

HKUST Emergency Procedures

IMPORTANT: Please read these emergency procedures thoroughly. Be proactive — do not wait until an emergency arises to familiarize yourself with these procedures.

Priority

Adhere to the following priorities in any emergency situation:

- 1. Personal Safety - Yours and Others**
- 2. Protect University Property**
- 3. Preserve Academic Programs**

Important Phone Numbers

Reporting all Campus Emergency to Security Control Center (SCC)	:	2358 8999/6565
Inquiries related to Security	:	2358 6565
Inquiries related to Safety	:	2358 6512

When calling for help, always provide the following information:

- Location of the incident/accident
- Nature and severity of the incident/accident, such as the number of persons injured, is the seriousness of the injuries, the extent of property damage, and gas leakage, etc.
- Your name and your current location

CONTENTS

EMERGENCY PREPAREDNESS.....	<u>1</u>
IT IS EVERYONE'S RESPONSIBILITY.....	<u>1</u>
BE PREPARED FOR FIRE.....	<u>1</u>
BE PREPARED FOR INJURY.....	<u>2</u>
BE PREPARED FOR LABORATORY EMERGENCY.....	<u>2</u>
GENERAL EMERGENCY PROCEDURES.....	<u>3</u>
FIRE.....	<u>4</u>
MEDICAL EMERGENCY PROCEDURE.....	<u>5</u>
INJURY.....	<u>6</u>
LIFT ENTRAPMENT.....	<u>7</u>
LABORATORY EMERGENCY PROCEDURES.....	<u>8</u>
HAZARDOUS MATERIAL SPILL RESPONSE PRINCIPLES.....	<u>8</u>
HAZARDOUS CHEMICAL SPILL IN RESEARCH LABORATORY...	<u>9</u>
HAZARDOUS CHEMICAL SPILL IN A TEACHING LABORATORY	<u>10</u>
HAZARDOUS CHEMICAL SPILL DURING DELIVERY.....	<u>11</u>
RADIOACTIVE MATERIAL SPILL.....	<u>12</u>
BIOHAZARDOUS MATERIAL SPILL.....	<u>13</u>

EMERGENCY PREPAREDNESS

PREVENTION is crucial in avoiding incidents and accidents. Prevention is also the essence of safety training. However, despite our best effort, incidents or accidents can still happen. Major incidents may lead to emergencies which threaten human lives and university property. The goal of EMERGENCY PREPAREDNESS is to ensure that everyone is equipped to respond effectively to such situations, thereby Minimizing personal injury and property damage.

IT IS EVERYONE'S RESPONSIBILITY

Supervisors are responsible for establishing safe procedures, providing protective equipment, delivering on-the-job safety training and providing information necessary for hazardous work. They must instruct their staff and students about the hazards, safety precautions, and actions to take in case of an accident. This includes general procedures as published below and specific ones tailored for special workplaces or operations. Drills should also be periodically organized by supervisors to keep concerned students and employees familiar with the proper execution of emergency procedures. Employees and students are required to learn and understand the hazards associated with their work and to follow all necessary precautions. They should also report any unsafe or hazardous conditions to the supervisor and/or Health, Safety and Environment Office (HSEO). In case of an accident, the individual should act to protect themselves and others in the area.

BE PREPARED FOR FIRE

- Do not tamper with any fire detection or firefighting devices.
- Do not block fire escape routes.
- Keep all fire doors closed.
- Know the escape routes in your environment.
- Know the locations of break-glass fire alarm buttons and firefighting equipment and ensure they are easily accessible.
- Know the designated assembly points.
- Learn to use firefighting equipment.
- For laboratory or special work areas, develop emergency shutdown procedures for processes which may create hazards if left unattended.

For more information on Fire Safety, refer to Chapter 6 of the HKUST Safety and Environmental Protection Manual.

BE PREPARED FOR INJURY

- Learn first-aid.
- Ensure first-aid kits, including specific antidotes if applicable, are well stocked at all times.
- Learn how to use antidotes if hydrofluoric acid is used.
- Laboratory users should know the location of emergency showers and eyewash stations and ensure they are easily accessible.

