

UE Department of Chemistry Emergency Action Plan

Fire in the Lab

Introduction

The following procedures apply to fires in the teaching and research laboratories in the Chemistry Department. All Faculty, teaching assistants, stockroom clerk, and lab supervisor are required to take fire extinguisher training provided by UE Environmental Management. Only individuals (i.e. instructor or lab assistant) trained to use a fire extinguisher should attempt to put out a fire. However, as a student taking a chemistry course it is a good idea to read the instructions on a fire extinguisher in case you should ever have to use it.

Fire Extinguishers

All fire extinguishers in the chemistry department are ABC type and are either 5# or 10# capacity. Every teaching and research lab is equipped with a fire extinguisher and three extinguishers are in fire boxes in the hallways. The exact location of all our fire extinguishers can be found on the last page of this document.

Fire extinguishers are inventoried and checked on an annual basis by UE Environmental Management personnel.

Types of Fires

Small, contained fire: If you have a small fire in a container (e.g. a beaker with alcohol), then cover with a watch glass, or something that will act as a lid, so that the source of oxygen for the fire is eliminated. When the container is covered, the fire will quickly burn itself out. Do not throw water onto the fire in an attempt to put it out. Call the instructor for help.

Small, open fire: If you have a small fire which is not in a container, move away from the fire and call for help. Your instructor or lab assistant will use a fire extinguisher to put out the fire. However, if you ever need to use a fire extinguisher, remember the following: 1) pull the pin, 2) aim to side of the fire at first, 3) depress the handle, and 4) sweep the spray from side to side across the base of the fire, not just at the flames.

Large fire: In case of a large fire, call for help and leave the area. The fire alarm will likely sound, so as you leave the area, follow the prescribed evacuation route designated for your lab. As you evacuate the building, tell those you encounter where the fire is and instruct them to evacuate as well.

Clothing fire: Don't run as this will only fan the flames and make the fire worse. Instead, you should stop moving, drop to the ground, and roll on the ground to squash out the flames. Call out for help. Some labs have a fire blanket and your instructor will use it to assist you. If you help another person who is on fire, do not use a fire extinguisher because the chemicals in the extinguisher can be harmful.

Fire Alarms

If a fire alarm sounds, then you must evacuate the building immediately using the prescribed evacuation route for your lab. The evacuation route is posted in your lab and you should be familiar with the route. In case of an emergency where an evacuation is necessary, your instructor or lab assistant will lead you out of the lab.

Reporting

After any fire requiring medical attention, the UE Accident Report should be completed. The completed form should be emailed to Jan Schrader (js652@evansville.edu), the manager of Environmental Management, with a copy filed with the chairman of the UE Chemistry Safety Committee (tt92@evansville.edu). Review the section describing how the injury happened and ask the persons involved to identify ways in which injuries can be prevented in the future. Use this opportunity to review safety procedures with students, lab assistants, and faculty.

Location of Fire Extinguishers/Alarms

<u>FIRE EXTINGUISHERS</u>	<u>TYPE</u>	<u>ID NUMBER</u>
<i>Mounted on walls:</i>		
Room 301 (Pchem): to right of hallway door	5# ABC	KC 36
Room 302 (Research): to left of hallway door	5# ABC	KC 35
Room 303 (Research): to right of hallway door, in corner	5# ABC	KC 310
Room 331 (Research): to right of hallway door	5# ABC	KC 34
Room 329 (Storeroom): to left of stockroom hallway door	5# ABC	KC 32
Room 333 (Stockroom): to right of hallway door	5# ABC	KC 31
Room 335 (Organic/Inorganic Lab): to right of hallway door	10# ABC	KC316
Room 337a (Prep Lab): to left of hood	Fire Blanket	
Room 337 (Gen Chem/Organic Lab): to right of hallway door	10# ABC	KC 315
Room 338 ¹ (Gen Chem Lab): to left of hallway door	10# ABC	KC 314
Room 339 (Instrument Lab): to right of hallway door	10# ABC	KC 313
Room 340 (Quant/Instrumental Lab): to left of hallway door	10# ABC	KC 312
Room 341 (Biochem Lab): to right of hallway door	10# ABC	KC 311
<i>In fire extinguisher boxes:</i>		
Math hallway (near men's restroom)	5# ABC	KC 33
Stockroom hallway	5# ABC	KC 37
Chem Library hallway	5# ABC	KC 39

¹Room 338 also has a fire blanket mounted on wall next to entrance to Room 339.

FIRE ALARMS

1. Across from KC 330 next to Southeast Exit.
2. At doorway between atrium and stockroom hallway: one each on opposite walls.
3. Outside of Instrument Lab, KC 339.
4. At doorway between atrium and chemistry library hallway: one each on opposite walls.
5. Math hallway near Exit by men's restroom.