

**STATE OF INDIANA
FORENSIC & HEALTH SCIENCES LABORATORY**

**EMERGENCY PLAN
EPA ID# INR000119115**

**Revision #28.1
Revised August 2023**

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INTRODUCTION AND PURPOSE

The purpose of the following emergency procedure guidelines is to communicate to and educate all State of Indiana Forensic Health Sciences Laboratory employees about workplace emergency procedures. The guidelines provide basic concepts and procedures to be followed in the emergency situations described.

Emergency procedure guidelines are reviewed annually by REI and the Forensic Health Sciences Laboratory Safety Committee Members. Updates are made when something significantly affects the ability of this facility to respond to an emergency situation. This includes:

- Revision of regulations.

- If changes in the facility significantly increase the potential for an emergency.

- If the list of emergency equipment changes.

- If the plan fails in an emergency.

When warranted, revisions will be made to the plan within 24 hours.

Although this facility is designed, constructed, maintained, and operated in a manner that minimizes the possibility for emergency incidents such as fire, explosions and any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil or surface water, this plan is designed to minimize hazards to human health and the environment in the unlikely event of such incidents. This plan is designed to satisfy the requirements of RCRA contingency plan rules for large quantity generators (LQGs): 40 CFR 262.34(a) (4) and 40 CFR 265.50-265.56.

GENERAL FACILITY INFORMATION

Facility Name: State of Indiana Forensic & Health Sciences Laboratory
Facility Owner/Operator: Indiana Finance Authority
Physical Address: 550 West 16th Street, Indianapolis, IN 46202
County: Marion
Mailing Address: 550 West 16th Street, Indianapolis, IN 46202
Facility Telephone: 317-921-5601
Facility Fax: 317-921-5606
EPA ID Number: INR000119115
SIC/NAICS Code: 5491380, 92312
Contingency Plan Coordinator: Margi Johnson, Facility Manager, REI Real Estate Services
Telephone: 317-921-5563
**Hazardous Chemical
90 Day Accumulation Area:** N179 Chemical Room (1st Floor North Wing near Dock)
Nearest Hospital: Methodist Hospital – 1633 North Capitol, Indianapolis, IN
(317)925-9831

Required Reports

Within fifteen (15) days of any incident requiring implementation of the hazardous spill plan, the emergency coordinator will file a report with the EPA regional administrator and the Assistant Commissioner of the Office of Solid and Hazardous Waste Management (OSHWM). The report will include the following information:

- Name, address, and telephone number of owner/operator.
- Name, address, and telephone number of the facility.
- Date, time, and type of incident.
- Date, time, and details regarding implementation of the hazardous spill procedures.
- Name and quantity of material involved.
- Assessment of actual or potential hazards to human health and the environment.
- Estimated quantity and disposition of recovered material that resulted from the incident.

OVERVIEW OF FACILITY OPERATIONS

The State of Indiana Forensic Health Sciences Laboratory houses three (3) separate State laboratories. Occupants include Indiana Department of Health (IDOH), Indiana State Police (ISP), and Indiana State Department of Toxicology (ISDT).

1.) IDOH supports the State Public Health, Environmental and Food Protection programs. ISDH provides specific, high quality and necessary laboratory tests, test data, and test interpretations to federal, state and local health, environmental and food protection programs. Hazardous Waste activities include:

<u>Room/Area</u>	<u>Hazardous Waste Products</u>
Chemistry Holoacetic Vials	MCAA, MBAA, DCAA, TCAA, BCAA, DBAA, 2-briniorioruibuc acid
Chemistry Solvents	xylene, methanol, acetone, methylene chloride, acetonitrile, hexane, ethyl acetate
Food Lab	sulfuric acid mixture (butanol, fat, ammonium hydrogen)
Inorganics	chloride waste-mercury thiocyanate and pyridine, COD waste, potassium cyanide
Metals	mercury mixture, leads
Metals, Organics, Micro	vacuum pump oil
Molecular	ethidium bromide
Organics	methylene chloride, ethyl acetate, methanol, thylacetate, acid/base neutral in methylene chloride, water, thiofluor, o-phthalaldehyde, carbon disulfide, sodium sulfate waste contains pesticides, solvents, sulfuric acid, silver sulfate, mercuric sulfate, potassium dichromate
Organics GC Pesticide Vials	pesticides, hexane, ethyl acetate, MTBE
Rabies	acetone
Virology	guanidine thiocyanate, acetone

2.) ISP operates in five (5) sections: Biology, Chemistry, Comparative Science, Crime Scene and Field Support, and Management and Administration. They provide analytical services in ballistic imaging, DNA, drug analysis, firearms examinations and latent print comparisons. Document analysis and trace examinations are also conducted. Hazardous Waste activities include:

<u>Room/Process/Area</u>	<u>Hazardous Waste Products</u>
Arson (Fire Debris Extraction)	waste pentane
Bio-Serology/DNA Analysis	waste mixture of phenol, chloroform, amyl Alcohol
Biology-Serology/DNA Analysis	waste mixture of phenol, chloroform, amyl Alcohol
Controlled Substances Lab	waste potassium permanganate
Controlled Substances Lab	waste mixtures of chloroform, acetone
Instrumentation Lab	waste pump oil
Instrumentation Lab Densitometer	waste bromoform

3.) ISDT tests samples for Indiana law enforcement agencies. Most are blood and urine samples obtained in investigations related to impaired drivers. Hazardous Waste activities include:

<u>Room/Process/Area</u>	<u>Hazardous Waste Products</u>
Biological Extraction & Derivatization	ethyl acetate, hexane, methanol, acetyl nitrile, ammonium hydroxide, trifluoro acetic acid

EMERGENCY EQUIPMENT

Emergency Showers (35) are located inside laboratories or near the laboratory entrances. Evacuation plans show emergency showers via a yellow 'S'.

Fire Extinguishers (80) are located on every floor. Evacuation plans show the location of fire extinguishers as follows: stand alone extinguishers are shown via red fire extinguisher symbols; extinguishers adjacent to spill kits are shown via red dots, and extinguishers adjacent to first aid kits are shown via a white cross within a red dot.

Fire Suppression wet pipe system runs above the ceiling throughout the building. In the event of a power outage the system runs via the generator. Lower-level MDF Room N021A is serviced via an Inergen system.

Fire Exit Stairways (3) are located at both ends of the North wing and East end of the South wing. Stairway doors have a 1½ hour fire rating, and aid in limiting fire and smoke from entering the stairway and from spreading floor to floor. Evacuation plans show fire exits via a white 'E' within a red square.

First Aid Kits (65) are located throughout the building. Evacuation plans show the location of first aid kits as follows: stand alone kits are shown via a red cross within a white dot, and kits adjacent to extinguishers are shown via a white cross within a red dot.

The **Public Address (PA) System** is used for tornado warnings, power outages and other important announcements.

Spill Kits are located in main corridors. There are 13 acid and oil/solvents cabinets. They are paired throughout the building. Evacuation plans show the location of spill kits via red dots. Each kit absorbs approximately 16 gallons of liquid.

Acid Spill Kits

25 – 16"x20" Haz-Mat Pads
10 – 9"x9" Haz-Mat Pillows
5 – Disposal Bags
2 – 3"x4' Haz-Mat Sock
1 – 3"x12' Haz-Mat Sock
1 – Pair of Gloves
1 – Pair of Goggles

Oil/Solvents Spill Kits

25 – 16"x20" Universal Pads
10 – 9"x9" Universal Pillows
5 – Disposal Bags
2 – 3"x4' Blue Sock
1 – 3"x10' Blue Sock
1 – Pair of Gloves
1 – Pair of Goggles

Spill Kit supplies are used to stop spill migration, to protect floor drains and to assist as barriers at door thresholds. Use OSHA approved methods to clean and discard waste.

