

**University of Minnesota
Center for Magnetic Resonance Research
Standard Operating Procedure
Emergency Procedures**

SOP Number / Version: SOP016 / Version 1

Approval Date:

Implementation Date:

Author/Owner: Jeramy Kulesa

Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

1 Purpose

The purpose of this procedure is to define CMRR's emergency procedures.

2 Scope

This procedure will apply to everyone with access to CMRR.

3 Definitions

Standard Operating Procedure	A document providing detailed written procedural instructions to achieve consistency and uniformity of the performance of a specific function.
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4 Responsibility

It is the responsibility of all personnel who perform the functions listed in Section 2 to adhere to this SOP.

It is the responsibility of the owner/author listed above to review the content of this SOP for accuracy and continued applicability on at least an annual basis.

5 Procedure

CMRR is a 911 facility. The first response in all emergencies is to dial 911. Responding emergency personnel may not have access to CMRR, so they should be met at the front door and escorted to the location of the emergency.

5.1 Medical Emergencies

1. Dial **911**
2. Remove subject from scanner and/or magnet room if possible (MR Safe wheelchair and gurney located in CTSI patient prep area)
 - a. **If and Only If** emergency involves a ferrous object pinning someone against the magnet initiate magnet quench
3. Administer CPR if required (AED's located near copier on "classic" side and outside of 3T and in lobby on the "new" side)
4. **Meet responding personnel at front door, escort them to subject, and communicate dangers of facility**

5.2 Fire Emergencies

1. Dial **911**
2. Remove subject/personnel from scanner and/or magnet room
3. If feasible perform electrical shutdown of magnet
4. If deemed safe/appropriate attempt to extinguish fire using **blue and white fire extinguisher Only**
5. **Meet responding personnel at front door and communicate dangers of facility**

6 References

Emergency Information Sheet attached.

7 Forms and Templates

N/A

8 Appendices / Tables

N/A

9 Revision History

Version Number	Approval Date	Change from Previous Version

Emergency Information

for

Center for Magnetic Resonance Research

Dial 911 for

Police, Fire, and Life Threatening Emergencies

(Meet Responders at Front Door and Communicate Dangers of Facility, Do Not Allow them to Enter the Magnet Room without being Screened and Briefed)

Building: 180	Department: Radiology	College: Medical School
Address: 2021 6 th St SE Minneapolis, MN 55455		

Paging for CMRR Assistance (Emergency Use Only)

Dial: **3-8085** and communicate need for assistance

Medical Emergencies

5. Dial **911**
6. Remove subject from scanner and/or magnet room if possible (MR Safe wheelchair and gurney located in CTSI patient prep area)
 - a. **If and Only If** emergency involves a ferrous object pinning someone against the magnet initiate magnet quench
7. Administer CPR if required (AED's located near copier on "classic" side and outside of 3T and in lobby on the "new" side)
8. **Meet responding personnel at front door, escort them to subject, and communicate dangers of facility**

Fire

6. Dial **911**
7. Remove subject/personnel from scanner and/or magnet room
8. If feasible perform electrical shutdown of magnet
9. If deemed safe/appropriate attempt to extinguish fire using **blue and white fire extinguisher Only**
10. **Meet responding personnel at front door and communicate dangers of facility**

Important Phone Numbers

Front Desk	6-2001
4.0T	5-8301
7.0T/PS	5-5827
9.4T <i>small</i>	5-7521
16.4T	6-7280
3.0T-B	6-6481
9.4T <i>large</i>	6-0472
3.0T-A	5-6762
7.0T/AS	5-7312
10.5T	6-4894

Research Safety Officer: Jeramy Kulesa (phone: **5-8847** or **651-295-6302**) Room 1-104

University Radiation Protection Officer: Brian Vetter (phone: **6-5247**)