BE PREPARED FOR LABORATORY EMERGENCY

- **Know the chemicals you use** by referring to Safety Data Sheets (SDSs) which provide information on the physical, chemical, and toxicological properties of a chemical as well as procedures for handling, spills, fire, and disposal. SDSs are available from the Library and the Internet. If SDSs are not available or if the manufacturer's SDS lacks information for safe use, request assistance from HSEO.
- **Plan your operation or experiment** carefully, taking into consideration the hazardous properties of materials involved. Also consider what to do if something goes wrong in the process. Stock appropriate spill control materials, personal protection equipment, first aid materials, and antidotes.
- **Get proper training.** The procedures below make reference to "significant amounts of hazardous materials" and performing certain actions "if it is safe to do so" or not doing something "if it is unsafe to do so." These are judgement calls. A large quantity of low toxicity materials may be safe to handle, while a small amount of highly toxic substances may be significantly hazardous. In order to make the correct "call", you must
 - Understand the potential hazards of the materials and operations
 - Know the proper control measures,
 - Have participated in hands-on safety training and emergency drills; and
 - Be confident enough in that knowledge and training to make that judgement.
- **Know the locations** of the Emergency Ventilation button for your laboratory, the fire alarm buttons, firefighting equipment, spill control materials, personal protective equipment, and first aid kits.
- **BE CONSERVATIVE** if you have doubts or reservations about whether it is safe or unsafe to **act**. Always take the conservative approach (e.g. sound the alarm, exit the lab and leave clean-up or other response action to the emergency response team).

GENERAL EMERGENCY PROCEDURES

FIRE

These fire emergency procedures apply to the Academic Building. **Student dormitory residents should refer to the Hall Resident Handbook for fire emergency procedures.**

When you hear the fire alarm

- **Remain calm and check** for any sign of fire in the vicinity.
- **If you see fire or smoke**, or hear the announcement instructing you to **evacuate**, follow the evacuation procedures.
- **If there is no sign of a fire, stay alert** and pay attention to announcements until the fire alarm is silenced.
- **Evacuate if the alarm has sounded for more than two minutes.**
- **If you hear the buzzer sound** which indicates the fire alarm has been activated in an adjacent fire zone, **stay alert** and pay attention to announcements.
- **If you hear both** the buzzer and the fire alarm, then you are near the boundary of a fire zone and must **treat it as if you hear the fire alarm.**

If you discover a fire

- **Activate the fire alarm** by pressing the break-glass fire alarm button.
- **Report to Security Control Centre** by dialing 2358 8999
- **Alert other people**
- **If SAFE to do so, try to put out the fire** using firefighting equipment
- **DO NOT take any personal risks. If the fire gets beyond your control, evacuate immediately, close the door** of the room on fire.

FIRE FIGHTING EQUIPMENT

- i. **Water** from hose reels is suitable for wood, paper or structural fires, but NOT for oil, electrical or metal fires
- ii. **Carbon dioxide** fire extinguishers (the most common on campus) are good for general purposes, including oil and / or electrical fires.
- iii. **Dry powder** fire extinguishers (found in some laboratories) are suitable for chemical and/or metal fires.
- iv. **Sand** (in lab buckets) can be used to contain flammable liquid and extinguish fires, including metal fires.
- v. **Fire blankets** can be used when someone's clothing catches fire.

Evacuation Procedures

When there is a fire

- **Remain calm.** Walk, do not run, especially when travelling on staircases.
- **Immediately leave** the building and go to the designated assembly point using the nearest exit.
- **Try to help those who may have difficult** in evacuating such as disabled and pregnant persons.
- **DO NOT USE THE LIFTS.**
- **Report to your Departmental Safety Officer** at the designated assembly point as far as practicable.
- **Do not return to the building** until permission is given by the Fire Services Department Officer in charge at the scene.

If your clothing is on fire

- **DO NOT RUN.**
- **Drop to the floor and roll your body to extinguish the flames.**
- **If a fire blanket is available, wrap around your body to smother the fire.**

MEDICAL EMERGENCY PROCEDURES

When someone is ill,

- Call Security Control Centre (SCC) by dialing 2358 8999.
- Inform SCC that it is a medical emergency.
- **Call the Community Emergency Service directly** by dialing 999 **if the situation is urgent or serious** and inform SCC subsequently.
- Encourage the person to sit or lie down in a comfortable position.
- If the person is conscious, ask about their symptoms and gather the person's medical history and any medications they are taking to provide to emergency responders.
- Give first aid treatment if necessary.
- If trained, administer CPR if the person is not breathing.
- Use an AED if available and follow the device's instructions.
- Stay with the person until help arrives.
- When help arrives, follow their instructions and provide any relevant information about the situation.