COORDINATION AGREEMENTS

Indiana State Capitol Police (317) 897-6220 or 911

Capitol Police has a copy of the Emergency Plan (including floors plans). They have 24/7 access to the facility via access cards. Capitol Police tours the building annually to review the locations of laboratories, high-risk storage rooms, evacuation routes and mechanical rooms. They received SDS sheets on potassium cyanide and carbon disulfide and have established evacuation routes and procedures in the event of an emergency.

Indianapolis Fire Department (IFD) 911

IFD received a copy of the Emergency Plan that includes facility floors plans. They also have a full set of electronic blueprint discs, which offers an understanding of the building from a remote site. They have 24/7 access to the facility via a set of keys and access cards stowed in Knox Box at the North Building entry.

Methodist Hospital (317) 925-9831 - 1633 North Capitol Ave, Indianapolis, IN

Hospital emergency room Medical Director has received a copy of the Emergency Plan and the SDS sheets for the handling of potassium cyanide and carbon disulfide. The Medical Director has agreed their facility is able and willing to provide treatment for injuries or illnesses that may result from fires, explosions, or releases at the facility, and indicates that a staff Toxicologist will help provide direction on appropriate treatment.

GFL Environmental Services (317) 839-9323 or (708) 479-6900

GFL Environmental Services acts as the primary spill control response group in the event of a hazardous chemical spill. They received SDS sheets for the handling of potassium cyanide and carbon disulfide spills.

SAFETY PERSONNEL ORGANIZATIONAL CHART

BUILDING MANAGEMENT AND EMERGENCY RESPONSE COORDINATORS

REI Real Estate Services	Facilities Manager
REI Real Estate Services	Maintenance Supervisor

SAFETY COMMITTEE MEMBERS

Indiana Department of Health (IDOH)	Agency Safety Director
Indiana Department of Health (IDOH)	Lab Safety Director
Indiana State Police (ISP)	Lab Manager
Indiana State Police (ISP)	Chemical Hygiene Officer
Indiana State Department of Toxicology (ISDT)	Safety Coordinator

SAFETY SUPPORT TEAM

Safety Coordinator	One per floor and wing
Assistant Safety Coordinator	One per floor and wing

OFF-SITE EMERGENCY RESPONDERS

Law Enforcement	Capitol Police	(317)897-6220 or 911
Fire	Fire Department (IFD)	911
Hazardous Spills Contractor	Bee Environmental	(317)962-8355
Hazardous Spills IFD	IFD Hazmat Team	(317)327-6008

SAFETY TEAM RESPONSIBILITIES AND DUTIES

Building Management

- Prepare and keep current an Emergency Contact List.
- Notify building occupants in case of an emergency.
- Remain on site, if possible, to direct and assist Emergency Responders with access.
- Follow specific instructions dictated by Emergency Responders.

Safety Committee Members

- Implement emergency plans.
- Coordinate and implement a safe evacuation of building occupants in the event of a fire or other emergency.
- Remain on site, if possible, to assist building management and Emergency Responders with access to secured areas.
- Prepare and keep current a Building Emergency Contact List, which includes the names and telephone numbers of Safety Coordinators.
- Prepare and keep a current list of personnel with Disabilities and Special needs and their locations.
- Follow specific protocol as dictated by individual agencies directives.

SAFETY COMMITTEE MEMBER INSTRUCTIONS

A successful emergency evacuation depends upon the confidence and coordination of all Safety Committee Members.

- Evacuate occupants, and direct them to:
 - a.)** the far Northeast area of the parking lot (distance of 250 feet), or
 - b.)** the park area on the south side of 16th Street (distance of 1000 feet), or
 - c.)** an appropriate assembly area out of harm's way as determined by the Emergency Responder in charge.
- If possible, meet at 1st floor North Employee Entry which is the Primary Command area for Emergency Responders.
- If the Primary Command area is unavailable meet in the Dock Area which is the Secondary Command area.

IMPORTANT: If occupants are in danger and neither the Fire Department nor Capital Police can be reached, Safety Committee members may need to make decisions without receiving specific Emergency Responder instructions.

SAFETY COORDINATOR

For fire drills and actual emergencies, Safety Coordinators are in charge of all persons in an assigned area. It is prudent to have at least one Safety Coordinator per floor and per wing. Responsibilities are:

General Duties:

- Know floor layout.
- Know locations of fire stairs and fire exits.
- Know locations of fire alarm manual pull stations.
- Know locations of fire extinguishers.
- Know locations of first aid kits, spill kits, and emergency showers.
- Select an Alternate. Consider absences and vacations.

Specific Duties:

- Direct evacuation by specifying the stairway to be used.
- Encourage people to move quickly and calmly.
- Know who in your area is mobility or hearing impaired. Assign a buddy to same.
- Confirm that your area is fully evacuated or advise Emergency Responders of those who have taken refuge inside.
- Await further instruction or 'All Clear'.

ALTERNATE SAFETY COORDINATOR

The alternate shall assume all duties of the Safety Coordinator in the absence of the Safety Coordinator. It is prudent to have at least one alternate per area.

General Duties:

- Described on the Safety Coordinator page.

Specific Duties:

- Described on the Safety Coordinator page.

ACTIVE SHOOTER PROCEDURE

An Active Shooter is someone actively engaged in killing or trying to kill others (usually via firearms) in a confined and populated area. This could be a current or former employee.

If you see someone firing a gun or hear gunshots, call 911 as soon as you safely can. Provide location, description and identity of the shooter(s) if known. Recognize that most events happen fast, and action is over before first responders arrive so you must assess the threat and decide the best way to protect your own life. Remember three simple tips: **Run, Hide, Fight**.

Run

- ✓ Leave belongings.
- ✓ Move quickly and cautiously to the nearest exit.
- ✓ **Minimize your visibility!** Shooters look for targets.
- ✓ Avoid using elevators.
- ✓ Take cover when outdoors.

Hide

- ✓ Find a safe place using designated active shooter shelters when possible. Lock or barricade door if possible.
- ✓ Utilize peepholes to identify people attempting to shelter with you.
- ✓ **Keep quiet and silence cell phone!** Noise draws attention.
- ✓ Turn off lights and hide behind or under furniture.

Fight

- ✓ As a last resort prepare to defend yourself.
- ✓ Fight attacker(s) using anything at hand i.e., fire extinguisher or hot beverage.

Law Enforcement Interaction (an officer's primary mission is to pursue and stop shooters from injuring and killing more people).

- ✓ Do not run to or follow an officer unless directed and keep hands visible in a non-threatening manner.
- ✓ Do not distract officers with unnecessary interaction.
- ✓ Anticipate officers passing injured people in pursuit of the shooter.
- ✓ Provide information upon request.

Eliminating Threat and Securing Site

- ✓ Expect law enforcement to check and clear all rooms.
- ✓ Unlock door after identifying officer via peephole or ID slid under door.
- ✓ Anticipate post crime scene interviews.
- ✓ Obtain officer permission before leaving a designated area.

Announcement: Staff authorized to make PA announcements can convey this type of message: **There is an active shooter in the building. Seek shelter immediately!**

BOMB THREAT

In the event of a bomb threat:

- Keep caller on telephone as long as possible. Ask caller to repeat information.
- Obtain information from caller such as location of bomb, time of detonation, description of bomb and reason for planting the bomb. See checklist on the following page.
- Tell caller that an explosion might cause death of innocent people.
- Listen for background noises that will help in determining where call was made.
- Call the Front Desk at **x5400** and convey as many facts as possible.
- Cease using of radio sending equipment such cell phones. Such equipment can cause bomb detonation.
- Exit the building via an emergency exit.
- Assemble at least 300 yards from building in the City Park on South Side of 16th St.
- Do not smoke.
- Take note of anyone suspicious and advise a Safety Committee Member.
- Remain outdoors until Emergency Responders or Safety Team issues an 'All Clear'.
- Take head counts.
- Notify critical off-site personnel.

