii\)](#)

Section 3, Composition/information on ingredients;

1910.1200(g)(2)(iv)

Section 4, First-aid measures;

1910.1200(g)(2)(v)

Section 5, Fire-fighting measures;

[1910.1200\(g\)\(2\)\(vi\)](#)

Section 6, Accidental release measures;

1910.1200(g)(2)(vii)

Section 7, Handling and storage;

[1910.1200\(g\)\(2\)\(viii\)](#)

Section 8, Exposure controls/personal protection;

1910.1200(g)(2)(ix)

Section 9, Physical and chemical properties;

[1910.1200\(g\)\(2\)\(x\)](#)

Section 10, Stability and reactivity;

[1910.1200\(g\)\(2\)\(xi\)](#)

Section 11, Toxicological information;

[1910.1200\(g\)\(2\)\(xii\)](#)

Section 12, Ecological information;

1910.1200(g)(2)(xiii)

Section 13, Disposal considerations;

1910.1200(g)(2)(xiv)

Section 14, Transport information;

1910.1200(g)(2)(xv)

Section 15, Regulatory information; and

1910.1200(g)(2)(xvi)

Section 16, Other information, including date of preparation or last revision.

Note 1 to paragraph (g)(2): To be consistent with the GHS, an SDS must also include the headings in paragraphs (g)(2)(xii) through (g)(2)(xv) in order.

Note 2 to paragraph (g)(2): OSHA will not be enforcing information requirements in sections 12 through 15, as these areas are not under its jurisdiction.

1910.1200(g)(3)

If no relevant information is found for any sub-heading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.

[1910.1200\(g\)\(4\)](#)

Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one safety data sheet to apply to all of these similar mixtures.

[1910.1200\(g\)\(5\)](#)

The chemical manufacturer, importer or employer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard classification. If the chemical manufacturer, importer or employer preparing the safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the chemical manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again.

[1910.1200\(g\)\(6\)\(i\)](#)

Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated;

[1910.1200\(g\)\(6\)\(ii\)](#)

The chemical manufacturer or importer shall either provide safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;

[1910.1200\(g\)\(6\)\(iii\)](#)

If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,

[1910.1200\(g\)\(6\)\(iv\)](#)

The chemical manufacturer or importer shall also provide distributors or employers with a safety data sheet upon request.

[1910.1200\(g\)\(7\)\(i\)](#)

Distributors shall ensure that safety data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a safety data sheet is updated;

1910.1200(g)(7)(ii)

The distributor shall either provide safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;

[1910.1200\(g\)\(7\)\(iii\)](#)

Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a safety data sheet is available;

1910.1200(g)(7)(iv)

Wholesale distributors selling hazardous chemicals to employers over-the-counter may also provide safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or otherwise inform such employers that a safety data sheet is available;

1910.1200(g)(7)(v)

If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained;

1910.1200(g)(7)(vi)

Wholesale distributors shall also provide safety data sheets to employers or other distributors upon request; and,

1910.1200(g)(7)(vii)

Chemical manufacturers, importers, and distributors need not provide safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial accounts or open the sealed container to use it in their own workplaces.

[1910.1200\(g\)\(8\)](#)

The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

[1910.1200\(g\)\(9\)](#)

Where employees must travel between workplaces during a workshift, *i.e.*, their work is carried out at more than one geographical location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

[1910.1200\(g\)\(10\)](#)

Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

1910.1200(g)(11)

Safety data sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of § 1910.1020(e).

[1910.1200\(h\)](#)

**Employee information and training.**

[1910.1200\(h\)\(1\)](#)

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

[1910.1200\(h\)\(2\)](#)

*Information.* Employees shall be informed of:

1910.1200(h)(2)(i)

The requirements of this section;

1910.1200(h)(2)(ii)

Any operations in their work area where hazardous chemicals are present; and,

1910.1200(h)(2)(iii)



The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

[1910.1200\(h\)\(3\)](#)

*Training.* Employee training shall include at least:

1910.1200(h)(3)(i)

Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

[1910.1200\(h\)\(3\)\(ii\)](#)

The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;

[1910.1200\(h\)\(3\)\(iii\)](#)

The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

[1910.1200\(h\)\(3\)\(iv\)](#)

The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

[1910.1200\(i\)](#)

**Trade secrets.**

[1910.1200\(i\)\(1\)](#)

The chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, other specific identification of a hazardous chemical, or the exact percentage (concentration) of the substance in a mixture, from the safety data sheet, provided that:

1910.1200(i)(1)(i)

The claim that the information withheld is a trade secret can be supported;

1910.1200(i)(1)(ii)

Information contained in the safety data sheet concerning the properties and effects of the hazardous chemical is disclosed;

[1910.1200\(i\)\(1\)\(iii\)](#)

The safety data sheet indicates that the specific chemical identity and/or percentage of composition is being withheld as a trade secret; and,

[1910.1200\(i\)\(1\)\(iv\)](#)

The specific chemical identity and percentage is made available to health professionals, employees, and designated representatives in accordance with the applicable provisions of this paragraph (i).

