

# Homewood Lab Incident Notification Chart

**START HERE**  
Is this an emergency?

**NO**

**YES**

## NON-EMERGENCIES

Fume Hood Outage?

CALL JHFRE SERVICE CENTER

General Maintenance/ Temperature Concern?

SUBMIT JHFRE EZ REQUEST  
<https://t.jh.edu/yB8VC>  
\*must be on Hopkins network to access on mobile\*



Non-Critical Chemical spill

Clean up spill appropriately, dispose of waste as hazardous

Report to supervisor, and review incident as a lesson learned with lab

FORWARD EZ REQUEST TO KSAS OR WSE FACILITIES MANAGER

Minor Injury?

Seek medical care

Report to supervisor

Submit Occ Health Incident Form

## EMERGENCIES

CHEM, BIO, RAD, OTHER HAZMAT

FIRE

FLOOD / UTILITY OUTAGE

MEDICAL

AFTER HOURS

NOTIFY OTHERS IN THE AREA & EVACUATE

PULL FIRE ALARM & EVACUATE

WAIT WITH INJURED PERSONNEL

CALL HSE

If No Response

**CALL JHU PUBLIC SAFETY 410-516-7777 (x 6-7777)**

KSAS Facilities email:  
[ksasfacilities@jh.edu](mailto:ksasfacilities@jh.edu)  
WSE Facilities email:  
[wsefacilities@jh.edu](mailto:wsefacilities@jh.edu)

CALL KSAS OR WSE FACILITIES MANAGER  
follow up with email to KSAS or WSE Facilities Team

NOTIFY RESPONSIBLE PRINCIPAL INVESTIGATOR (PI)

COMPLETE POST-INCIDENT INVESTIGATION AND REPORT

JH Employee Report of Incident Form:  
<https://t.jh.edu/kySd2>



**Public Safety Homewood**  
410-516-7777 (Emergency)  
410-516-4600 (Non-Emergency)

**Occupational Health**  
443-997-1700 (Homewood)

**Health, Safety & Environment (HSE)**  
410-516-8798 (Homewood)  
[hseinfo@jhmi.edu](mailto:hseinfo@jhmi.edu) ATTN: Homewood

**JHFRE Service Center**  
410-516-8063 (x 6-8063)



**JOHNS HOPKINS**  
UNIVERSITY