Note: most bomb threats are meant to disrupt normal business activities. However, a bomb threat should never be disregarded.

Announcement.

Attention. A building threat has been received. Please evacuate via stairways to the nearest emergency exit. Do not use elevators. Gather in the City Park on South side of 16th St. Turn off cell phones. Repeating: evacuate via stairways. Gather in the City Park on the south side of 16th St. Stay outdoors until Emergency Responders issue "All Clear".

*Call **911**, then evacuate with group.*

BOMB THREAT CHECKLIST

Remain calm. Keep the caller on telephone as long as possible. Get the following information:

Date: _____ Time: _____

Exact Wording of Threat: _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is it right now? _____

What kind of bomb is it? _____

What does it look like? _____

Did you place this bomb? _____

Why are you warning us? _____

Where are you calling from? _____

What will cause it to explode? _____

Description of Caller's Voice:

Sex of Caller	_____	Young	_____	Loud	_____	Slurred	_____
Voice Familiar	_____	Old	_____	Soft	_____	Nasal	_____
Accent	_____	Middle Age	_____	Calm	_____	Stutter	_____
Disguised	_____	Rapid	_____	Serious	_____	Lisp	_____
Distinct	_____	Slow	_____	Angry	_____	Deep	_____
Crying	_____	Raspy	_____	Other	_____		

Background Noise:

Airplanes	_____	Voices	_____	Factory Equipment	_____
Train	_____	Café/Bar	_____	Office Equipment	_____
Traffic	_____	Music	_____	Local	_____
Construction	_____	Motor	_____	Long Distance	_____

Threat Language

Well Spoken	_____	Foul	_____
Incoherent	_____	Irrational	_____
Taped	_____	Message read by threat maker	_____

Time Caller Hung Up: _____

Comments/Observations: _____

Phone Number Called: _____

EARTHQUAKE

In the event of an earthquake:

- Remain calm.

If outside, stay there:

- Move to an open area away from wires, trees, and buildings.
- Remain there until shaking stops.

If inside a building, stay there:

- Take cover under a heavy desk or table.
- If a table or desk is unavailable crouch next to an inside wall.
- Stay away from windows, if practical.
- Stay away from unsecured heavy objects.
- Do not run to fire exits.
- Do not evacuate the building until notified.
- Do not use elevators.
- Do not use candles, matches or other open flames after the shaking stops. Flammable gases may be leaking from ruptured gas lines or tanks.

Be prepared for aftershocks.

ELEVATOR EMERGENCY

In the event of an elevator emergency or malfunction:

- Remain Calm. Each elevator is equipped with an emergency phone which directly calls an elevator monitoring company. Be prepared to give the building name, location, and elevator number.
- If an elevator stops between floors and cab doors open, DO NOT try to climb or jump out of the elevator. Wait for Assistance. Elevators could resume movement unless the Fire Department or technician disconnects them.
- During a power outage, the elevator will stop but WILL NOT fall. A battery system will take the elevator to the next lowest floor and open the doors for passenger egress. An elevator cab emergency button may also be pressed that dials the elevator monitoring company. Do not try to get out of the elevator. Wait for assistance. Help will reach you as soon as possible.
(Note: only ISDH service elevator #4 runs when building is on generator power.)
- During a fire alarm all elevators will run unless a smoke detector in proximity of the elevator activates. If you are in an elevator when a fire alarm is activated the elevator will travel to a floor without a triggered alarm in proximity, and the elevator cab doors will open for passengers to exit.

EXPLOSION - EXTERNAL

In the event of an external explosion:

- “Duck and cover” as soon as possible. In other words, get down and try to hide under something that may protect you or at least your head.
- Maintain cover for several seconds after the impact as the blast may occur more than once as it reflects off objects and structures.
- Listen for falling debris to stop before emerging from cover.
- Seek shelter in a small interior room or the lower-level of the building if possible. Put as much mass and distance as possible between you and the building exterior. If an attack has occurred, keep in mind that it is possible for more attacks.
- Call the Front Desk at **x5400** and ask for an external explosion PA announcement. Convey extent of damage and personal injuries if known.
- Watch for fire as damaged structures carry fire risks due to broken electrical wiring or natural gas leaks.
- Follow directives of Emergency Responders once they arrive on site.
- If fire or other threats necessitate moving outdoors, try to avoid the blast vicinity. Clues to help determine the direction of a blast are trees and power poles mostly fall in a direction opposite a blast, and flash burn damage mostly occurs on surfaces facing an explosion. If possible, move perpendicular to wind direction to avoid further debris fallout.

Note: it may be difficult for Emergency Responders to reach an explosion site. You may need to make decisions without receiving specific instructions.

Announcement:

Attention. An outdoor explosion has occurred. Immediately seek shelter in an interior room or the basement. Repeating: due to an explosion seek shelter away from exterior walls and windows and in interior rooms or the basement. Remain in a shelter location until “All Clear”.

*Upon completing announcement call **911**, then seek shelter.*

EXPLOSION - INTERNAL

In the event of an internal explosion:

- "Duck and cover" as soon as possible. In other words, get down and try to hide under something that may protect you or at least your head.
- Maintain cover for several seconds after the impact as the blast may occur more than once as it reflects off objects and structures.
- Listen for falling debris to stop before emerging from cover.
- Watch for fire as damaged structures carry fire risks due to broken electrical wiring or natural gas leaks. Think carefully about the best spot to shelter for the next few minutes.
- Call the Front Desk at **x5400** and order a building evacuation. Convey extent of damage and personal injuries if known.
- Exit the building via a fire stairway if possible, taking refuge in the safest areas along the way.
- Assemble in the City Park Area on the South Side of 16th Street.
- Safety Committee members should notify critical off-site personnel.
- Follow directives of Emergency Responders when they arrive.

Announcement:

Attention. A building explosion has occurred. Evacuate immediately via stairways to nearest emergency exit, and gather in the City Park on the South side of 16th St. Repeating: Evacuate via stairways and gather in the City Park on the South side of 16th St. Remain until Emergency Responders give an "All Clear".

*Upon completing announcement call **911**, then evacuate.*

FIRE EMERGENCY

If you discover a fire in the building:

- Remain calm.
- Call **911** or activate a fire pull station, by grasping the white handle and pulling downward. This dials a monitoring company that calls REI **and** Capitol Police.
- Exit building via a fire stairs or nearest exit (avoid elevators due to entrapment risk).
 - ✓ Mobility impaired should exit with assist buddy. Slower foot traffic should use the stairway on the right side allowing faster foot traffic to pass on the left. If a stairway evacuation is impractical, then evacuees may, at own risk, take elevators to the 1st floor and leave via nearest exit.
 - ✓ Understand that smoke can migrate into elevator shafts and cabs in fire conditions. Elevators are at high risk of malfunction when compromised.
- Assemble in the far Northeast area of the parking lot.
- Remain outdoors until Emergency Responders or Safety Team issues an 'All Clear'.

Safety Committee members should take head counts and notify critical off-site personnel.

If all exit routes or stairways are blocked and evacuation is impossible:

- Close all doors between you and the fire or smoke. Seal the crack at the bottom of the doors with towels or paper.
- Go to an office with an outside window.
- Do not open or break the window.
- Call **911**. Give your location and the number of people trapped.
- Remain calm. Emergency Responders will assist upon their arrival.

Simple Fire Prevention Precautions

- Know the location of manual pull stations and how to operate them.
- Know at least two (2) evacuation routes from your area in case one is inaccessible.
- Keep all areas clean and orderly.
- Keep aisles, exits and fire protection equipment unobstructed.
- Advise Front Desk at **x5400** of:
 - ✓ Burning or smoky odors.
 - ✓ Leaking gas, oil or solvents.
 - ✓ Overheating of equipment or materials.
 - ✓ Defective electrical equipment.
 - ✓ All wiring sparking and arching.