[1910.1200\(i\)\(2\)](#)

Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity and/or specific percentage of composition of a hazardous chemical is necessary for emergency or first-aid treatment, the chemical manufacturer, importer, or employer shall immediately disclose the specific chemical identity or percentage composition of a trade secret chemical to that treating physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The chemical manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of paragraphs (i)(3) and (4) of this section, as soon as circumstances permit.

[1910.1200\(i\)\(3\)](#)

In non-emergency situations, a chemical manufacturer, importer, or employer shall, upon request, disclose a specific chemical identity or percentage composition, otherwise permitted to be withheld under paragraph (i)(1) of this section, to a health professional (i.e. physician, industrial hygienist, toxicologist, epidemiologist, or occupational health nurse) providing medical or other occupational health services to exposed employee(s), and to employees or designated representatives, if:

1910.1200(i)(3)(i)

The request is in writing;

1910.1200(i)(3)(ii)

The request describes with reasonable detail one or more of the following occupational health needs for the information:

1910.1200(i)(3)(ii)(A)

To assess the hazards of the chemicals to which employees will be exposed;

1910.1200(i)(3)(ii)(B)

To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

1910.1200(i)(3)(ii)(C)

To conduct pre-assignment or periodic medical surveillance of exposed employees;

1910.1200(i)(3)(ii)(D)

To provide medical treatment to exposed employees;

1910.1200(i)(3)(ii)(E)

To select or assess appropriate personal protective equipment for exposed employees;

1910.1200(i)(3)(ii)(F)

To design or assess engineering controls or other protective measures for exposed employees; and,

1910.1200(i)(3)(ii)(G)

To conduct studies to determine the health effects of exposure.

1910.1200(i)(3)(iii)

The request explains in detail why the disclosure of the specific chemical identity or percentage composition is essential and that, in lieu thereof, the disclosure of the following information to the health professional, employee, or designated representative, would not satisfy the purposes described in paragraph (i)(3)(ii) of this section:

1910.1200(i)(3)(iii)(A)

The properties and effects of the chemical;

1910.1200(i)(3)(iii)(B)

Measures for controlling workers' exposure to the chemical;

1910.1200(i)(3)(iii)(C)

Methods of monitoring and analyzing worker exposure to the chemical; and,

1910.1200(i)(3)(iii)(D)

Methods of diagnosing and treating harmful exposures to the chemical;

1910.1200(i)(3)(iv)

The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and,

1910.1200(i)(3)(v)

The health professional, and the employer or contractor of the services of the health professional (i.e. downstream employer, labor organization, or individual employee), employee, or designated representative, agree in a written confidentiality agreement that the health professional, employee, or designated representative, will not use the trade secret information for any purpose other than the health need(s) asserted and agree not to release the information under any circumstances other than to OSHA, as provided in paragraph (i)(6) of this section, except as authorized by the terms of the agreement or by the chemical manufacturer, importer, or employer.

1910.1200(i)(4)

The confidentiality agreement authorized by paragraph (i)(3)(iv) of this section:

1910.1200(i)(4)(i)

May restrict the use of the information to the health purposes indicated in the written statement of need;

1910.1200(i)(4)(ii)

May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and,

1910.1200(i)(4)(iii)

May not include requirements for the posting of a penalty bond.

1910.1200(i)(5)

Nothing in this standard is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

1910.1200(i)(6)

If the health professional, employee, or designated representative receiving the trade secret information decides that there is a need to disclose it to OSHA, the chemical manufacturer, importer, or employer who provided the information shall be informed by the health professional, employee, or designated representative prior to, or at the same time as, such disclosure.