INJURY

When someone is injured

- **Call Security Control Centre (SCC)** by dialing 2358 8999.
- **Call the Community Emergency Service** directly by dialing 2358 999 **if the situation is urgent or serious** and inform SCC subsequently.
- **DO NOT conduct a rescue operation** unless you know for sure how to perform it properly and know the situation is safe. A poorly executed rescue operation may endanger the rescuers, for example, if the victim is inside a room filled with toxic gas, or is still in contact with live electricity.
- **DO NOT move an injured person**, especially if there are signs of spinal injury or bone fracture, unless it is absolutely necessary to do so for safety reasons.
- **Keep the injured person comfortable**, warm, and lying down.
- **Give first-aid treatment** if necessary.
 - i) Acid and alkali burns - flush with running water; use emergency shower if necessary. Do not attempt to neutralize.
 - ii) Heat or cold burns - flush with cold water.
 - iii) Chemical in eyes - flush eyes with emergency eyewash.
 - iv) Major bleeding - apply direct pressure to the wound using clean cloth. Avoid contamination by the injured person's blood and bodily fluids.
 - v) Toxic gas inhalation -expose to fresh air.
 - vi) Hydrofluoric acid exposure -flush with water and apply antidote immediately.

LIFT ENTRAPMENT *(Remember not to use lifts when there is a fire.)*

If you are trapped in a lift

- **Remain calm.**
- **Press the alarm button** in the lift.
- **Communicate** through the intercom unit which connects directly to the Security Control Centre.
- **Never try** to force open the lift door or get out through the access hole at the ceiling of the lift car. Such attempts may result in fatal accidents or serious injuries.
- **Be patient** and wait for help.

LABORATORY EMERGENCY PROCEDURES

HAZARDOUS MATERIAL SPILLS

The following emergency procedures provide general guidelines for **spills which involve significant amounts of hazardous materials**. These are **general** procedures. Supervisors should provide employees and students with further **lab-specific instructions**.

HAZARDOUS MATERIALS SPILL RESPONSE PRINCIPLES

- GET AWAY
- ALERT OTHERS
- GET HELP
- SEAL OFF THE AREA

HAZARDOUS CHEMICAL SPILL IN A RESEARCH LABORATORY

- **Alert co-workers.**
- **If safe to do so,**
 - i) **confine** the spill with appropriate materials,
 - ii) **turn off** from a remote location all heat/ignition sources if flammable vapour is involved.
- Request assistance if needed.
- **Press the Emergency Ventilation button (do not activate this button in case of fire).**
- **Inform the Security Control Centre** by dialing **2358 8999** from a safe location.
- **Evacuate everyone** from the affected area. Leave contaminated clothing or articles behind and close the door.
- **Erect chemical spill warning sign outside the entrance** to prevent others from entering the room.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight and help prevent entry.
- If conditions allow, **stay to assist** the emergency response team.

Decontamination Procedures

Persons contaminated by hazardous chemicals should undergo decontamination as soon as they arrive at a safe location.

- **Treat any injury first.** First-aiders should protect themselves against contamination with hazardous chemicals and the injured person's blood or bodily fluids.
- **Remove any suspected contaminated clothing or articles,** seal them in a plastic bag and label if possible.
- **Wash contaminated skin with water and detergent.** Avoid aerosol generation (e.g. scrubbing with a brush).
- If eyes have been contaminated, **flush with water.**
- **Seek medical attention immediately.**

HAZARDOUS CHEMICAL SPILL IN A TEACHING LABORATORY

Students or technicians upon discovering a chemical spill should:

- **Alert all persons in the vicinity.**
- **Inform the person in-charge** in the laboratory.

Upon notification of a chemical spill, the person-in-charge should:

- **If safe to do so,**
 - i) **confine** the spill with appropriate materials,
 - ii) **instruct the students to turn off** from a remote location all heat/ignition sources if flammable vapour is involved.
- **Press the Emergency Ventilation button (do not activate this button in case of fire).**
- **Evacuate everyone** in the laboratory. Leave contaminated clothing or articles behind and close the door(s).
- **Inform the Security Control Centre** by dialling **8999** from a safe location.
- **Erect a chemical spill warning sign outside the entrance** to prevent others from entering the area.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight to prevent entry.
- If conditions allow, **stay to assist** the emergency response team.