GAS LEAK

If you smell a gas odor:

- Call Front Desk at **x5400**.
- Describe odor and area affected.
- Do not operate electrical switches, appliances or battery-operated devices if a natural gas leak is suspected as this may create sparks that could ignite gas.

REI personnel will report to the area with gas detection sensor and determine along with the appropriate Agency safety personnel if evacuation is required.

If a gas line break has occurred or you hear gas escaping:

- Call Front Desk at **x5400** and give your name, location of odor and any related information. The Attendant will keep you on the phone and initiate a conference call to **911**.
- Do not use the elevators.
- Exit the building via the nearest exit or a fire stairway.
- Assemble at least 300 yards from building at the City Park on South Side of 16th St.
- Remain outdoors until Emergency Responders or Safety Team issues 'All Clear'.
- Safety Committee members should take head counts.
- Notify critical off-site personnel.

Note: Gas detection sensors are located in the major 'at risk' rooms within the building. These sensors alert maintenance staff when gas limits approach permissible limits.

Announcement:

Attention. A building gas leak has occurred. Remain calm and leave the building via the nearest emergency exit. Do not use elevators. Gather in the City Park on the South side of 16th St. Repeating: due to a gas leak evacuate the building. Gather in the City Park on the South side of 16th Street. Remain outdoors until Emergency Responders give 'All Clear'.

*After making announcement call **911**, then evacuate.*

HAZARDOUS SPILL PROCEDURES

In the event of a minor chemical spill that does not pose an immediate threat:

- Contain the source by knowing the location and operation of shutoff valves.
- Put on appropriate PPE and use Spill Kit supplies located in corridors to stop spill migration. Create a temporary dike to protect floor drains and doorways.
- Use OSHA approved methods to clean and discard waste.
- Call Front Desk at **x5400**.

In the event of a chemical spill that poses life or health hazards do the following:

- Person(s) in direct contact with a dangerous chemical should remove contaminated clothing and immediately flush all contacted bodily areas with copious amounts of water for at least 15 minutes. Call for assistance if necessary.
- Call Front Desk at **x5400** and give the name of the chemical, volume involved, and the number persons injured or exposed. The Attendant will keep you on the phone line and initiate a conference call to **911**.
- Direct individuals away from the immediate spill area.
- Exit the building via a fire stairway.
- Assemble in the far Northeast area of the parking lot.
- Safety Committee members should take head counts.
- Notify critical off-site personnel.
- Remain outdoors until Emergency Responders or the Safety Team issues 'All Clear'.

Log the spill on appropriate Facility and Agency Management spill reporting forms so they can coordinate the required reporting under applicable State and Federal laws.

Announcement:

Attention. A hazardous spill has occurred. Please remain calm and evacuate via the nearest emergency exit. Repeating: evacuate to North parking lot and remain outdoors until Emergency Responders give "All Clear".

*After making announcement call **GFL Environmental 317-899-9323** or **911**, then evacuate.*

MEDICAL EMERGENCY

In the event of a medical emergency:

- **Call 911.**
- Identify person needing assistance, type of emergency and specific location in the building.
- Call the Front Desk at **x5400** so the building can be readied for emergency access.
- Direct someone from your area to meet Emergency Responders at the designated elevator on your floor.
- Do not move the ill or injured person(s). Make the individual(s) as comfortable as possible.
- Complete an Incident Report.

Note: nearest hospital is Methodist Hospital – 1 mile east of the State Lab

*Methodist Hospital
1633 North Capitol Avenue
Indianapolis, IN 46202
(317)925-9831*

POWER OUTAGE

In the event of a power loss:

- Remain calm.
- REI will investigate the cause and will attempt to learn the anticipated restoration time.
- Turn off or unplug critical electrical equipment to avoid power surge when building returns to normal power.
- Avoid using restroom facilities, if possible. Commodes and sinks will not function since they operate via electronic sensors.
- Keep phone lines clear, so Management can contact you.
- If it is necessary to leave use stair to exit.
- If you are on an elevator, it will stop but WILL NOT fall. A battery system will move the elevator to the next lowest floor and doors will open for passenger egress. An elevator cab emergency button may also be pressed which dials the elevator monitoring company. Do not try to get out of the elevator. Wait for assistance. Help will reach you as soon as possible.
(Note: only ISDH service elevator #4 operates via generator power.)
- If building evacuation is necessary, Agency Management will be advised.

SHELTER-IN-PLACE

In the event of a shelter-in place occurrence:

- Remain calm upon hearing a Shelter-in Place PA announcement.
- Use stairways and elevators to move to lower-level of the building.
- Stay away from windows and doors.
- Assemble with your specific Agency if possible.
- Remain in place until Emergency Responders or Safety Team announces, 'All Clear'.

Safety Committee shall take head counts and notify critical off-site personnel.

Depending on the type or location of the threat, the shelter –in-place location may vary. Listen carefully to the PA announcement as it will direct you to the best shelter area for the threat.

Maintenance will work to:

- Control the outside air intake and ventilation systems.
- Seal doors and entries if possible.
- Disable elevators if possible.
- Monitor the Emergency Radio.

Announcement.

Attention. Due to an outdoor (identify incident) Officials issued a shelter-in-place directive. Standby for more directives or 'All Clear.'

SUSPICIOUS PACKAGE

In the event of an unusual or out-of-place package in the work area:

- Call the Front Desk at **x5400** so the Safety Team can notify Capitol Police at **317-897-6220**.
- Instruct Employees not to touch, move or dismantle the package in any way.

If a building evacuation is necessary employees will receive evacuation instructions.

SUSPICIOUS PERSON

In the event of suspicious person(s) in the workplace:

- Contact the Front Desk at **x5400** and convey the location, activities and description of the individual(s).
- Do not attempt to confront the individual(s) yourself.

Building personnel will question those under suspicion to determine the reason for their presence. If assistance is needed, they will call Capitol Police at **317-897-6220**.

TORNADO

In the event of a tornado warning for the area:

- Remain calm.
- Move away from windows as soon as possible.
- Use stairways to move to the lower-level of the building.
- Avoid the 1st floor lobby if possible.
- If you are unable to reach the lower-level move to an interior room without windows. Take cover under a sturdy piece of furniture, and then cover your head with your arms.
- DO NOT leave the building unless told to do so by Emergency Responders or Safety Committee Members.
- DO NOT use elevators unless told to do so by Emergency Responders.
- Limit telephone usage to genuine emergencies.
- Remain in the lower-level until Emergency Responders or Safety Team issues 'All Clear'.
- Safety Committee members should take head counts.
- Notify critical off-site personnel.

Note: the weather radio will be activated to keep Safety Committee Members apprised of weather conditions.

Announcement.

Attention. The weather service issued a tornado warning for this area. Remain calm and proceed to designated shelter area in the basement. Avoid the main lobby and rooms with windows if possible. Repeating: a tornado warning was issued. Proceed to designated shelter area in the basement. The warning is in effect until ____ a.m./p.m.

All Clear Announcement: The tornado threat has passed; you may return to your work area.

WORKPLACE LAB COAT POLICY

Since laboratory coats are worn as protective clothing when performing laboratory work:

- Lab coats may not be worn outside of analytical laboratories.

WORKPLACE VIOLENCE

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide. Nothing guarantees that an employee will not become a victim of workplace violence. Types of workplace violence include:

- **Criminal Violence:** perpetrated by individuals who have no relationship with the organization or victim. Normally the aim is to access cash, stock, drugs or perform some other criminal or unlawful act.
- **Worker-on-Worker Violence:** perpetrated by individuals working within the organization; colleagues, supervisors, etc. This is often linked to protests against enforced redundancies, grudges, against specific members of staff, or in response to disciplinary action that an individual perceives as being unjust.
- **Service User Violence:** perpetrated by individuals who are recipients of a service provided in the workplace or by the victim. This often arises through frustration with a service delivery or some other by-product of the organization's core business activities.
- **Domestic Violence:** perpetrated by individuals outside the organization who have a relationship with an employee i.e. partner, spouses or acquaintances. This is often perpetrated within a work setting, simply because the offender knows where a given individual is during a workday.

