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.
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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.

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