



The Grainger College of Engineering

Office of Safety
303 Engineering Hall, MC-266
1308 W. Green St.
Urbana, IL 61801

Safety Resources for Instructors, TAs, and Proctors

In the event of a **fire, life-threatening injury, exposure to chemicals, or complicated spill***:
CALL 911

***A complicated spill poses a threat to health or requires evacuation of the area**

NEED ASSISTANCE IN A BUILDING EMERGENCY?

Call the F&S Service Office at 217-333-0340

Examples of building emergency service requests: Flooding of water or steam release, gas smell, clean-up of potentially infectious materials such as nosebleeds from surfaces such as desks, floors, etc.

In case of any threat to life or limb, EVACUATE THE BUILDING, then CALL 911 from a safe location.

Emergency Preparedness

It is important to know what to expect and how to react in case of an emergency:

- What to expect when calling 911 for a police response - [Calling 911 UIPD](#) (PPT Presentation).
- What to expect when calling 911 for a laboratory emergency - [Calling 911 Urbana FD](#) (1hr video).

The university offers resources and training to help you prevent incidents and prepare you for emergency situations:

- Read [DRS' Emergency Preparedness](#) page, which discusses spill kits, emergency eyewashes and showers, fire extinguishers, and the BEAP.
- Review the [Emergency Response Guide](#) which contains responses to various kinds of emergencies.
- Watch a UIPD Public Safety [presentation on active threats](#).
- Take the DRS-provided [Fire Extinguisher Training](#).
- Take the DRS-provided [Chemical Spills Training](#).

Building Emergency Action Plan (BEAP)

The [BEAP](#) is a building-specific document designed to assist occupants with their emergency planning and response efforts. Your BEAP can be found on the [Emergency Management website](#).

Public Safety first-day Announcement for Classes

U of I Police has developed [resources for instructors](#) to help students understand what to do in an emergency situation, including a [one-page handout](#) which you can distribute on the first day of class.

Reporting accidents, injuries and near-misses

It is important that you and your supervisor complete and submit the [First Report of Injury/Illness](#) Form as soon as possible. For instructions, please visit the [Worker's Compensation](#) website.

All incidents and near misses (e.g. "close calls") occurring in laboratories (including lab classes) need to be reported to DRS 217-333-2755 or drs@illinois.edu.

It is critical to report all incidents promptly as there are policies that require certain situations to be reported promptly.