These tips may help reduce the odds of violence and aggression:

- Alert supervisors to concerns about workplace bullying, intimidation, threatening behavior, or other safety concerns.
- Report abnormal workplace incidents and gossip.
- Maintain eye contact and remain calm when dealing with an angry employee. Take the conversation seriously.
- Carry minimal cash and identification documents into community settings.
- Be aware of surroundings before arriving at a destination.
- Keep keys in hand to avoid fumbling delays.
- Avoid traveling alone to unfamiliar locations or situations whenever possible.
- Report violent incidents to the local police immediately.

Understanding causes of violence helps eliminate or reduce occurrences.

IDOH and ISDT offer more info on this topic at <http://www.in.gov/spd/2409.htm>
ISP offers more info per Regulation 9 at <http://myshare.in.gov/isp/dirman/regulations>

FLOOR ASSIGNMENTS

(Circle one of the following)

WING NORTH / SOUTH

FLOOR LL, 1, 2, 3




(Fill in Blanks)

SAFETY COORDINATOR

ASSISTANT SAFETY COORDINATOR




IN CHAIR EVACUATION

- PERSON IN NON-MOTORIZED WHEELCHAIR

- UNLOCK BRAKE.
- THE CHAIR IS GENTLY LEANED BACKWARD AND MOVED TO THE EDGE OF THE FIRST STEP. 
- ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED.
NOTE: DO NOT LIFT CHAIR FROM BOTTOM POSITION. 
- THE HELPER IN THE TOP POSITION CONTROLS THE DESCENT OF THE CHAIR BY BENDING THEIR LEGS SLOWLY AND TAKING MOST OF THE WEIGHT. 


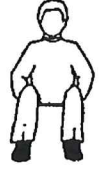


OFFICE CHAIR EVACUATION

- PERSON IN MOTORIZED WHEELCHAIR
- PERSON THAT APPEARS TO BE FRAGILE

- TRANSFER THE DISABLED INDIVIDUAL INTO A STURDY OFFICE CHAIR.
NOTE: SEE LIFTING TECHNIQUE DESCRIBED IN "TWO PERSON CARRY - FORE AND AFT"
- ONE HELPER GENTLY LEANS THE CHAIR BACKWARD. 
- THE OTHER HELPER FACES THE CHAIR AND HOLDS ONTO THE FRONT LEGS OF THE CHAIR. 
- THE HELPERS CONTROL THE DESCENT BY BENDING LEGS SLOWLY AND KEEPING BACK ERECT.
IMPORTANT: NEVER LEAVE EMPTY WHEELCHAIRS IN STAIRWELLS! 





TWO PERSON CARRY FORE & AFT

- PERSON IN MOTORIZED WHEELCHAIR
- PERSON WITH LIMITED WALKING ABILITY
- NARROW STAIRWELL

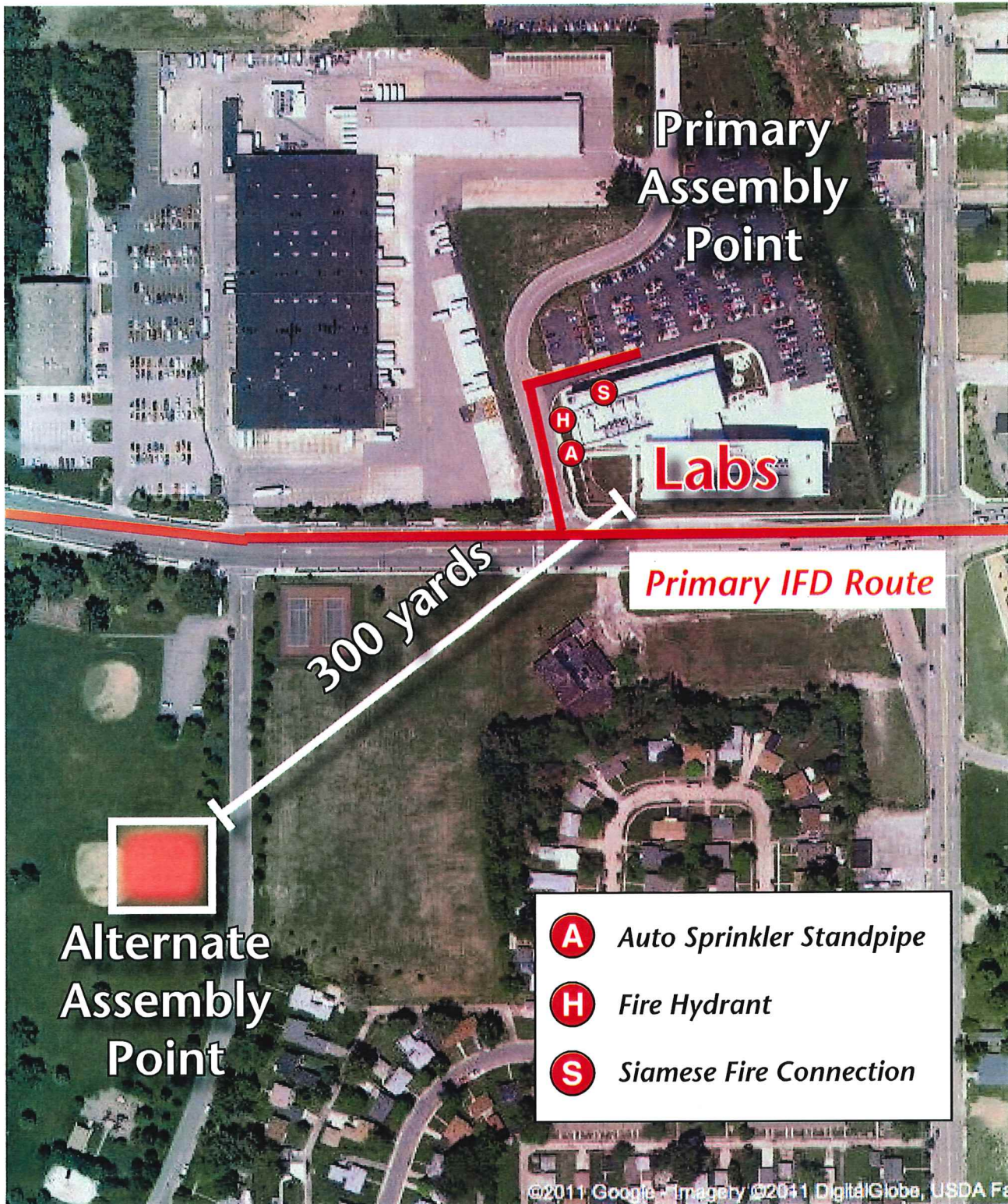
- ONE HELPER REACHES UNDER ARMS AND GRASPS THE INDIVIDUAL'S RIGHT WRIST WITH THEIR LEFT HAND AND LEFT WRIST WITH THEIR RIGHT HAND. 
- 2A. IF THE DISABLED PERSON IS ABLE TO SEPARATE THEIR LEGS, THE OTHER HELPER STANDS BETWEEN THEIR LEGS AND LIFTS JUST ABOVE THE KNEES. 
- 2B. IF THE DISABLED PERSON CANNOT SEPARATE THEIR LEGS, THE HELPER STANDS ALONGSIDE AND CARRIES FROM THAT POSITION. 
- HELPERS CONTROL THE DESCENT BY BENDING LEGS SLOWLY AND KEEPING THE BACK ERECT.
IMPORTANT: NEVER LEAVE EMPTY WHEELCHAIRS IN STAIRWELLS! 

