

REPORTING INCIDENTS & CLOSE CALLS

An **incident** is any event that results in death, injury, illness, or property damage. A **close call** is an “almost-incident,” an event that could have resulted in one of the above effects but didn’t.

IF THERE IS AN INCIDENT OR CLOSE CALL IN YOUR LABORATORY, FOLLOW THIS ALGORITHM:

1. Is it an emergency?

If YES, follow your emergency procedures and call Security at x6-7777 (campus phone) or 410-516-7777 (cell phone). An emergency is:

- A fire
- A medical issue that appears to require more than first aid
- Any chemical exposure
- A chemical spill that is beyond your ability to clean up
- A crime or other security incident
- A facilities issue that poses a threat to the building or its occupants

2. Is it an after-hours incident?

If YES, call Security at x6-7777 or (410) 516-7777 to report the incident.

3. Was someone injured or sick but it is not an emergency?

If YES, contact health authorities:

- Employees (including students receiving pay):
call Occupational Health at x6-0450 or (410) 516-0450;
escort the injured to the clinic at Wyman Park W601
- Students (other than employees):
call Student Health & Wellness at x6-8270 or (410) 516-8270;
escort the injured to the clinic at 3003 N. Charles St, Suite N-200
- Other university affiliates (e.g. postdoctoral fellows):
call Security at x6-7777 if first aid is required or transport is needed;
otherwise, instruct the affiliate to visit his/her doctor or, if necessary,
the emergency room at Union Memorial Hospital at 201 E. University
Parkway
- Visitors:
call Security at x6-7777 or (410) 516-7777 for assistance
- After hours:
call Security at x6-7777 or (410) 516-7777

Contact Dr. Dan Kuespert, Laboratory Safety Advocate,
at 410-516-5525 or dkuespert@jhu.edu for
more information about this JHU Safety Note.

Not Rocket Science: A JHU Safety Note

for dispatch of first aid resources or transport to Union Memorial's emergency room. Injured employees MUST tell the triage nurse at Union Memorial that this is a Johns Hopkins University lab injury and it is work-related. This is for reasons of worker's compensation law.

4. **Was there only property damage or hazardous materials spill (whether or not you cleaned it up)?**

If YES, call Health, Safety, and Environment at x6-8798 or (410) 516-8798 as soon as possible after the incident. You will be directed to appropriate forms to submit to document the incident, and an investigator may be dispatched.

5. **If none of the above are true, was it a close call?**

If YES, send a description of the incident to closecalls@jhu.edu.

Report all incidents in a laboratory to the principal investigator or lab director as soon as possible after emergency and medical concerns have been addressed.