

# Emergency Plan

School of Materials Science &  
Engineering  
Georgia Institute of Technology



This **DOCUMENT** gives an outline  
of the notification protocol for  
emergencies, accidents and  
incidents

An **INCIDENT-REPORT-FORM** should be completed within 24 hours of the emergency, accident or incident. The Incident Report Form can be found on the School's webpage at [www.mse.gatech.edu](http://www.mse.gatech.edu)

# Emergency vs Accident: What is the difference?

- **Emergencies:** These situations require police, fire or medical assistance. A major fire compromising the safety of building occupants or the building itself would be considered an emergency.
- **Accidents:** These types of situations include minor cuts, minor chemical spills, minor floods, etc. They do not require immediate police, fire or medical attention.

# Notification Protocol for **medical emergencies** occurring during **working hours**

- **1. Call Georgia Tech Police: Call 404-894-2500 immediately**
- **2. Notify the following individuals:**
  - **Masood Ebrahimi (MSE safety coordinator)**
    - **Masood.ebrahimi@mse.gatech.edu**
    - **404 894-6020**
  - **Frank Moss (MSE Facilities Manager):**
    - **Frank.Moss@mse.gatech.edu**
    - **404-894-6763 (O)**
- **If you can't reach either Masood or Frank call MSE Administrative Manager's office at 404-894-5823 and 404 -894 -0496.**

# Notification Protocol for Non-medical emergencies occurring during working hours

- **Notify the following individuals:**
  - **Masood Ebrahimi (MSE safety coordinator)**
    - [Masood.ebrahimi@mse.gatech.edu](mailto:Masood.ebrahimi@mse.gatech.edu)
    - 404 894-6020
  - **Frank Moss (MSE Facilities Manager):**
    - [Frank.moss@mse.gatech.edu](mailto:Frank.moss@mse.gatech.edu)
    - 404-894-6763 (O)
  - **If you can't reach either Masood or Frank, call MSE Administrative Manager's office at 404-894-5823 and 404-894 -0496.**

# Notification Protocol for **laboratory emergencies** occurring during **non-working hours**

- **1. Call Georgia Tech Police: Call 404-894-2500 immediately**
- **2. Notify the following individuals:**
  - **Masood Ebrahimi (MSE safety coordinator)**
    - **Masood.ebrahimi@mse.gatech.edu**
    - **404 894-6020**
  - **Frank Moss(MSE Facilities Manager):**
    - **Frank.Moss@mse.gatech.edu**
    - **404-894-6763 (O)**
  - **If you can't either Masood or Frank, try to contact MSE Chair /MSE Administrative Manager at their homes.**

# Notification Protocol for incidents/near misses

- The School would like to be notified of all “near-misses” that occur within MSE facilities. Incidents such as slipping on a wet floor with or without injury, tripping on a mat, small scale chemical spills that are readily cleaned up, accidental contact with sharp or hot objects or electrically energized objects, and minor damage to glassware or equipment during use are some of the incidents that fall in this category. Action taken based on our knowledge of “near misses” can reduce the likelihood of similar incidents occurring in future.
- For these types of incidents, please complete and submit an Incident Report Form found on the School’s webpage. Please submit a copy of the completed form to the Coordinator of the MSE Safety Review Committee and a copy to the MSE Chair.

# Notification Protocol for Laboratory Maintenance Issues Occurring During Working Hours

- Plumbing, Spill off, Air Leakage, Unsecured Objects, Broken/Non Functional Equipment – these are examples of maintenance issues.
- **Notify the following individuals:**
  - **Frank Moss(MSE Facilities Manager):**
    - [Frank.moss@mse.gatech.edu](mailto:Frank.moss@mse.gatech.edu)
    - 404-894-6763 (O)
  - **Masood Ebrahimi (MSE safety coordinator)**
    - [Masood.ebrahimi@mse.gatech.edu](mailto:Masood.ebrahimi@mse.gatech.edu)
    - 404 894-6020
- **If you can't reach either Masood or Frank, try to contact MSE Chair /MSE Administrative Manager at their homes.**

# Notification Protocol for **Laboratory** **Maintenance Issues** Occurring During Non- working Hours

- **1. Call Georgia Tech Police: Call 404-894-2500 immediately**
- **2. Notify the following individuals:**
  - **Masood Ebrahimi (MSE safety coordinator)**
    - [Masood.ebrahimi@mse.gatech.edu](mailto:Masood.ebrahimi@mse.gatech.edu)
    - 404 894-6020
  - **Frank Moss (MSE Facilities Manager):**
    - [Frank.moss@mse.gatech.edu](mailto:Frank.moss@mse.gatech.edu)
    - 404-894-6763 (O)
  - **If you can't reach Masood or Frank , try to contact MSE Chair /MSE Administrative Manager at their homes.**

# What to do If **Injured** at Work

- If you are injured while performing official work, you may be eligible to seek workers compensation
- When injury occurs, help the injured person to reach the nearest **clinic** or hospital **emergency room**. For help with the move, you may call GT Police at 404-894-2500.
- Please be aware that workers compensation needs to be claimed in a time bound manner. Please access the link, <http://www.mse.gatech.edu/content/accidents-and-emergencies> for more information.

# What to do While Facing a Natural Disaster

- Whenever a potential incident of natural disaster is detected in the surrounding areas, a siren will sound. The following steps should be taken in response:
- If you are in laboratory space:
  - 1. Immediately stop laboratory work and walk to the suggested location. If no location is suggested, move to the safest location in the building and wait for further instructions.
  - 2. Make sure to notify and gather others in your lab and in the area.
  - 3. Once you move to a safer location, take a seat on the floor until further directions are given.
- If you are in an office space:
  - 1. Immediately walk to the suggested location or to a nearby safe location
  - 2. Make sure to notify and gather others in your office and in the area
  - 3. After moving to a safer location, take a seat on the floor until further directions are given.

# What to do While Facing a Fire

## Situation

- In case of a Fire in the building, the Fire Alarms would sound. The following steps should be taken in response:
  - 1. Please use the nearest exit and leave the building. Leave personal items behind. Notify other members in the area to exit with you. You may notice designated individuals going through the halls, informing people to exit the building.
  - 2. Once you are outside the building, walk towards a safer place and congregate on the lawn near the building.
  - 3. Please “check in” with the designated Roll-Takers. Notify them that you have exited the building.
  - 4. Please gather around others that work in your area. If someone was seen prior to the emergency but not after the emergency, please notify the absence to the roll-takers and emergency personnel.

# What to do When Facing a Terrorist Act

- In case of a terrorist attack in the building, a widespread notification system might not be available. If notification is given of a gun man on campus and if instructions tell you to move to a secure location, please do so. If no instructions are available:
  - 1. Immediately stop work and take refuge in a safer place within your building, away from the corridor/hall way.
  - 2. Make sure that others around you also stop their work and move to a safer location.
  - 3. Please take a seat on the floor and wait for further instructions.



If you are in doubt, always call  
Georgia Tech Police: Call 404-894-  
2500