TWO PERSON CARRY SIDE BY SIDE

- PERSON IN MOTORIZED WHEELCHAIR
- PERSON WITH LIMITED WALKING ABILITY
- WIDE STAIRWELL

- HELPERS POSITION THEMSELVES NEXT TO THE WHEELCHAIR AND GRASP THE OTHER PERSONS UPPER ARM OR SHOULDER. 
- THE DISABLED INDIVIDUAL PLACES THEIR ARMS AROUND THE HELPERS' NECKS. 
- THE HELPERS THEN LEAN FORWARD AND PLACE THEIR FREE ARM UNDER THE INDIVIDUAL'S LEGS AND FIRMLY GRASPS EACH OTHER'S WRIST. 
- THE HELPERS DESCEND THE STEPS AT THE SAME TIME.
IMPORTANT: NEVER LEAVE EMPTY WHEELCHAIRS IN STAIRWELLS! 

Indiana Forensics and Health Sciences Laboratory Primary and Alternate Assembly Points





	Fire Exit		Fire Extinguisher
	Fire Alarm Pull		You Are Here
	First Aid Kit Location		Fire Extinguisher/ First Aid Kit Location
	Fire Extinguisher/ Spill Kit Location		Emergency Shower
	Tornado Shelter Area in Basement		

Indiana Forensic and Health Sciences Laboratory IDOH Labs Lower Level

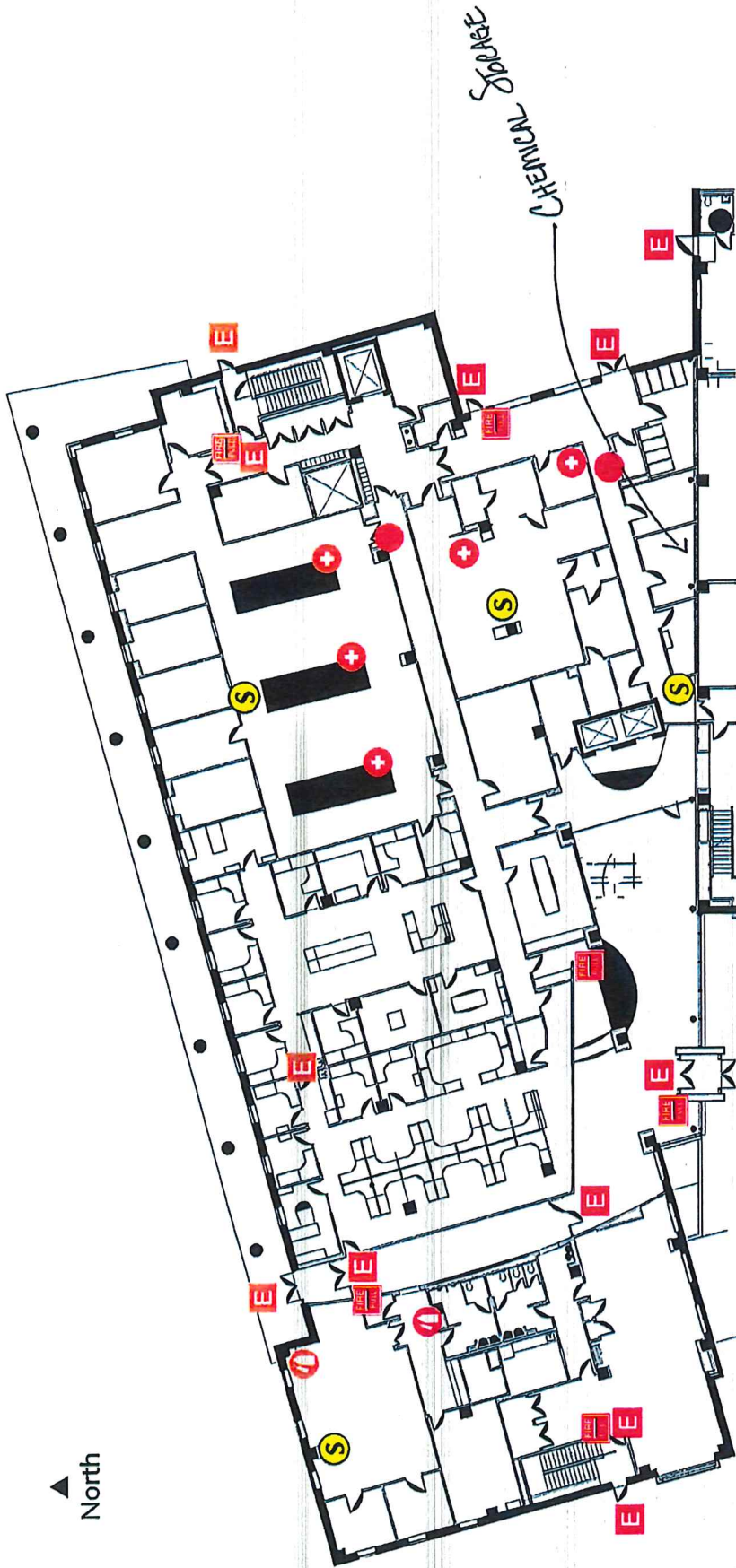
Emergency Meeting Area is the North Side of the Parking Lot

**Indiana
Department
of
Health**



8/8/2023

▲ North



	Fire Exit		Fire Extinguisher
	Fire Alarm Pull		You Are Here
	Fire Extinguisher/ First Aid Kit Location		
	Fire Extinguisher/ Spill Kit Location		
	Emergency Shower		
	Tornado Shelter Area in Basement		

Indiana Forensic and Health Sciences Laboratory IDOH Labs First Level

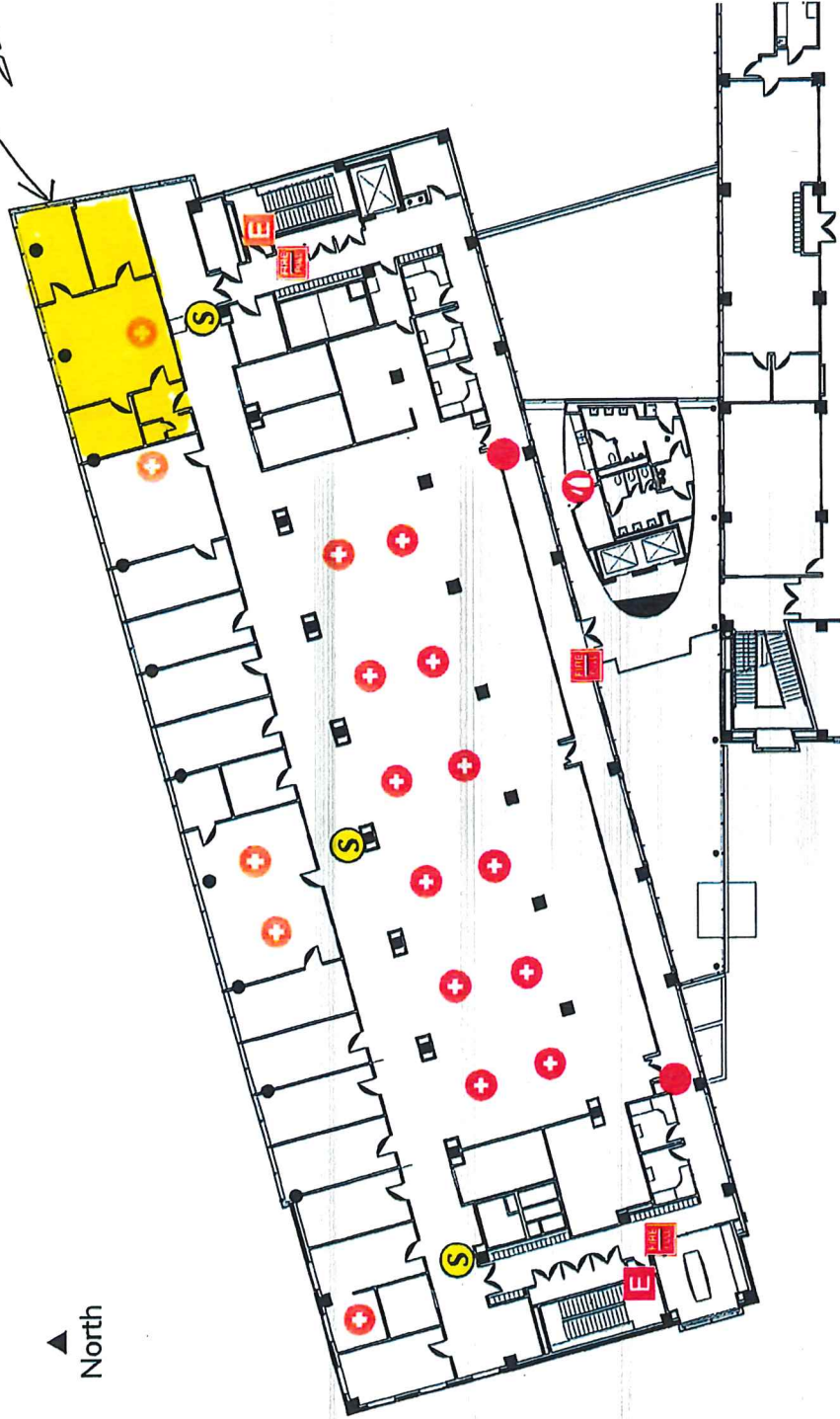
Emergency Meeting Area is the North Side of the Parking Lot

