

Really Basic Emergency Response

Design Thinking Studio
Spring 2016

What to Do If There's an Emergency

- Dial 800
 - Give building and room location
 - Type of emergency
 - Sudden illness (passing out, seizure)
 - Fire
 - Accident (bad cut)

Unlikely, but- What if there's a fire?)

- Let everyone know there's a fire
- Evacuate the building and pull the fire pull on your way out
- From a safe distance, call
 - 413-585-2490-cell
 - X800 (campus phone)
 - use an emergency phone
- Only use the fire extinguisher if you need to 'fight' your way out

Use of the fire extinguisher

- Remember “PASS”
- PULL the pin
- AIM at the base of the fire
- SQUEEZE the trigger
- SWEEP from side to side at the fire’s base

Minor Lab Accidents-First Aid and Follow-up

- Cuts should be thoroughly washed, antiseptic cream applied and bandaged
- Apply pressure
- Call x800 if the bleeding is significant
- At a minimum for any accidents, **CALL HEALTH SERVICES**
 - Your tetanus booster may have expired since you were a first year
 - Only real source of professional medical advice on campus!

File an Accident Report!

- It ensures the problem/issue is documented
- It can be for something unconnected to labs!
 - Tripping over carpeting that is coming up
 - Student who hit their head when falling out of a broken chair
- Please return the report to the Design Thinking Director (Dr. Zaza Kabayadondo, zkabayadondo@smith.edu) asap!

Staying Safe, Staying Healthy (

- (Don' t use equipment without previous training
- Make sure you are WEARING the right personal protective equipment (safety goggles, cut-resistant gloves)
- (Cut away from yourself (and others!) ALWAYS
- (Long hair must be tied back, any dangling jewelry removed
- (Wear closed toe shoes when working upstairs
- Know where the phone, fire pull, and fire extinguisher are located before you start working
- You MUST have a 'buddy'—another student or a friend-- in the building if you are working when the student assistants are not there
- (When leaving at the end of the day/night, SHUT the door and make sure it is LOCKED!!!