**Laboratory Emergency Procedures**

**Building: ( ) Room: ( ) Lab Phone Number: ( )**

**The following emergency equipment is located in this room:**

  **The following emergency equipment is not located in this room, but can be found at:(\_\_)**

**FIRE**

1. If you see smoke and suspect a fire, activate the closest fire pull station. Fire pull stations are located (List location).

2. Perform “*Critical Laboratory Shutdown Procedures”* **if you are not in immediate danger.**

3. Evacuate the building using the emergency evacuation route described below. Warn everyone on your way out.

4. Call 911 and provide information asked by the dispatcher.

5. Proceed to the designated evacuation meeting area (List location).

***Emergency Evacuation Route:***

*Briefly describe the primary and secondary evacuation routes and a designated evacuation meeting area.*

*Example: Exit the door, turn left, and take the stairway at the end of the hall to the first floor exit. If that way is not clear, then turn right as you exit the lab and take your first right. The stairway will be halfway down the hall on your left. Exit the building on the first floor.*

*Meet at the large tree on the north end of the building.*

**SEVERE WEATHER**

**During a Severe Weather Watch:**

1. Be prepared to shut down experiments or equipment in case you need to evacuate.

Take into account possible power or other utility outages following a storm.

**During a Severe Weather Warning:**

1. Remain calm.

2. Perform “*Critical Laboratory Shutdown Procedures”* **if you are not in immediate danger.**

3. Close all windows.

4. Proceed to the designated safe area.

5. Close all doors to rooms with outside windows.

6. Listen to all emergency paging and TXT-U for an all clear before leaving the safety area and returning to the work area.

***Severe Weather Safe Area:***

***Briefly describe the directions to the safe area/room.***

***Example: The safe area for this lab is the interior hallway in the lower level. Exit the door, turn left and take the stairway at the end of the hall to the basement. Exit the stairwell door and turn right. The safe area for this lab is this interior hallway.***

***Please congregate between the doors of rooms 42 and 57.***

**CHEMICAL SPILL**

**If there is a spill of chemicals or other hazardous substances:**

1. Perform “*Critical Laboratory Shutdown Procedures”* **if you are not in immediate danger.**

2. Evacuate personnel the spill area.

3. Close doors and isolate the area. Prevent people from entering the spill area.

4. If you are trained and able to clean up the spill safely, do so. If not:

5. From a safe location, call 911. Tell them: **Where is it** (Fume hood, inside a lab, or in a public area)? **What is it** (flammable, toxic, corrosive, low hazard, oxidizer, reactive)? **How much** (< 1 L, > 1 gal, or still expanding)?

6. **Do not re-enter** the spill area until the Emergency Responders have notified everyone that it is safe to return.

**CRITICAL LABORATORY SHUTDOWN PROCEDURES**

A. Turn off all flames and ignition sources D. Turn off all electrical equipment G. Other Lab Specific

B. Close all hazardous material containers E. Other Lab Specific H. Other Lab Specific

C. Close sash on all fume hoods F. Other Lab Specific I. Other Lab Specific

*Designated Coordinator ( ) will take attendance to ensure that everyone has safely exited.*

**Do not re-enter** the building or laboratory until the Emergency Responders have notified everyone that it is safe to return!

***Call 911 (campus phone) for all emergencies!***