Indiana
Department
of
Health



8/8/2023

SELECT AREA
SUITES



	Fire Exit		Fire Alarm Pull		Fire Extinguisher/ First Aid Kit Location		Fire Extinguisher/ Spill Kit Location		Emergency Shower		You Are Here		Tornado Shelter Area in Basement
	Fire Extinguisher												

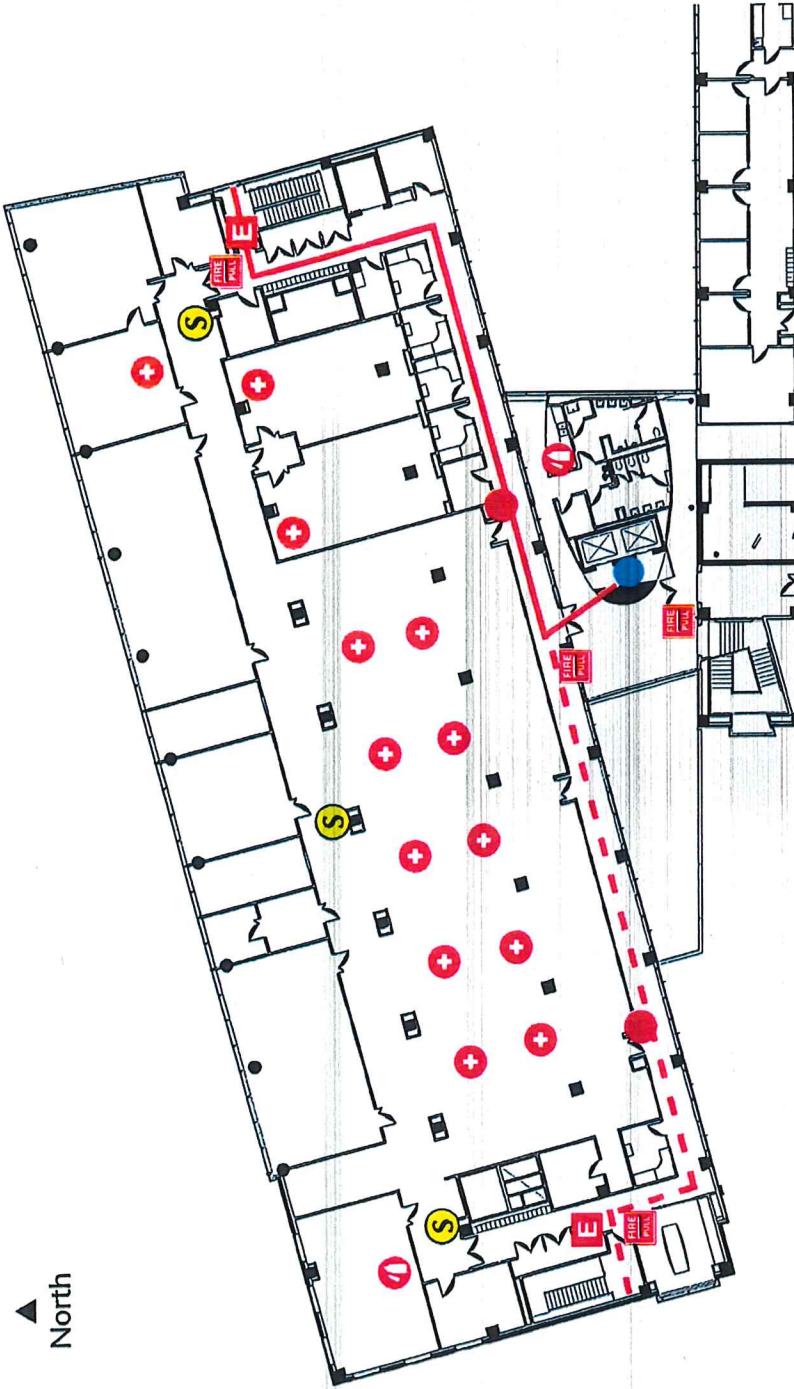
Indiana Forensic and Health Sciences Laboratory IDOH Labs Second Level

Emergency Meeting Area is the North Side of the Parking Lot

8/8/2023



▲ North

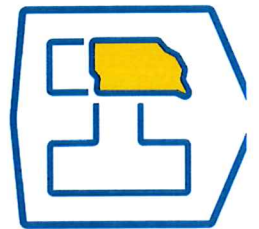


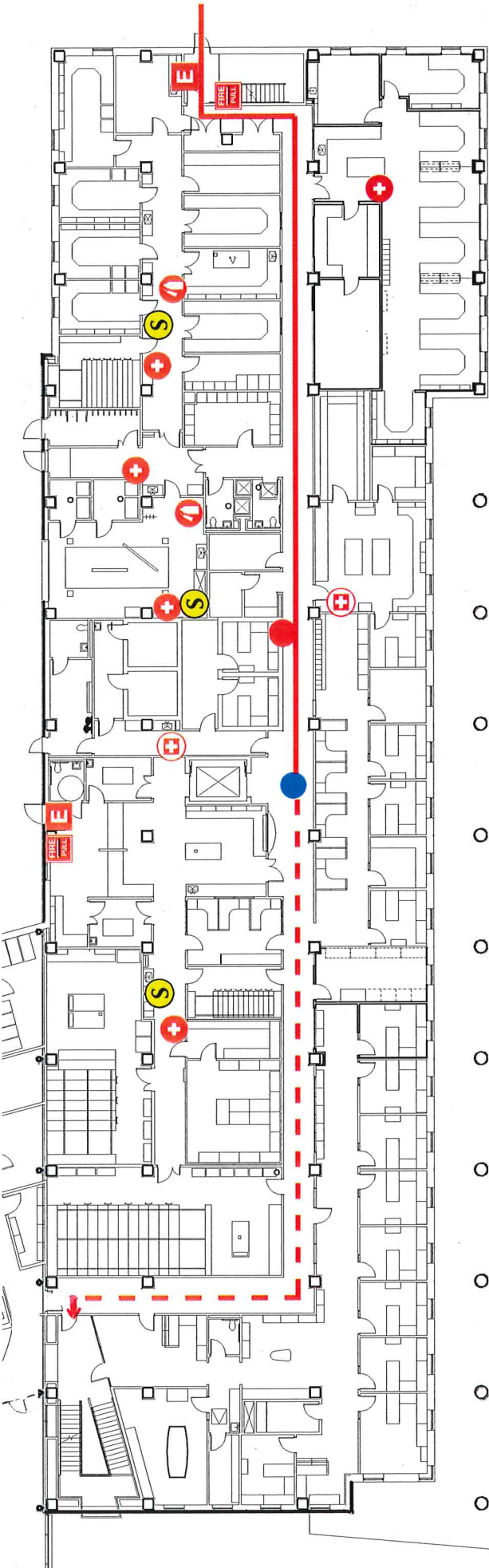
Indiana Forensic and Health Sciences Laboratory IDOH Labs Third Level Passenger Elevator

