**Exposure Incident Follow-up, Investigation & Reporting**

Immediate medical attention is vital in that some exposure outcomes can be mitigated by prompt medical prophylaxis depending upon the infectious agents or materials involved.

In cases of actual or potential exposure, the person’s contaminated clothing should be removed or decontaminated and their exposed skin surfaces cleaned/washed to remove gross contamination before they leave the area.

**For Employee Incidents**

* The affected employee(s) should immediately report the incident to their supervisor who will be responsible for requiring immediate follow-up attention. If a supervisor is not available the employee(s) should immediately report to Employee Occupational Health Services (Family Practice Center, 2nd Floor (Bldg. 248)) during regular business hours or the UNMH Emergency Department during after hours, weekends and holidays.
* Provide applicable Pathogen Safety Data Sheets (PSDSs)/Safety Data Sheets (SDSs) to the medical provider(s).
* All biological incidents for which follow-up care is required must be reported to Biosafety (Biohazard Compliance) the next business day.
* The Biosafety Officer (BSO) or designee is required to conduct a follow-up investigation to determine the root cause of the incident and report the results to those involved. In this respect the BSO or designee will contact those exposed and those witnessing the incident and request eye-witness interview(s) to aid in the investigation. The identity of the employee(s) will be held confidential in all reports. Whenever possible the institute will be required to alter procedures, facilities, personal protective equipment and/or other containment equipment to diminish the possibility of further incidents of this nature. The BSO may also (depending on the agent) be required to report the incident to certain federal regulatory bodies and internal committees (e.g., Institutional Biosafety Committee).

**For Student Incidents**

(Note: students on stipend are considered paid employees and should follow the directions for employee incidents)

* The affected student(s) should immediately report the incident to the class instructor who will be responsible for requiring immediate follow-up attention. If an instructor is not available the student(s) should immediately report to the Student Health Center (Bldg. 73) during standard business hours or the UNMH Emergency Department during after hours, weekends and holidays.
* Provide applicable Pathogen Safety Data Sheets (PSDSs)/Safety Data Sheets (SDSs) to the medical provider(s).
* All biological incidents for which follow-up care is required must be reported to the University Biosafety Officer the next business day.
* The Biosafety Officer (BSO) or designee is required to conduct a follow-up investigation to determine the root cause of the incident and report the results to those involved. In this respect the BSO or designee will contact those exposed and those witnessing the incident and request eye-witness interview(s) to aid in the investigation. The identity of the student(s) and/or employee(s) will be held confidential in all reports. Whenever possible the institute will be required to alter procedures, facilities, personal protective equipment and/or other containment equipment to diminish the possibility of further incidents of this nature. The BSO may also (depending on the agent) be required to report the incident to certain federal regulatory bodies and internal committees (e.g., Institutional Biosafety Committee).