Decontamination Procedures

Persons contaminated by hazardous chemicals should under decontamination as soon as they arrive at a safe location.

- **Treat any injury first.** First-aiders should protect themselves against contamination with hazardous chemicals and the injured person's blood or bodily fluids .
- **Remove any other suspected contaminated clothing or articles,** seal them in a plastic bag and label if possible.
- **Wash contaminated skin area with water and detergent.** Avoid aerosol generation (e.g. scrubbing with a brush).
- If eyes have been contaminated, **flush with water.**
- **Seek medical attention immediately.**

HAZARDOUS CHEMICAL SPILL DURING DELIVERY

Alert people in the vicinity.

- **Confine the spill if safe to do so.**
- **Inform the Security Control Centre** by dialing **2358 8999** or by other means. At least one staff should remain at the scene.
- **Erect chemical spill warning sign on access route.**
- If possible, post yourself at a safe distance from the spill while keeping the spill in sight to prevent unauthorized access.
- **Assist** the emergency response team upon its arrival.

Decontamination Procedures

Persons contaminated by hazardous chemicals should undergo decontamination as soon as they arrive at a safe location.

- **Treat any injury first.** First-aiders should protect themselves against contamination with hazardous chemicals and the injured person's blood or bodily fluids.
- **Remove any other suspected contaminated clothing or articles**, seal them in a plastic bag and label if possible.
- **Wash contaminated skin area with water and detergent.** Avoid aerosol generation (e.g. scrubbing with a brush).
- If eyes have been contaminated, **flush with water.**
- **Seek medical attention immediately.**

RADIOACTIVE MATERIAL SPILL

- **Alert co-workers.**
- **If safe to do so, confine the spill** with appropriate materials.
- **DO NOT activate Emergency Ventilation UNLESS** radioactive gas or vapour (e.g. Iodine-125) is involved.
- **Inform the Security Control Centre** by dialing **2358 8999**.

- **Evacuate everyone** in the room. Leave contaminated clothing or articles behind and close the door.
- **Erect a warning sign outside the entrance** to prevent others from entering the room.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight to prevent entry.
- If conditions allow, **stay to assist** the emergency response team.

Decontamination Procedures

Person contaminated by radioactive material should undergo decontamination as soon as they arrive at a safe location.

- **Treat any injury first.** First-aiders should protect themselves against contamination with radioactive material and the injured person's blood or bodily fluids.
- **Remove any other suspected contaminated clothing or articles**, seal them in a plastic bag and label if possible.
- **Wash contaminated skin area with water and detergent.** Avoid aerosol generation (e.g. scrubbing with a brush).
- If eyes have been contaminated, **flush with water**.
- **Seek medical attention immediately.**

BIOHAZARDOUS MATERIAL SPILL

- **Alert co-workers.**
- **If safe to do so, contain the spill** with appropriate material.
- If the spill occurs in a biosafety cabinet, leave the unit on.
- **Evacuate everyone** in the affected area. Leave contaminated clothing or articles behind and close the door.
- **Inform the Security Control Centre** by dialing **2358 8999** from a safe location.
- **Erect a warning sign outside the entrance** to prevent others from entering the room.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight to prevent entry.
- If conditions allow, **stay to assist** the emergency response team.

Decontamination Procedures

Any person contaminated by the biohazardous material should undergo decontamination as soon as they arrive at a safe location.

- **Treat any injury first.** First-aiders should protect themselves against contamination with biohazardous material and the injured person's blood or bodily fluids.
- **Remove any other suspected contaminated clothing or articles**, seal them in a plastic bag and label if possible.
- **Wash contaminated skin area** with water, appropriate disinfectants and soap.
- If eyes have been contaminated, **flush with water**.
- **Seek medical attention immediately.**

Amendment record

Issue	Date of Issued	Amendment
0	June 2010	Initial Issue
1	January 2026	<ul style="list-style-type: none">–Restructured the document layout.–Removed section on “Hazardous Chemical spill in a DG store”.–Updated phone numbers from internal extensions to full direct-dial numbers.