Emergency Meeting Area is the North Side of the Parking Lot

Fire Exit	Fire Extinguisher
Fire Alarm Pull	You Are Here
Fire Extinguisher/ First Aid Kit Location	Fire Extinguisher/ Spill Kit Location
Emergency Shower	Tornado Shelter Area in Basement
Primary Fire Evacuation Route	Secondary Fire Evacuation Route

8/8/2023





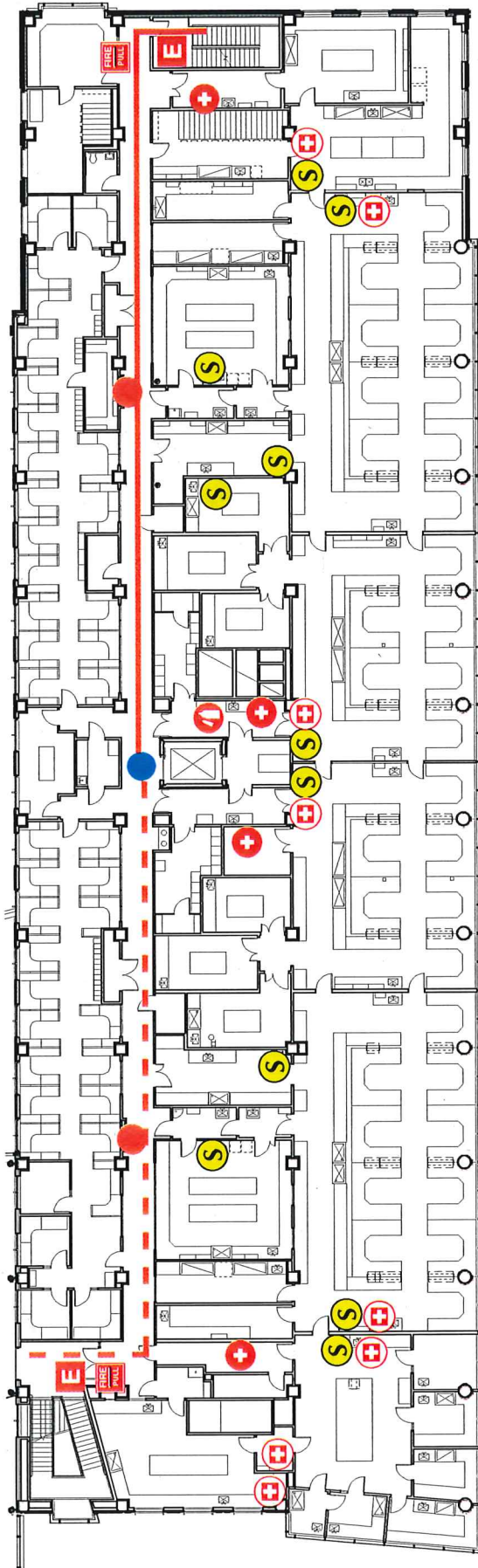
	Primary Fire Evacuation Route
	Secondary Fire Evacuation Route
	Fire Exit
	Fire Alarm Pull
	First Aid Kit Location
	Fire Extinguisher/ First Aid Kit Location
	Fire Extinguisher/ Spill Kit Location
	Emergency Shower
	Tornado Shelter Area in Basement
	You Are Here
	Fire Extinguisher

Indiana Health and Forensic Science Laboratory ISP Labs First Level

Emergency Meeting Area is the North Side of the Parking Lot



▲ North



▲ North

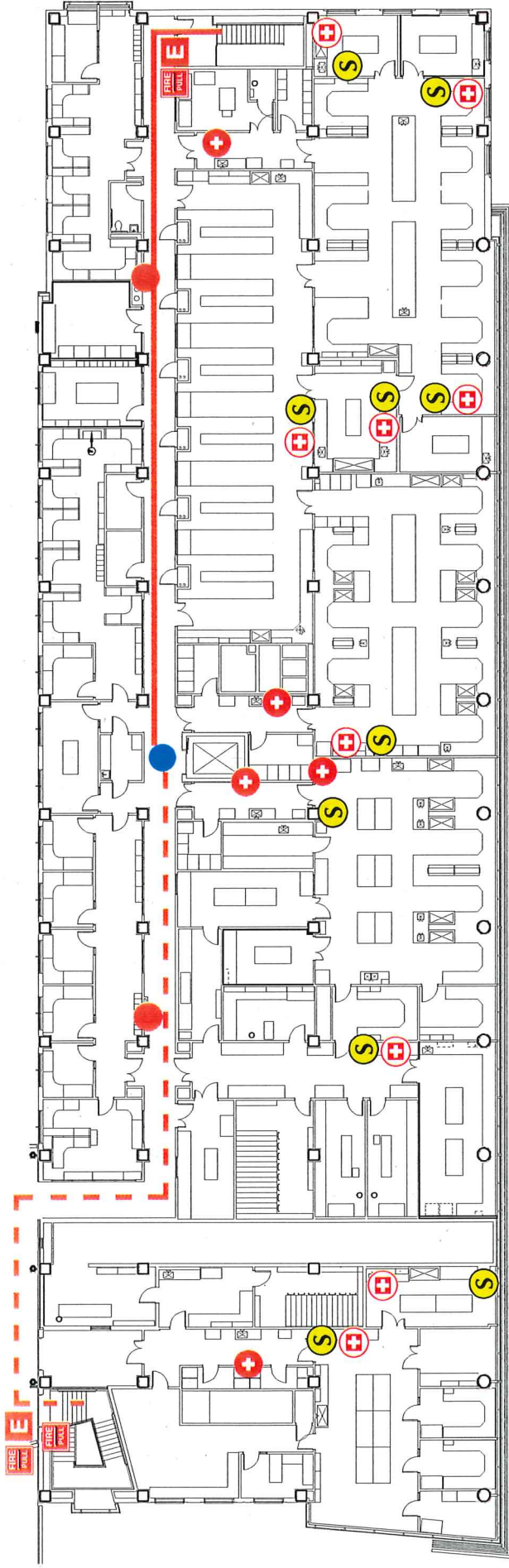
Indiana Health and Forensic Science Laboratory ISP Labs Second Level

Emergency Meeting Area is the North Side of the Parking Lot



	Primary Fire Evacuation Route
	Secondary Fire Evacuation Route
	Fire Exit
	Fire Alarm Pull
	Fire Extinguisher
	You Are Here
	First Aid Kit Location
	Fire Extinguisher/ First Aid Kit Location
	Fire Extinguisher/ Spill Kit Location
	Emergency Shower
	Tornado Shelter Area in Basement

9.9.2011



▲ North

Indiana Health and Forensic Science Laboratory ISP Labs Third Level

Emergency Meeting Area is the North Side of the Parking Lot



Primary Fire Evacuation Route	
Secondary Fire Evacuation Route	
Fire Exit	
Fire Alarm Pull	
Fire Extinguisher	
You Are Here	
First Aid Kit Location	
Fire Extinguisher/ First Aid Kit Location	
Fire Extinguisher/ Spill Kit Location	
Emergency Shower	
Tornado Shelter Area in Basement	