1910.1200(i)(7)

If the chemical manufacturer, importer, or employer denies a written request for disclosure of a specific chemical identity or percentage composition, the denial must:

1910.1200(i)(7)(i)

Be provided to the health professional, employee, or designated representative, within thirty days of the request;

1910.1200(i)(7)(ii)

Be in writing;

1910.1200(i)(7)(iii)

Include evidence to support the claim that the specific chemical identity or percent of composition is a trade secret;

1910.1200(i)(7)(iv)

State the specific reasons why the request is being denied; and,

1910.1200(i)(7)(v)

Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the trade secret.

1910.1200(i)(8)

The health professional, employee, or designated representative whose request for information is denied under paragraph (i)(3) of this section may refer the request and the written denial of the request to OSHA for consideration.

1910.1200(i)(9)

When a health professional, employee, or designated representative refers the denial to OSHA under paragraph (i)(8) of this section, OSHA shall consider the evidence to determine if:

1910.1200(i)(9)(i)

The chemical manufacturer, importer, or employer has supported the claim that the specific chemical identity or percentage composition is a trade secret;

1910.1200(i)(9)(ii)

The health professional, employee, or designated representative has supported the claim that there is a medical or occupational health need for the information; and,

1910.1200(i)(9)(iii)

The health professional, employee or designated representative has demonstrated adequate means to protect the confidentiality.

1910.1200(i)(10)(i)

If OSHA determines that the specific chemical identity or percentage composition requested under paragraph (i)(3) of this section is not a "bona fide" trade secret, or that it is a trade secret, but the requesting health professional, employee, or designated representative has a legitimate medical or occupational health need for the information, has executed a written confidentiality agreement, and has shown adequate means to protect the confidentiality of the information, the chemical manufacturer, importer, or employer will be subject to citation by OSHA.

#### 1910.1200(i)(10)(ii)

If a chemical manufacturer, importer, or employer demonstrates to OSHA that the execution of a confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a trade secret, the Assistant Secretary may issue such orders or impose such additional limitations or conditions upon the disclosure of the requested chemical information as may be appropriate to assure that the occupational health services are provided without an undue risk of harm to the chemical manufacturer, importer, or employer.

#### 1910.1200(i)(11)

If a citation for a failure to release trade secret information is contested by the chemical manufacturer, importer, or employer, the matter will be adjudicated before the Occupational Safety and Health Review Commission in accordance with the Act's enforcement scheme and the applicable Commission rules of procedure. In accordance with the Commission rules, when a chemical manufacturer, importer, or employer continues to withhold the information during the contest, the Administrative Law Judge may review the citation and supporting documentation "in camera" or issue appropriate orders to protect the confidentiality of such matters.

#### 1910.1200(i)(12)

Notwithstanding the existence of a trade secret claim, a chemical manufacturer, importer, or employer shall, upon request, disclose to the Assistant Secretary any information which this section requires the chemical manufacturer, importer, or employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Assistant Secretary so that suitable determinations of trade secret status can be made and the necessary protections can be implemented.

#### 1910.1200(i)(13)

Nothing in this paragraph shall be construed as requiring the disclosure under any circumstances of process information which is a trade secret.

#### [1910.1200\(j\)](#)

#### Effective dates.

#### [1910.1200\(j\)\(1\)](#)

Employers shall train employees regarding the new label elements and safety data sheets format by December 1, 2013.

[1910.1200\(j\)\(2\)](#)

Chemical manufacturers, importers, distributors, and employers shall be in compliance with all modified provisions of this section no later than June 1, 2015, except:

[1910.1200\(j\)\(2\)\(i\)](#)

After December 1, 2015, the distributor shall not ship containers labeled by the chemical manufacturer or importer unless the label has been modified to comply with paragraph (f)(1) of this section.

1910.1200(j)(2)(ii)

All employers shall, as necessary, update any alternative workplace labeling used under paragraph (f)(6) of this section, update the hazard communication program required by paragraph (h)(1), and provide any additional employee training in accordance with paragraph (h)(3) for newly identified physical or health hazards no later than June 1, 2016.

[1910.1200\(j\)\(3\)](#)

Chemical manufacturers, importers, distributors, and employers may comply with either § 1910.1200 revised as of October 1, 2011, or the current version of this standard, or both during the transition period.



## Appendix 9 Hepatitis B Vaccine Declination Form

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I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 10 Exposure Incident Evaluation Form

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Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location:

Employee(s) Exposed:

Potentially Infectious Materials Involved:

Type \_\_\_\_\_

Source \_\_\_\_\_

What were the circumstances surrounding the incident? (describe incident in detail):

What personal protective equipment (PPE) was being used?:

What actions were taken? (decontamination, clean-up, reporting, etc.):

Recommendations for Avoiding Repetition:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_